

NHS Retro-Pay

This process combines the following:

- **Retro Notifications** – this selects all Assignments that have had a retro event since the last time the process was run and groups the results into Assignment Sets, based on the on the effective date of the change.
- **Retro Pay by Element** – this process runs for all Assignment Sets from the earliest effective date of change until the current payroll period.

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog open. The 'Parameters' dialog has the following fields:

- Payroll: 508 MonthlyT01
- Period: 2 2025 Calendar Month (25-MAY-2025)
- Element Set: NHS Retro
- End Date: (highlighted with a red box)

The main 'Submit Request' dialog has the following fields and buttons:

- Name: NHS Retro-Pay (Monthly)
- Operating Unit: (empty)
- Parameters: (empty)
- Buttons: OK, Cancel, Clear, Help

At the bottom of the main dialog are buttons for Help (C), Submit, and Cancel.

This process calculates the arrears due from retrospective changes made in ESR up to the date entered in the **End Date** parameter.

The End Date must be:

- In the pay period the arrears are to be paid.
- On or after any existing Payroll Runs/Retro processes for the Payroll.
- On or before the normal payment date of the earliest open payroll period yet to be processed for all Payrolls in the VPD.

NHS Retro-Pay

Submit Request

Run this Request

Copy

Name NHS Retro-Pay (Monthly)

Operating Unit

Parameters

Parameters

Payroll 508 MonthlyT01

Period 2 2025 Calendar Month (25-MAY-2025)

Element Set NHS Retro

End Date

OK Cancel Clear

Notify

Print to noprint

Help (C) Submit Cancel

End Date Example:

- Employing Authority with a Weekly Payroll (week ending on a Sunday and payment date of Thursday) and a Monthly Payroll (payment date 25th).
- For week 1 (w/e Sunday 6-Apr), to pay in week 1, the End date must be after the payment date for week 52 (3-Apr) and before the end of week 1 (6-Apr), i.e. a date in the range 3rd – 6th April.
- For week 2 (w/e Sunday 13-Apr), to pay in week 2, the date must be on or after 10th and on or before 13th.
- If month 1 is run at this point, the end date must be in April and it must be before any unprocessed payment dates (which means that the end date must be on or before 24th (payment date for week 3 as this is not yet processed)).

IMPORTANT NOTE: It is expected that this process is only run **once per pay period** and it should therefore not be scheduled to run until all period processing is complete and before the payroll is run.

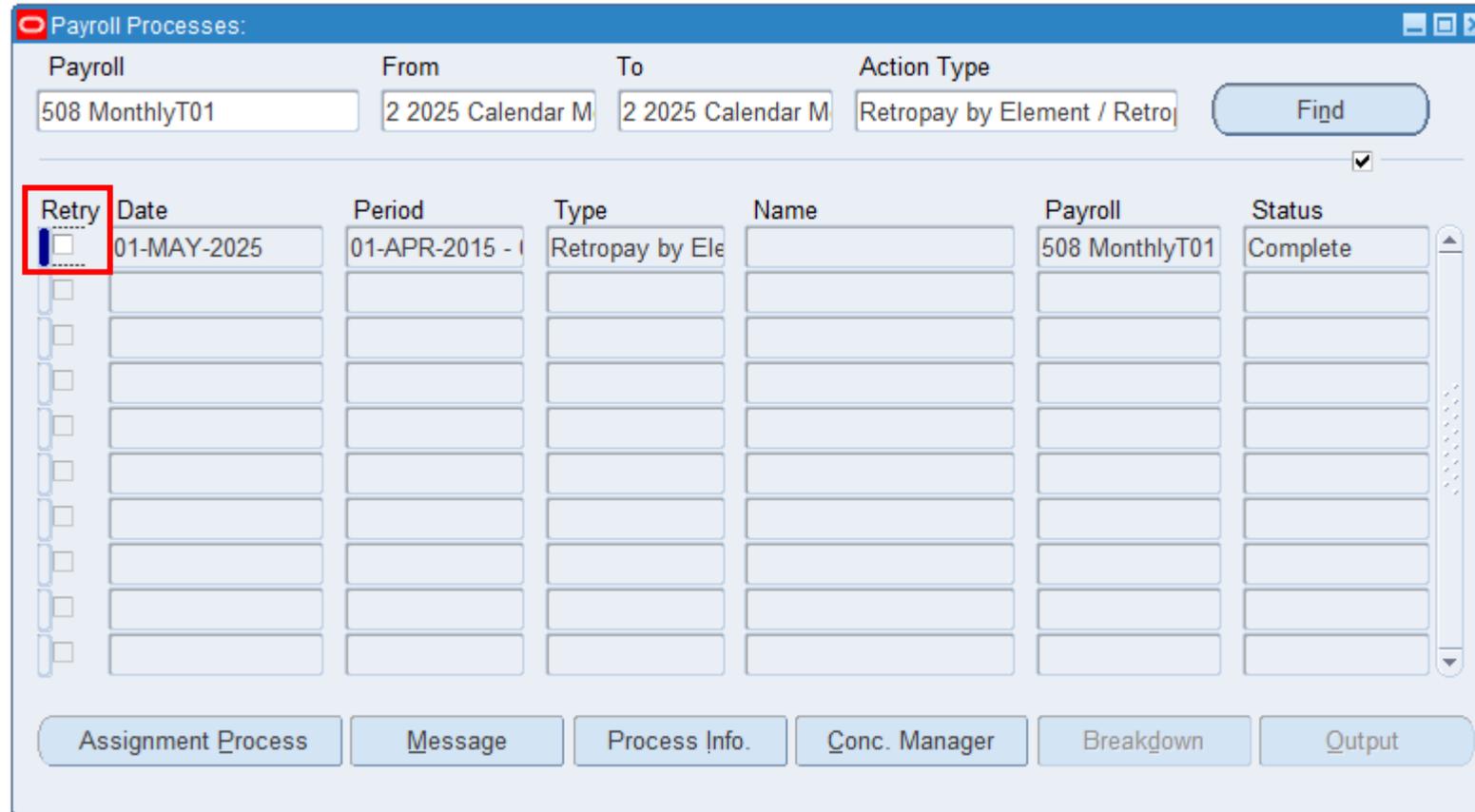
NHS Retro-Pay

- Arrears are only calculated for periods where there has been a payroll processed in ESR.
- Any arrears due for periods not previously paid on ESR have to be calculated and entered manually.
- An arrears element is created for each element which requires payment and is posted to the element entries form for the period that includes the end date entered in the parameters when submitting the process.
- The NHS Impending Ret repayments Report details all of the arrears calculations for each element per period, allowing you to review the changes and investigate any unexpected calculations.

NHS Retro-Pay

Check the NHS Retro-Pay Process

Folders > Payroll Process Results



The screenshot shows a software window titled "Payroll Processes:". At the top, there are search filters for "Payroll" (508 MonthlyT01), "From" (2 2025 Calendar M), "To" (2 2025 Calendar M), and "Action Type" (Retropay by Element / Retro). A "Find" button is to the right. Below the filters is a table with the following columns: "Retry", "Date", "Period", "Type", "Name", "Payroll", and "Status". The first row of the table has the following values: "01-MAY-2025", "01-APR-2015 -", "Retropay by Ele", an empty field, "508 MonthlyT01", and "Complete". The "Retry" checkbox in the first row is highlighted with a red box. At the bottom of the window, there are several buttons: "Assignment Process", "Message", "Process Info.", "Conc. Manager", "Breakdown", and "Output".

Retry	Date	Period	Type	Name	Payroll	Status
<input type="checkbox"/>	01-MAY-2025	01-APR-2015 -	Retropay by Ele		508 MonthlyT01	Complete
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

It is possible to retry a Retro-Pay, it is recommended that this is done in the following circumstances:

- Where there are significant errors on the Retro Pay process.
- Incorrect calculations have occurred due to additional incorrect element entries causing arrears or deletion of element entries causing incorrect recovery.

The errors should be corrected, the Retro Pay marked for retry and then the Retro retried.

NHS Retro Pay by Element

The NHS Retro Pay by Element process works by reprocessing each payroll run within the date range entered for each Assignment in the Assignment Set. The results are compared with the actual run results and, where there is a difference, a retrospective payment element will be created in the period in which the End Date entered falls.

The image shows two overlapping software windows. The background window is titled "Submit Request" and contains the following fields: "Name" (NHS Retro Pay by Element (Monthly)), "Operating Unit", "Parameters", "At the", "Schedule", "Upon C", "Notify", and "Print to" (noprnt). The foreground window is titled "Parameters" and contains the following fields: "Assignment Set" (highlighted with a red box), "Element Set" (NHS Retro), "Start Date" (highlighted with a red box), and "End Date" (highlighted with a red box). The "Parameters" window also has "OK", "Cancel", "Clear", and "Help" buttons. The "Submit Request" window has "Help (C)", "Submit", and "Cancel" buttons.

Entering a pre-defined Assignment Set and a specified Start and End Date enables you to use this process to target specific employees on which retrospective changes need to be calculated.

IMPORTANT NOTE: The regular use of the NHS Retro Pay by Element Process is not recommended as this process does not clear the Retro triggers from ESR and when the process NHS Retro Pay is eventually run these triggers may cause Retro Pay to check back over a very long period of time.

NHS Retro Pay by Element

How Retro Works

- If there are retrospective payments in any of the Payroll Runs being reprocessed then the process will go back to the start of the period for which those payments were generated and perform a recalculation from that point forward.
- This means it is possible that the Retro Pay process will actually reprocess more Payroll Runs than are included in the date range given.

For example:

- You perform a Retro Pay by Element for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1.
- In period 5, you perform another Retro Pay by Element for the assignment with a start date of Period 3.
- The second Retro Pay by Element identifies an overlap and sets the start date to the earliest start date, Period 1.

NHS Impending Retropayments Report

This report will detail all retrospective element entries which have been created by the Retro Pay process.

Submit Request

Run this Request

Copy

Name NHS Impending Retropayments Report (Monthly)

Operating Unit

Parameters

Parameters

Payroll

Payroll Period

Assignment Number

Retro Payroll Action

Earliest Date Submitted

First Sort Order Organisation Name

Second Sort Order Assignment Number

Template Name NHS Impending Retropayments Report - Summarised Detail

Format PDF

OK

Selecting a **Retro Payroll Action** restricts the report to a specific Retro Pay where several exist in the payroll period that has been selected.

The **Earliest Date Submitted** parameter can be used to restrict the Retro Pay payroll actions processed by the report to those that were submitted on or after the date entered.

NOTE: This field will be ignored if the Retro Payroll Action parameter is populated.

There are 4 **Template Names** available to display differing summaries of the data, Full Detail, Summarised Detail, Assignment Level Totals and Element Level Totals.

NHS Impending Retropayments Report

Example Output – Summarised Detail

508 ESR Training Report Date: 10-APR-2025 12:14

NHS Impending Retropayments Report - Summarised Detail

Parameters:

Payroll Name: 508 MonthlyT01
 Payroll Period: 2 2025 Calendar Month
 Assignment: All
 Retro Payroll Action: All
 Earliest Date Submitted:
 First Sort Order: Organisation Name
 Second Sort Order: Assignment Number

Organisation	Pay Point	Data Entry Group	Employee Name	Assignment Number	Date Earned	Source Element	Source Allow/Ded Type	Source Pay Value	Source Units Worked	Source Units Paid	Source Rate	Retro Element	Retro Pay Value	Retro Units Worked	Retro Units Paid
508 Ward 9	Default Home		Steele01, Mrs. Kerry	20009362	28-FEB-25	AfC On Call PAY NHS		0.00	0.00	0.00	0.0000	AfC On Call PAY NHS ARS	344.80	0.00	0.00
508 Ward 9	Default Home		Steele01, Mrs. Kerry	20009362	28-FEB-25	Pension EE NHS		168.77	0.00	0.00	0.0000	Pension EE NHS ARS	32.07	0.00	0.00
508 Ward 9	Default Home		Steele01, Mrs. Kerry	20009362	28-FEB-25	Pension ER NHS		260.96	0.00	0.00	0.0000	Pension ER NHS ARS	49.58	0.00	0.00

Source Element – this is the name of the retrospective element, identified from the Element Entries form.

These fields will be populated based on the entry values of the retrospective element. If the entry value does not exist the fields will be blank.

Retro Element – all Retro Elements will be suffixed with 'ARS' and displayed in the Element Entries form.

Retro Pay Value – the resulting value for the retrospective element.

NHS Negate Retro Pay

The results of the NHS Retro-Pay process can be negated using this process and can then be replaced with manually calculated arrears. Using the NHS Negate Retro Pay process ensures that Retro Pay by Element will never re-create the undesired results.

Submit Request

Run this Request

Copy

Name NHS Negate Retro Pay (Monthly)

Operating Unit

Parameters

Parameters

Payroll 508 MonthlyT01

Pay Period 2 2025 Calendar Month (25-MAY-2025)

Assignment Set

OK Cancel Clear Help

Layout

Notify

Print to noprint

Options

Help (C)

Submit Cancel

To run the negate process an Assignment Set must be created containing the assignments for which negating element entries are to be created.

IMPORTANT NOTE: This process negates **all** the retrospective element entries which exist for an assignment in the pay period at the time of running.

Neither the original nor the negating element entries will show on the pay advice or on the copy pay advice although both the original and the negating element entry will show in run results and in costed run results.

Pay Awards - Steps for ESR Users

Plan Ahead!

Once the Pay Award has been announced, ESR will endeavour to deliver as soon as possible
Payroll Teams should review their processing schedule for the period the Pay Award is going to be delivered

Plan for contingency

Processing is going to be busy across the system – especially where the Pay Award is backdated
Will impact Interface files and BI ETL refreshes – organisations should make sure relevant teams are aware

Pay Awards - Steps for ESR Users

1. Run an initial payroll as soon as possible – before any retro processing
2. Run the Pension Banding Assessment process as part of the run
This ensures that where the award is backdated, the pension arrears can be offset by the pay award arrears
3. Check the Pension Banding reports and amend as required
4. Rollback the payroll run
5. Amend any local protection rates, maternity, adoption pay etc.
6. Run the retro process
7. Run the payroll and continue with normal processing

Retro Processing – Best Practice Tips

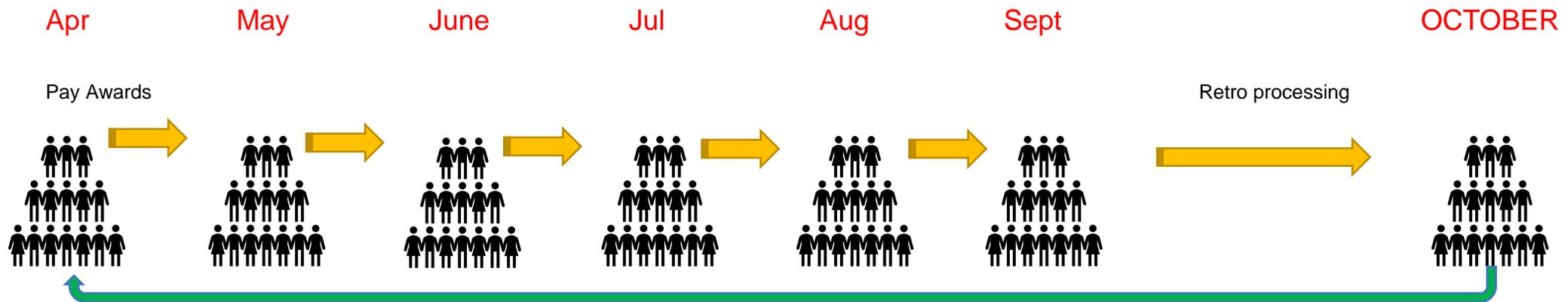
- Only run retro once per period
- Use Negate Retro Pay to remove unwanted arrears – prevents them being included in future
- Retry should only be used in exceptional circumstances

Long running retros can be caused by extended back dated changes – these may not be pay affecting
E.g. backdated absence entries

- Entry in arrears retro will go back to first period
- If there is another period of absence it will look back further
- If, for example, this goes back to July 2025, then will keep going back until April 2025 and so on

Retro Pay and Late Pay Awards

- ESR normally processes around 800,000 retrospective payment calculations every month
- When a Late Pay Award is implemented, especially where this is for all staff groups this increases significantly
- For example, a 1st April Pay Award is applied in October pay for AfC staff – around 2 million employees



This means the monthly Retros need to recalculate 6 payrolls, weekly retros needed to recalculate 28 payrolls

BUT.....if you have employees that have overlapping retro actions it creates a “skip” further back than the pay award date.

Retro Pay and Late Pay Awards

MONTHLY ONLY EXAMPLE	
RETRO_START_DATE	Payrolls to run Oct 24
01/04/2013 00:00	139
01/04/2016 00:00	103
01/07/2016 00:00	100
01/08/2017 00:00	87
01/04/2018 00:00	79
01/04/2024 00:00	7

This Trust had in excess of **1600** payroll runs that needed to be processed. Extrapolated up for 393 payrolls this gives you an idea of the challenges on the system.

- The Retro Start date dictates how far back the Retro needs to go.
- This is caused by overlapping Retro processes.
- This may be for 1 person, or a group of people – with the April 24 one being the AfC award and needing the most processing.
- The Retro Pay by Element will “reprocess” every single payroll to recalculate the arrears.
- The start date can be any retro trigger, not necessarily pay.
- Some Retros are triggered by incorrect use of “correct” rather than “update” – if a change has been done as correct the system will correct back to the date the item was created.
- Weekly Retros will reprocess every weekly payroll too.

Retro Pay and Late Pay Awards

The system allocates a "Worker Process" to each Retro Pay by element which allows the calculations to take place over multiple "servers" before coming back together to complete.

The pool of "Worker Processes" is not infinite and is defined based on load balancing of the entire system to ensure optimum processing is achieved. THIS POOL IS A SHARED RESOURCE.

Your process will not start until it has all the worker processes it needs. This is when the queues build up.

The earlier your process enters the queue, the more chance you have of completing early. The later, the more chance you have of it being late.

ESR has introduced the optimum "chunking" at 750 which allows for larger Trusts to process Retro pay by elements simultaneously, reducing the processing time required. Anything larger will increase the time taken.

Challenges on Retro Pay

- The system is a shared resource, and your behaviour can and will impact your colleagues.
- Please consider others when planning.
- Look at the schedules you submitted and replan to run as early as possible.
- Discuss with your clients/HR colleagues as early as possible to manage expectations about one Retro to be done early in the month.
- Don't put pay at risk by leaving it to the original schedule date.
- Be patient – you **will** queue but you will get a completed Retro in time to process to BACS.
- And remember your Retro's can interlock – if you have weekly and monthly plan your schedule in pay date order to avoid rollbacks being required.

Additional Guidance can be found in the ESR User Manual - [Retro Pay Process - ESR User Manual](#)