


UN3597 1 of 2 28 <sup>th</sup> April 2025	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	P11D Webinars - May 2025	
<b>Purpose</b>	To inform ESR users of the P11D Webinar	
<b>Intended Audience</b>	ESR Users responsible for P11D processing	

## SUBJECT

ESR Education P11D webinar.

## DETAIL

The ESR Education Team are pleased to offer a P11D webinar. The session will be delivered via MS Teams by the ESR Education Team to provide to provide participants with an overview of processes required to complete and submit all required information to HMRC. The webinar will cover the following topics:

## AGENDA

- ESR P11D Production Overview
- P11D elements
  - How to extract Car and Mileage Payments
  - How to enter other benefit details
- NHS P11D Legislative Process
- P11D Reports
- Online P11D
- Leavers Dashboard
- How to report Class 1A NIC liability for Payrolled Benefits in Kind
- How to submit P11D and P11D(b) to HMRC by XML

This session is targeted at users at the Employing Authority who are responsible for completing the P11D 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 event.

## SCHEDULE

The session is being held on the following date and time.

DATE	TIME
Tuesday 13 <sup>th</sup> May 2025	11am – 12pm

NOT PROTECTIVELY MARKED

UN3597 2 of 2 28 <sup>th</sup> April 2025	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	P11D Webinars - May 2025	
<b>Purpose</b>	To inform ESR users of the P11D Webinar	
<b>Intended Audience</b>	ESR Users responsible for P11D processing	

### 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.

[Click here to join the meeting](#)

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

### FURTHER INFORMATION

If you have any questions, please email the ESR Education Team:

[esr.is-esrcoursereg@nhs.net](mailto:esr.is-esrcoursereg@nhs.net)

### NEXT UPDATE

N/A