


UN3646 1 of 2 6 th August 2025	Electronic Staff Record Programme USER NOTICE	
Title	Processing reminder for August 2025 payrolls	
Purpose	To remind ESR Payroll Departments of the steps required for August 2025 payroll processing	
Intended Audience	ESR Payroll Departments	

SUBJECT

Reminder of the processing requirements for August 2025 payrolls, as detailed in the following User Notices:

UN3617 – AfC Pay Award 2025 England
UN3618 – M&D Pay Award 2025 England
UN3619 – AfC Pay Award 2025 Wales
UN3620 – M&D Pay Award 2025 Wales

DETAIL

Further to above User Notices, this User Notices is to remind ESR Payroll Departments of the importance of adhering to the processing steps required for August to ensure that BACS deadlines can be met.


The steps that organisation have been advised to follow are:

1. Process an initial payroll run, which will pay the new pay rates
2. Run the Pension Banding Assessment process as part of the initial payroll run
3. Rollback the payroll run
4. Run the retro process
5. Process the payroll run as per normal processing

We are actively managing the process queues and are aware that a significant number of organisations have not yet run the initial payroll. We strongly advise that this is done as soon as possible, and at the very latest by the end of this week.

Additionally, any retro processing should be submitted earlier than dates planned in the schedules submitted earlier this year.

Due to the volume of data due to be processed for updated pay rates, revised pension contributions and arrears of pay, processing times are likely to be longer than normal, and the queues will be extremely busy throughout August.

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It is not advisable to delay submitting processes, as there is a high risk that the queues could become full and lead to processes not completing with enough time to submit to BACS.

ACTION REQUIRED

We ask those that haven't already, to run the initial payroll and pension rebanding processes. Any retro processes that organisations are planning to run, should be submitted as early as possible to allow enough time for processing to complete.

For those that have already processed a retro for August, we would like to remind users that in line with best practice, retro should only be processed **once** per pay period. We do not recommend submitting a second retro process for the period, as this will add to the volume of data competing for processing time and could cause additional delays to organisations who are yet to submit.

Where there is an exceptional need to process an additional retro, we suggest that this should be held until later in the processing cycle.

FURTHER INFORMATION

We are actively managing the queues, and as such once a process is running, we are unable to change the queue position for that process. We ask that SRs regarding the queues are not raised unless Payroll Departments are close to submitting BACS and have concerns about the impact this may have on meeting the payment date.

NEXT UPDATE

None