

UN3674 1 of 3 16 th October 2025	Electronic Staff Record Programme USER NOTICE	
Title	Payslip Message for October and November 2025 payslips	
Purpose	To advise English ESR Organisations of the Payslip Message required for payslips in October and November 2025	
Intended Audience	ESR Payroll Users – England only	

SUBJECT

Payslip message for October and November 2025 payslips – England only.

DETAIL

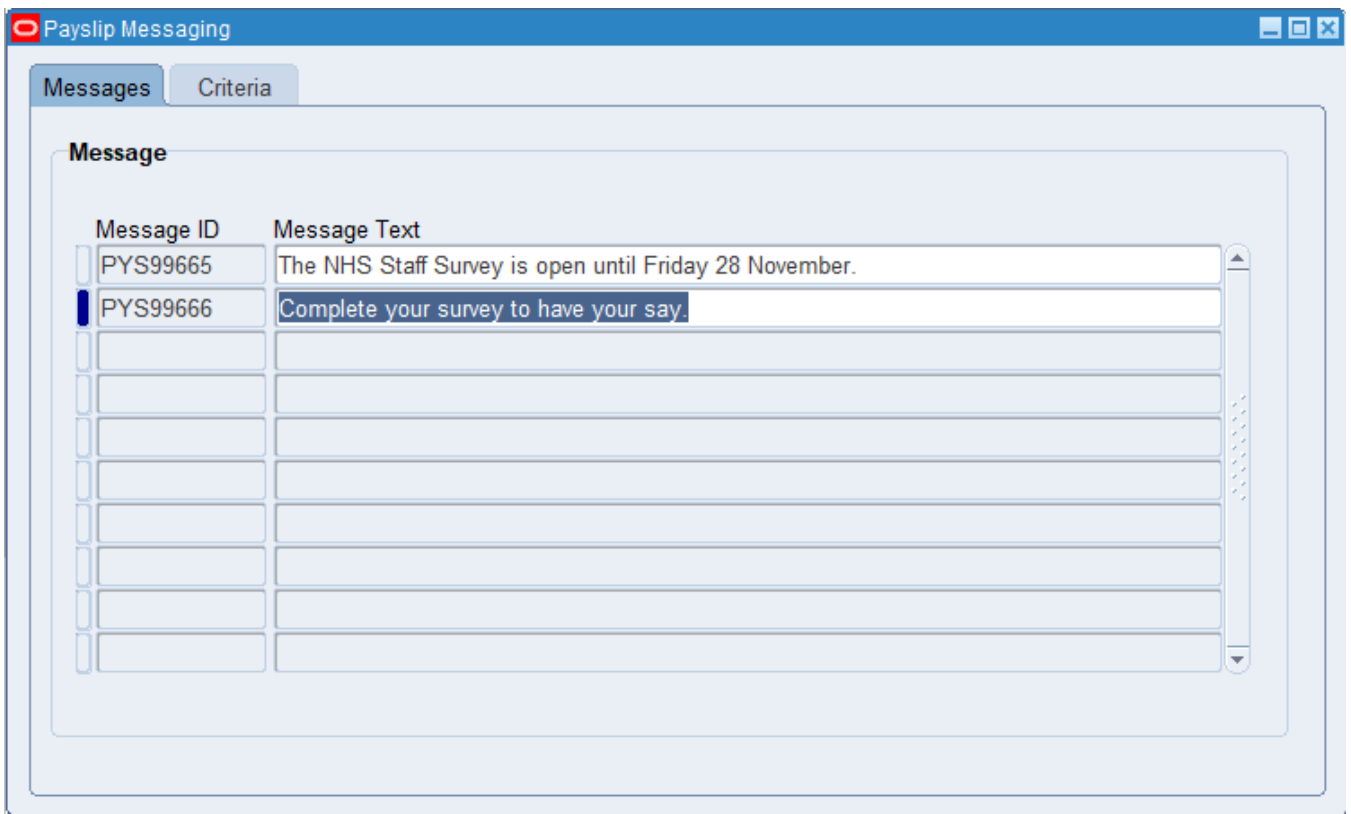
NHS England have requested that a payslip message is added to weekly and monthly payslips for October and November 2025. This is to promote the NHS Staff Survey 2025.

National payslip messages have been created in the system and each Employing Authority will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment during October and November 2025.

To attach the messages, navigate to Payroll > Payslip Messages. On the Messages tab the messages can be searched for using the following Message IDs and need to be applied in the order listed:

PYS99665
PYS99666

UN3674 2 of 3 16 th October 2025	Electronic Staff Record Programme USER NOTICE	
Title	Payslip Message for October and November 2025 payslips	
Purpose	To advise English ESR Organisations of the Payslip Message required for payslips in October and November 2025	
Intended Audience	ESR Payroll Users – England only	



Message ID	Message Text
PYS99665	The NHS Staff Survey is open until Friday 28 November.
PYS99666	Complete your survey to have your say.

The “Criteria” tab will then need to be selected, and the appropriate information entered.

ACTION REQUIRED

Create the message prior to running Pre-payments for the relevant pay period.

The NHS Complete Payslip Data Archive process must be run to enable the message to be shown on the online payslip.

FURTHER INFORMATION

UN3674 3 of 3 16 th October 2025	Electronic Staff Record Programme USER NOTICE	
Title	Payslip Message for October and November 2025 payslips	
Purpose	To advise English ESR Organisations of the Payslip Message required for payslips in October and November 2025	
Intended Audience	ESR Payroll Users – England only	

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link: [Payslip Messaging](#)

NEXT UPDATE

None