

UN3715 1 of 3 2 <sup>nd</sup> February 2026	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	Payslip Message for February 2026 payslips	
<b>Purpose</b>	To advise English ESR Organisations of the Payslip Message required for payslips in February 2026	
<b>Intended Audience</b>	ESR Payroll Users – England only	

## SUBJECT

Payslip message for February 2026 payslips – England only.

## DETAIL

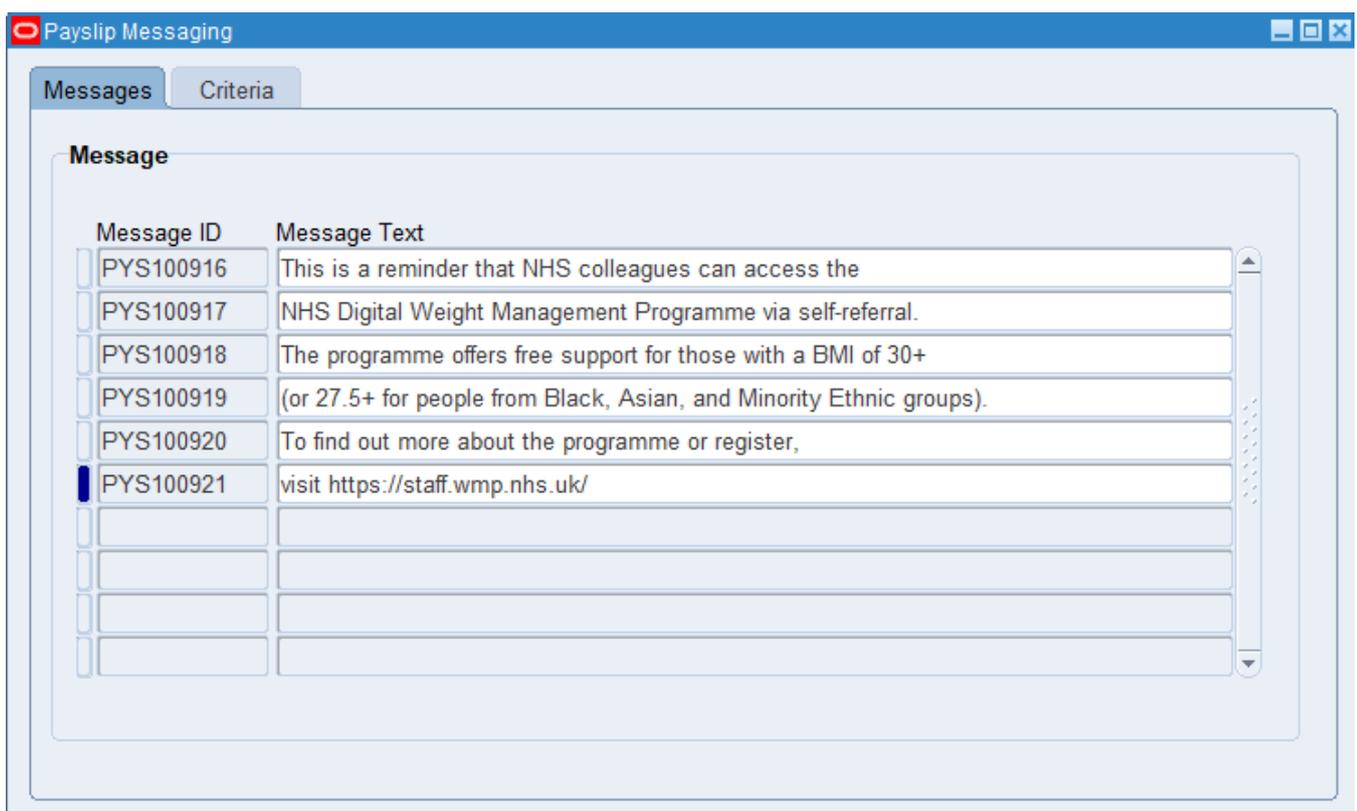
NHS England have requested that a payslip message is added to weekly and monthly payslips for February 2026. This is to promote the NHS Digital Weight Management Programme.

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 February 2026.

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:

PYS100916  
PYS100917  
PYS100918  
PYS100919  
PYS100920  
PYS100921

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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**

UN3715 3 of 3 2 <sup>nd</sup> February 2026	Electronic Staff Record Programme USER NOTICE	
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Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link: [Payslip Messaging](#)

**NEXT UPDATE**

None