


UN3540 1 of 3 6 th January 2025	Electronic Staff Record Programme USER NOTICE	
Title	Pay Advice Message for January 2025 payslips	
Purpose	To advise English ESR Organisations of the Pay Advice Message required for payslips in January 2025	
Intended Audience	ESR Payroll Users – England only	

SUBJECT

Pay Advice message for January 2025 payslips – England only.


DETAIL

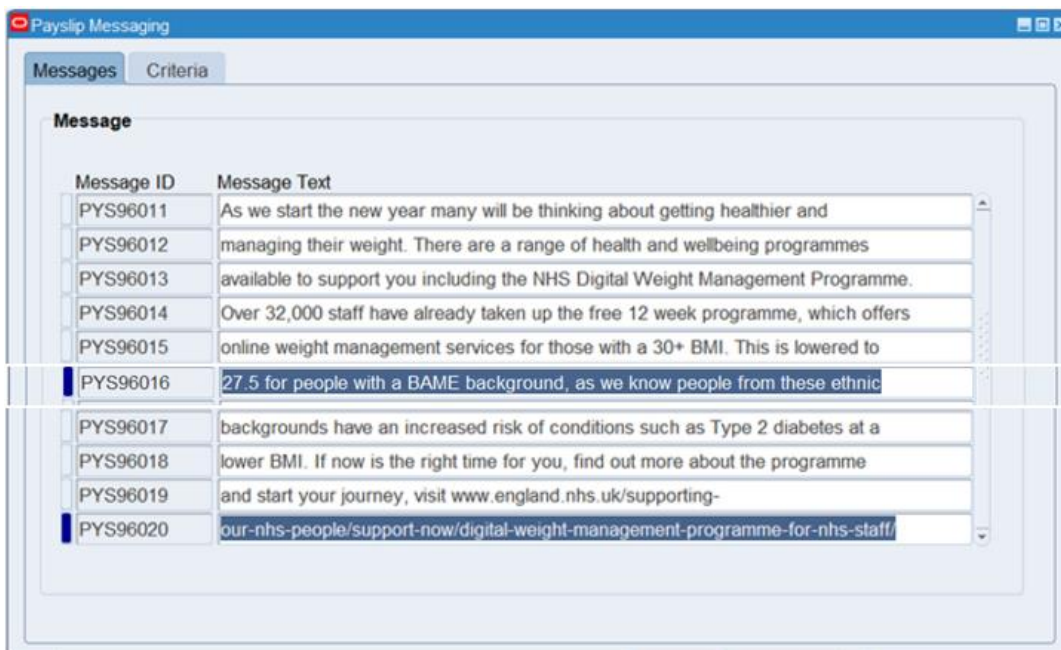
NHS England have requested that a payslip message is added to weekly and monthly payslips for January 2025. This is to promote the NHS Digital Weight Management Programme.

National payslip messages have been created in the system and each Employing Authority will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment during January 2025.

To attach the messages, navigate to Payroll > Payslip Messages. On the Messages tab the messages can be searched for using the following Message ID's and need to be applied in the order listed:

PYS96011
PYS96012
PYS96013
PYS96014
PYS96015
PYS96016
PYS96017
PYS96018
PYS96019
PYS96020

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The “Criteria” tab will then need to be selected, and the appropriate information entered.

ACTION REQUIRED


Create the message prior to running Pre-payments for the relevant pay period.

The NHS Complete Payslip Data Archive process must be run to enable the message to be shown in the online payslip.

FURTHER INFORMATION

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link: [Payslip Messaging](#)

NEXT UPDATE

UN3540 3 of 3 6 th January 2025	Electronic Staff Record Programme USER NOTICE	
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None