


<p>UN3549 1 of 6 20<sup>th</sup> January 2025</p>	<p>Electronic Staff Record Programme USER NOTICE</p>	
<p><b>Title</b></p>	<p>Monthly Payroll Schedules - Financial Year 2025/26</p>	
<p><b>Purpose</b></p>	<p>Submission of proposed Monthly Payroll Schedules for 2025/26</p>	
<p><b>Intended Audience</b></p>	<p>Managers of Payroll Departments in Employing Authorities Managers of Payroll Provider Organisations Managers responsible for the oversight of the arrangement with the external payroll provider, in cases where an Employing Authority does not provide its own paymaster service.</p>	

## SUBJECT

Monthly Payroll Schedules – Financial Year 2025/26

## DETAIL

Employing Authorities are required to agree schedules with ESR for payroll processing for the forthcoming financial year. This will enable a full service schedule to be prepared and will ensure that the capacity of the ESR Service is not exceeded on any particular day. Employing Authorities are requested to submit their proposed schedule for Monthly Salaries as detailed below. Employing Authorities that do not process their own payroll should ensure that their Payroll Provider submits the necessary proposals on their behalf. Employing Authorities that are proposing to change their Payroll Provider should ensure that their new Payroll Provider responds to this notice on their behalf

Any queries regarding this notice should be raised on a Service Request.


### 1. MONTHLY SALARIES

Two spreadsheets are delivered with this notice  
(one with and one without formatting/validation)

- Salaries\_Schedule\_2025-26\_formatted.xls
- Salaries\_Schedule\_2025-26\_template.xls

Users are requested to complete proposed schedules, and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by **Thursday 20th February 2025**. It would be appreciated if the VPD number for which the proposals are being submitted could be included in the title of the email.  
– OR Raise a Service Request and attach the completed schedule.

For spreadsheet completion instructions please see section 4.

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Users will be informed of the acceptability or otherwise of submitted schedules within 3 working days of the receipt. **Preference will be given by order of receipt.**

Users are reminded that these schedules are **NOT** automatically reflected in ESR; please ensure dates are up to date and accurate on ESR once confirmation has been received via Payroll Description > Period dates.

BACS processing dates **MUST** be the last working day before Payment day.

Requests for alterations to proposed and/or agreed schedules should be sent by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net)

If a payroll will no longer be used in Financial Year 2025/26 - please submit a 'nil' return.


## 2. WEEKLY WAGES

There is no requirement to submit weekly payroll schedules relating to normal weekly processing.

Note : The system will create week 53 automatically based on the number of pay days in the current year, it uses the original pay day as a basis for this determination.

If the pay day has been amended then it is possible that W53 may exist when not expected, or not exist when it should.

Users should check the Payroll Description>Period Dates to ensure that the correct periods exist for Weekly payrolls. Pay Periods should not be renamed as this does not amend the underlying tax calculation. Should any anomalies be found please raise an SR to ESR Service Desk,

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### 3. PROCESSING CONSIDERATIONS - DECEMBER 2025


There are no plans to restrict monthly payroll processing in December 2025, the payroll cycle is traditionally shorter in December, users are requested to ensure that this is considered when planning processing schedules.

### 4. SPREADSHEET COMPLETION INSTRUCTIONS

Users are requested to complete the formatted version of the spreadsheet as this will auto-complete certain fields and perform validation.

It is appreciated that local IT policies may prevent receipt/use or transmissions of formatted spreadsheets. If this is the case then please use the template version to supply the information.

For payrolls set up after January 2025 please use the template version of the spreadsheet as the payroll name will require manual completion.

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### Header information

Users should complete the Payroll Provider, VPD, Employing Authority Name and select the Payroll Name from the available drop down list, if using the formatted version. This list contains all active payrolls on the system (as at January 2025).

The payroll name should be as held on ESR e.g. 999 Monthly Hospice.

For each payroll period the following information should be completed from **left to right** (if using the formatted spreadsheet)

**Payment Date** This is the date that the payment will be made to employees.


**BACS Processing Date** **Must** be the working day prior to payment date. This will auto-complete on the formatted spreadsheet.

**BACS Transmission Date** This is the date that the BACS transfer process will be run. To provide contingency in the event of issues (User / ESR / BACS) this is normally at least 2 days before Processing Date. Users wishing to remove this contingency should complete the template version of the spreadsheet.


**Payroll Run** The date on which the payroll run (for overnight processing) from which you will pay will be submitted. This is the date that will be used to prioritise processing in the event of any processing issues.

Information is not required for Retries or Supplementary payroll runs or for runs that are being run early for checking purposes.

**Retro Pay run** The date on which the 1<sup>st</sup> NHS Retro-Pay (Monthly) will be run. If no Retro processing is planned please leave blank.

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Please submit one spreadsheet per VPD, and if they could be sent one spreadsheet per email it would be appreciated.

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## ACTION REQUIRED

Complete one spreadsheet per VPD and return by email to [ESR.IS-ESRScheduling@nhs.net](mailto:ESR.IS-ESRScheduling@nhs.net) by 5pm **Thursday 20<sup>th</sup> February 2025** ensuring that schedules are provided for ALL active payrolls in that VPD – **OR** Raise a Service Request and attach the completed schedule.

## FURTHER INFORMATION

In the event of proposed schedules exceeding available processing capacity on a given day the order of receipt will determine preference.

Where demand exceeds availability affected users will be contacted to discuss potential alternatives.

Users will be informed of the acceptance or otherwise of submitted schedules within 3 working days of receipt.

## NEXT UPDATE

Full schedule will be published by **Friday 28<sup>th</sup> March 2025**.