


UN3560 1 of 4 17 th February 2025	Electronic Staff Record Programme USER NOTICE	
Title	RTI End of Year Preparation 1 of 2	
Purpose	To inform Users about the required End of Year activities for Real Time Information (RTI).	
Intended Audience	All ESR Users who are responsible for RTI End of Year processing.	

SUBJECT

In order to assist users who are planning their RTI End of Year activities, two user notices are being published. This is the first of those communications.

DETAIL

Users are asked to review the information in this document now in order to understand and complete the tasks detailed in time for the expected completion date of the 14th March 2025.

Within the next month a further communication will be published. The relevant expected task completion dates can be seen in the summary below.

User Notice 1

This UN contains the following sections:


Communication Date	Expected Completion	Comments
17-FEB-2025	14-MAR-2025	ESR HUB and HMRC online reminders

1	1.1	RTI Notification to HMRC
	1.2	ESR Hub
	1.3	Resolving Reconciliation Issues
	1.4	RTI End of Year Webinars


User Notice 2

The second UN will contain the following details and will be sent on the 6th March 2025:

Communication Date	Expected Completion	Comments
06-MAR-2025	31-MAR-2025	Payroll Processing, SOY, P60 documentation

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1.1	<p><u>RTI Notification to HMRC</u></p> <p>For any queries regarding Tax Year End, HMRC have provided the following online advice:</p> <p>HMRC Tax Year End Guidance</p> <p>It is not recommended that the FPS is marked as ‘final’. Instead the EPS for March 2025 should be submitted as the ‘Final’ submission for the Year. This must be filed with HMRC before the 19th April 2025.</p> <p>Any adjustments after this date must be reported to HMRC via an NHS RTI FPS Amendments XML Process 2024/25.</p> <p>More information on NHS RTI FPS Amendments XML Process and/or EYU can be found in the RTI Manual.</p> <p>Note: The EYU Process is no longer available as an adjustment mechanism from 6 April 2025.</p>
1.2	<p><u>ESR Hub</u></p> <p>ESR Hub contains a number of documents surrounding End of Year activities.</p> <ul style="list-style-type: none"> • Year End <p>Please continue to monitor ESR HUB as new information will be added regularly.</p>

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1.3	<p><u>Resolving Reconciliation Issues</u></p> <p>Payroll Best Practice suggests that users should be reconciling their Payroll(s) each month. If there are any discrepancies, users are asked to raise a Service Request. This enables Application Support to diagnose any problems and provide the solution in a timely manner. You will find the following link of use when reconciling Payrolls:</p> <ul style="list-style-type: none"> • Reconciliation <p>Where possible, adjustments to balances held in ESR should be made by processing element entries in a Payroll run, in accordance with Payroll Best Practice. However, there are cases where this is not feasible, for example, when no further payroll runs can be processed in the tax year. In such cases, it is necessary to use the Balance Adjustment facility:</p> <ul style="list-style-type: none"> • In Year Balance Adjustments • Previous Year Balance Adjustments
1.4	<p><u>RTI End of Year Webinars</u></p> <p>RTI End of Year Webinars will be provided by the ESR Education Team in March 2025.</p> <p>It is recommended that Payroll Managers or the individuals within the organisation responsible for completing these tasks register to attend.</p> <p>A User Notice will be distributed later this month detailing dates of these events along with how to register.</p>

ACTION REQUIRED

Please use this User Notice to prepare for the completion of Tax Year End.

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FURTHER INFORMATION

N/A

NEXT UPDATE

The next User Notice entitled 'RTI End of Year Preparation 2' will be sent on the 6th March 2025.