


UN3534 1 of 3 12 <sup>th</sup> December 2024	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	NHS Wales AfC Bands 8 and 9 Intermediate Pay Step Pay Award 2024	
<b>Purpose</b>	To update all Welsh ESR Organisations on the implementation of the AfC Bands 8 & 9 Intermediate Pay Step uplift	
<b>Intended Audience</b>	All Welsh ESR Organisations	

## SUBJECT

NHS Wales Agenda for Change Bands 8 and 9 Intermediate Pay Step Pay Award 2024 – Pay Letter AfC(W) 02/2024

## DETAIL

Users are advised that revised rates of pay for AfC Bands 8 and 9 Intermediate Pay Steps as authorised by the above agreement will be introduced onto ESR with an effective date of 1<sup>st</sup> April 2024. This will be applied in Release 63 over the weekend commencing 27<sup>th</sup> December 2024.

Details of the rates to be applied are on the attached spreadsheet.

ESR will apply the change as follows:


- 1st January 2025 the new rates will be applied to any employee on the current pay steps without any reference to a successful pay progression.
- From 1st April to 31<sup>st</sup> December 2024, the revised rates will be backdated for anyone on an affected pay step at the 1<sup>st</sup> April 2024, or moving on to one of the pay steps due to incremental progression after the 1<sup>st</sup> April 2024 and pay arrears for the relevant period. For example, increment date 15<sup>th</sup> July, arrears would be for the period 15<sup>th</sup> July to the 31<sup>st</sup> December 2024.

Pay progression does not backdate in the system, if an employee has moved to the intermediate point during the backdated period, it will have happened automatically as there would not have been any trigger in place to look for pay progression.

Organisations will need to review this locally and manually amend the pay step if the employee has not met the requirements for pay progression. This will need to be completed in time for January payment and any arrears generated by the retro process will need to be negated.

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- From the 1st January 2025, anyone moving to the intermediate point will require a successful pay progression to be recorded in ESR or the increment/increase will not happen.  
Due to the timing of the implementation, there will not be any pay progression notifications produced by the system, although the incremental date will be reported on via the standard payroll reports. This will require manual intervention by organisations to mark the pay progression as positive to enable the progression and pay increase to be applied to January pay.
- From February 2025 onwards, pay progression will work as it does now for all pay affecting increments.

## ACTION REQUIRED


The central process for Pay Awards to trigger a pension banding reassessment will be run as part of this change.

To enable the Pay Award and pension arrears to be paid in the same pay period, Payroll Departments are asked to undertake payroll processes in the following order:

1. Process an initial payroll run, once input has been entered but **before** any retro processing, which will pay the new pay rates.
2. Run the Pension Banding Assessment process as part of the initial payroll run. It is essential that this is run before any retro processing, otherwise pension arrears will not be triggered until the following month. A check of the associated output reports should be undertaken to ensure that any changes to bandings that have been applied are correct.
3. Rollback the payroll run.
4. Run the retro process.
5. Process the payroll run, from this point processing should continue in line with local requirements.

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Please note that the retro process should not be run until all payments requiring arrears in January have been processed and should only be run once for the payroll period.

Consideration will need to be given to the processing time required in relation to the scheduled payroll dates, ensuring that a longer run time is taken into account and does not jeopardise payroll completion and BACS dates.

A review of any payments for protections, maternity, adoption etc. should be undertaken to ensure they are updated for the new pay rates.

## **FURTHER INFORMATION**

The Leavers Dashboard will be made available to ex-employees impacted by the Pay Award for a period of 90 days.

Users should note that, and plan for, the potential for significant impact to the overnight ETL processes both immediately after the application of the award and throughout the month, which may mean the data refresh could be delayed.

The implementation of the Pay Award will impact on all areas of processing throughout the month, organisations should bear this in mind and allow for extra run times when planning processing for pay. Interfaces such as the Generic Outbound interface may also be delayed.

In addition, where feasible we advise that online payslips are made available to employees as early as possible.

## **NEXT UPDATE**

None

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