


UN3620 1 of 3 17 th June 2025	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award Hospital Medical & Dental Staff (Wales) – Pay and Conditions Circular M&D(W) 01/2025 & 02/2025	
Purpose	To update all Welsh ESR Organisations on the implementation of the NHS Medical & Dental Pay Award	
Intended Audience	All Welsh ESR Organisations	

SUBJECT

Pay Award Welsh NHS Medical and Dental Staff – Pay and Conditions Circulars M&D(W) 01/2025 and 02/2025.

DETAIL

Users are advised that revised rates of Pay and Allowances as authorised by the above pay circulars will be introduced onto ESR with an effective date of 1st April 2025. This will be applied in Release 65.2 over the weekend commencing 25th July 2025.

The circulars cover the Medical & Dental Pay Award along with revised GP Educators pay rates effective from 1st April 2025.

Details of the new rates can be found on the attached spreadsheet.


Please Note: Pay Awards for all national payscales across England and Wales are being applied in this release, with circa 2.2 million records affected in terms of the initial assignment change and then 4 months/16 weeks for retrospective payments to be updated. Therefore, users should be aware that the processing times for any retro processes that are run and the processing time for the BI ETL will be impacted as a result.

We strongly advise users to plan ahead for August processing and adjust payroll schedules accordingly for earlier processing of first payroll runs, retro etc. to ensure that all tasks can be completed in time for pay day.

In line with NHS Pension Regulations, the pension contribution tiers will also be adjusted as part of the release. Details will be provided in the R65.2 Guide to Enhancements.

ACTION REQUIRED

The central process for Pay Awards to trigger a pension banding reassessment will be run as part of this change.

UN3620 2 of 3 17 th June 2025	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award Hospital Medical & Dental Staff (Wales) – Pay and Conditions Circular M&D(W) 01/2025 & 02/2025	
Purpose	To update all Welsh ESR Organisations on the implementation of the NHS Medical & Dental Pay Award	
Intended Audience	All Welsh ESR Organisations	

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 for the period 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.

Please note that the retro process should not be run until all payments requiring arrears in August 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 Award for a period of 90 days.

Education webinars for Retro Pay were held in May, a selection of the slides from the presentation are attached for information.

UN3620 3 of 3 17 th June 2025	Electronic Staff Record Programme USER NOTICE	
Title	NHS Pay Award Hospital Medical & Dental Staff (Wales) – Pay and Conditions Circular M&D(W) 01/2025 & 02/2025	
Purpose	To update all Welsh ESR Organisations on the implementation of the NHS Medical & Dental Pay Award	
Intended Audience	All Welsh ESR Organisations	

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