


UN3593 1 of 2 16 th April 2025	Electronic Staff Record Programme USER NOTICE	
Title	Interim uplift to NHS Wales AfC pay in line with the Living Wage foundation rate from April 2025	
Purpose	To update all Welsh ESR Organisations on the interim change to AfC pay rates for the Living Wage foundation rate from April 2025	
Intended Audience	All Welsh ESR Organisations	

SUBJECT

Information regarding the interim uplift in pay rates to AfC staff in Wales in line with the Living Wage foundation rate – Pay Letter AfC(W) 01/2025

DETAIL

Users are advised that revised rates of Pay as authorised by the above Pay Letter will be introduced onto ESR with an effective date of 1st April 2025. This will be applied in Release 64.2 over the weekend commencing 25th April 2025.

Details of the changes being made are on the attached spreadsheet.


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.

NOT PROTECTIVELY MARKED

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Please note that the retro process should not be run until all payments requiring arrears in May 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 uplift 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