



ELECTRONIC STAFF RECORD

RN471 Guide to Enhancements and Changes
Release 49.2.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 49.2.0.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.

Please note all Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

2 **P11D 2020/21**

P11D Changes for 2020/21

The following functional changes are made to cater to P11D 2020-21 legislative updates:

- All Working Sheets have been modified to reflect the new Tax year 2020-21
- For 2020-21, the Number of Days in the Year is changed to 365 as 2021 is not a leap year.
- Multiplier used in calculating the fuel benefit has increased from £24,100 to £24,500, whereas the basic calculation method remains unchanged.
- Multiplier used in calculating the van fuel benefit has increased from £655 to £666, whereas the basic calculation method remains unchanged.
- The cash equivalent value used to calculate the benefit for a van which is available for private use has increased from £3,430 to £3,490.
- The official rate of interest changed from 2.5% to 2.25%.
- The Relevant Threshold is the value which forms the basis of the appropriate percentage from 2012/13 onwards. For 2020/21, it is set at 95 g/km.
- In addition, special rules cover cars where the unrounded CO2 emissions figure does not exceed 75.
- HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions.
- Fuel Types accepted by HMRC are A, D, and F. The 9 different Fuel Types are reported under the Fuel Types A, D and F (from April 2019):
 - Fuel Type B, C, G, H, P and E will be reported as Fuel Type A.
 - Type L & D will be reported as Fuel Type D.
 - Type F will be reported as Fuel Type F.
- The format of the P11D and accompanying worksheets has been updated in line with the specification for 2020-21. The XML file produced is also updated to comply with the 2020-21 specification issued by HMRC.
- A new field 'Zero Emission Mileage' has been added for the element 'Car and Car Fuel 2003_04'. This field is available from the Further Entry Information flexfield and is used to store the number of miles a zero emissions car can drive on electric power only. Value should be entered on this field if CO2 emission are within the range 1-50 g/km.

You should ensure the 'Zero Emission Mileage' field is completed in the Vehicle Repository where the CO2 emission are within the range 1-50 g/km for the Vehicle:

Vehicle Value

Currency	GBP		
* List Price		40640	Accessories Value Fitted Initially
Accessory Value Added Later			Classic Car Value
Asset Number			Lease Contract Number
Taxation Method			Lease Contract Expiration Date
Department Vehicle Assigned To		<input type="text"/>	
Lease Contract Start Date	15-Sep-2017	<input type="text"/>	
Lease Contract End Date	14-Sep-2020	<input type="text"/>	
Zero Emission Mileage		10	

The 'NHS P11D Extract and BEE Batch Upload' process has been amended to extract the data for the data item – 'Zero Emission Mileage' from the vehicle repository and populate the 'Zero Emission Mileage' available in Further Entry Information for 'Car and Car Fuel 2003_04' element.

If the value is not entered for 'Zero Emission Mileage' where CO2 emission are within the range 1-50 g/km for the Vehicle then the P11D Legislative Process will throw the error as indicated below:

Error code 7979: The value for Zero Emission Mileage cannot be blank, because there is a value for CO2 Emission within the range of 1-50 g/km.

PLEASE NOTE: From tax year 2020-21 onwards, you can enter P11D elements for a maximum of two assignments only. If you enter elements for more than two assignments, then the P11D Legislative Process will display the following error message in the log file:

You can enter P11D elements for a maximum of two assignments.

Please take the following corrective action for any affected employees:

1. Make a note of the details contained within the P11D Element Entries across all employee assignments.
2. Copy all of the P11D entries against the Non-Primary Assignments onto the Primary Assignment and then purge the entries against the Non-Primary Assignments.
3. This should result in ALL P11D entries being entered against the Primary Assignment.
4. Rollback the NHS P11D Legislative Process and re-run to create the P11D Archive as normal.

PLEASE NOTE: If the Payrolled Benefits (NR) NHS element is used then the Class 1A NIC will have to be manually calculated.

3 TYE 2020/21 – Disabled Requests

In line with HMRC's guidance the following requests have been disabled as there are no longer valid for submission to HMRC:

- NHS RTI FPS XML Process 2020/21
- NHS P46(Car) Archive Process 2020/21
- NHS RTI EPS XML Process 2014/15
- NHS RTI EYU XML Process 2014/15

4 New Review Type – Health and Wellbeing

A new Review Type of ‘Health and Wellbeing Review’ is now available as outlined in the NHS England document the NHS People Plan.

Navigation Path:

Employee Self Service

My Appraisals & Reviews > Appraisals and Reviews

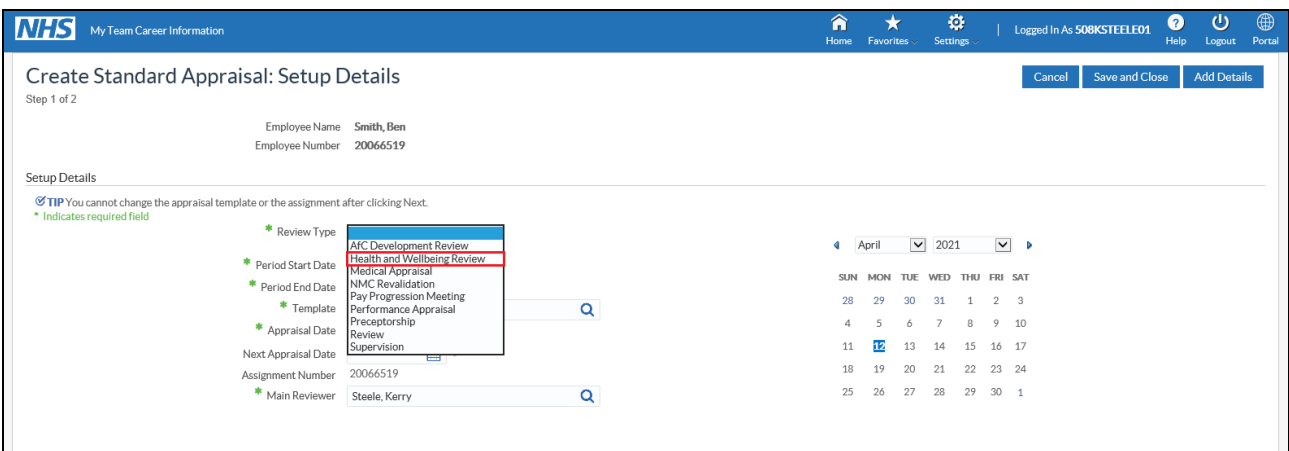
Create Standard Appraisal

and

Manager Self Service (Payroll Approvals Not Required) / Manager Self Service (Payroll Approvals Required) / Supervisor Self Service

My Team Career Information > Appraisals and Reviews

Create Standard Appraisal



Navigation Path:

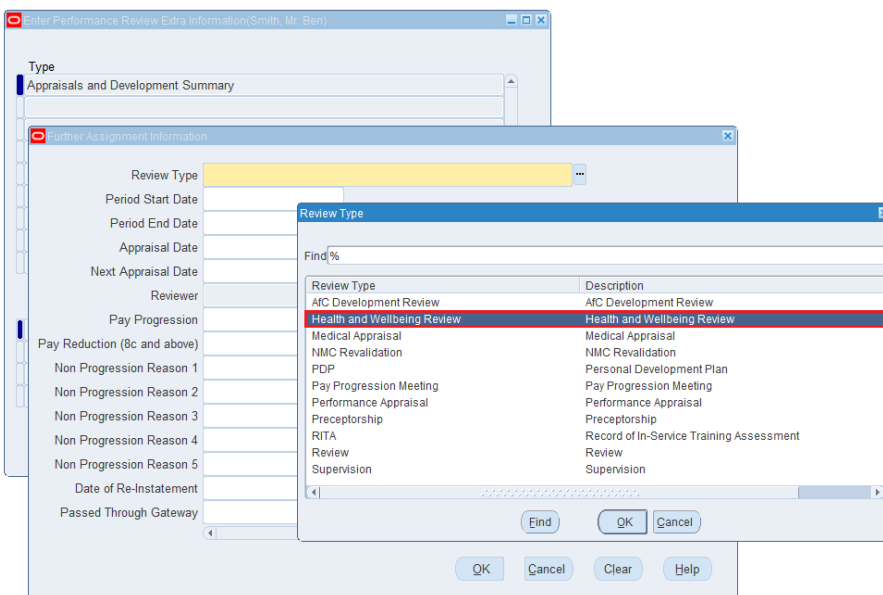
XXX HR Administration

People > Enter & Maintain > Assignment > Others > Extra Information

Appraisals and Development Summary

or

Fastpath > Performance Review



5 **New Supplementary Roles**

The following new Supplementary Roles are now available in ESR:

- Speciality Clinical Lead
- Appraisal Lead

Navigation Path:

XXX HR Administration

People > Enter & Maintain > Others > Supplementary Roles

These values are also available in ESRBI for reporting purposes.

6 Return to Work Notifications for Ex-Employees

The Return to Work notification will no longer be generated where the person type has been updated to Ex-Employee within 7 days of the absence end date being entered

7 Exit Questionnaire Notification W3

The Exit Questionnaire Notification is now also available to be viewed by users over an external internet connection (w3).

8 COVID-19 Vaccination Details

The COVID-19 Vaccination Details EIT is available in the following areas:

8.1 ESR BI Reporting

All the data items within the COVID-19 Vaccinations EIT can be reported on in ESRBI as follows:

Subject Area: Human Resources - Person EIT
Folder: EIT COVID-19 Vaccinations

8.2 Inter Authority Transfer

Data entered in the Occupational Health, Immunisations and Checks COVID-19 Vaccinations EIT will now form part of the Occupational Health data that is transferred as part of the IAT process, where the Eligible for OH Processing fields have been completed against the position. To account for this the Pre-IAT FYI Notification and Post-IAT FYI OH Notification have been updated.

Example Pre-IAT FYI Notification

No Hepatitis C information on record.

No Varicella immunisation information on record.

No Typhoid immunisation information on record.

No MMR immunisation information on record.

No HIV Test information on record.

No Latex Sensitivity information on record.

No Body Fluid Inoculation Incident information on record.

No Hepatitis A Injection information on record.

No Influenza vaccination information on record.

No DTP Details on record.

No Coronavirus information on record.

NHS OH COVID-19 Vaccinations																
Vaccine 1 Given	Vaccine 1 Not Given	Vaccine 1 Reason Not Given	Vaccination 1 Date Administered	Vaccination 1 Recorded	Vaccination 1 Product	Vaccination 1 Manufacturer	Vaccination 1 Batch Number	Vaccination 1 Expiry Date	Vaccination 1 Site	Vaccination 1 Method	Vaccination 1 Dose	Vaccine 2 Given	Vaccine 2 Not Given	Vaccine 2 Reason Not Given	Vaccination 2 Date Administered	Vaccination 2 Recorded
Administration of first dose of SARS-CoV-2 vaccine	SARS-CoV-2 vaccination first dose declined	Did not attend	01-FEB-2021	17-FEB-2021	Courageous 30micrograms/0.3ml dose	Test MD	12345	01-MAR-2021	Right arm (RA)	IM - Injection, intramuscular	12568.000	Administration of second dose of SARS-CoV-2 vaccine	SARS-CoV-2 vaccination second dose declined	SARS-CoV-2 immunisation course abandoned	10-FEB-2021	17-FEB-2021

No OH Assessment Details on record.

All available OH data has been copied across for this person.

[Return to Worklist](#)
 Display next notification after my response

8.3 My Personal Information and My Applicant Details Portlets

The Immunisation and Checks PDF which is available from the My Personal Information and My Applicant Details portlets have also been updated to include data entered in the COVID-19 Vaccinations EIT, where the position has been identified as requiring specific immunisations and checks.

Example PDF:

NHS OH COVID-19 Vaccinations

Vaccine 1 Given	Vaccine 1 Not Given	Vaccine 1 Reason Not Given	Vaccination 1 Date Administered	Vaccination 1 Recorded	Vaccination 1 Product	Vaccination 1 Manufacturer	Vaccination 1 Batch Number	Vaccination 1 Expiry Date	Vaccination 1 Site
Administration of first dose of SARS-CoV-2 vaccine	SARS-CoV-2 vaccination first dose declined	Did not attend	01-FEB-2021	17-FEB-2021	Courageous 30micrograms/0.3ml dose	Test MD	12345	01-MAR-2021	Right arm (RA)
Vaccination 1 Method	Vaccination 1 Dose	Vaccine 2 Given	Vaccine 2 Not Given	Vaccine 2 Reason Not Given	Vaccination 2 Date Administered	Vaccination 2 Recorded	Vaccination 2 Product	Vaccination 2 Manufacturer	Vaccination 2 Batch Number
IM - Injection, intramuscular	12568.000	Administration of second dose of SARS-CoV-2 vaccine	SARS-CoV-2 vaccination second dose declined	SARS-CoV-2 immunisation course abandoned	10-FEB-2021	17-FEB-2021	Courageous 30micrograms/0.3ml dose	TEST	58745
Vaccination 2 Expiry Date	Vaccination 2 Site	Vaccination 2 Method	Vaccination 2 Dose						
01-MAR-2022	Right arm (RA)	IM - Injection, intramuscular	548.000						

9 **Change to LGPS Band Values**

The NHS LGPS Band Allocation Report has now been updated to use the new band values for April 2021. The values which will be used will be as follows:

Band Name	Value
LGPS_BAND_1_UL	14600.99
LGPS_BAND_2_UL	22900.99
LGPS_BAND_3_UL	37200.99
LGPS_BAND_4_UL	47100.99
LGPS_BAND_5_UL	65900.99
LGPS_BAND_6_UL	93400.99
LGPS_BAND_7_UL	110000.99
LGPS_BAND_8_UL	165000.99

There has been no change to the contribution rates.

Users should run the NHS LGPS Band Allocation Report in order to reassess employees. Should any employees need their band changed as a result of this change, then this will need to be manually amended and NHS Retro Pay run.

10 **DBS Data Added to GO2 Interface**

Two new data items from the Additional Position Details DFF have been added to the GO2 interface POA record:

- Childrens Barred Check List Required
- Adults Barred Check List Required