


UN3661 1 of 2 18 th September 2025	Electronic Staff Record Programme USER NOTICE	
Title	Dental Foundation Trainee Pay Award Wales – April 2025	
Purpose	To update all ESR Organisations in Wales on the implementation of the Dental Foundation Trainee Pay Award	
Intended Audience	All Welsh ESR Organisations	

SUBJECT

Dental Foundation Trainee Pay Award Wales for April 2025.

DETAIL

Users are advised that revised rates of pay for the Dental Foundation Trainees (formerly Vocational Dental Practitioners) will be introduced onto ESR in Release 66.1, over the weekend commencing 26th September 2025. This is effective from the 1st April 2025.

The new rate of pay is as follows:

	Grade Step	1
	Spine Point	27
CYM(LE05)Vocational Dental Practitioner	Annual Rate	£46,980


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 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.

NOT PROTECTIVELY MARKED

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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 October have been processed and should only be run once for the payroll period.

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.

NEXT UPDATE

None