


UN3567 1 of 2 4 th March 2025	Electronic Staff Record Programme USER NOTICE	
Title	RTI End of Year Webinars - March 2025	
Purpose	To inform ESR users of the RTI End of Year Webinars for Payroll	
Intended Audience	ESR Users responsible for End of Year payroll processing	

SUBJECT

Further to UN3560 please find below the schedule for delivery of the RTI End of Year webinars, which the ESR Education Team are offering to all Employing Authorities.

DETAIL

The session will be delivered via MS Teams by the ESR Education Team to provide participants with an overview of the processes required to complete and submit all required information to HMRC.


The webinar will cover the following topics:

- Processing required to submit End of Year information
- How to Process P60's
- Overview of how to process previous year adjustments
- Processing Start of Year
- RTI Processes in 2025/26 Tax Year
- Other Key Payroll Changes

These sessions are targeted at users at the Employing Authority who are responsible for completing the End of Year processes within ESR. Participants should be familiar with their local policies and procedures.

The duration of the session will be no longer than 60mins and there is no restriction on the number of delegates that can attend the events.

NOTE: Q&A's from previous year events are available on the [ESR User Manual](#). You must be logged in to view this page.

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SCHEDULE

The sessions are being held on the following dates and times:

DATE	TIME
Tuesday 18 th March	11:00am – 12:00pm
Wednesday 19 th March	2:00pm – 3:00pm

ACTION REQUIRED

This is a Microsoft Teams event, no registration details need to be provided.

To join click on the link below or copy the link into your diary as a reminder.

DATE	TIME
Tuesday 18 th March	Click here to join the meeting
Wednesday 19 th March	Click here to join the meeting

Details of this event are also available on the [ESR Events Calendar](#) on the ESR Hub.

FURTHER INFORMATION

Please note that separate guidance for processing P11D information will be issued in May 2025.

If you have any questions, please contact the ESR Education Team – esr.is-esrcoursereg@nhs.net