



ELECTRONIC STAFF RECORD

RN498 Guide to Enhancements and Changes
Release 53.0.0.0 and 53.1.0.0

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Contents

1	Introduction	3
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PAY

2	Legislative Changes for 2021/22.....	4
3	Changes to NI Calculations and New NI Categories for 2021/22	10
4	Scottish Arrestment Changes 2021/22.....	19
5	RTI FPS Changes for 2022/23	20
6	RTI Year to Date Reconciliation Report Changes for 2021/22.....	21
7	RTI EPS Changes for 2022/23	22
8	RTI FPS Amendments for 2021/22	24
9	Changes to the P60 for 2021/22	26
10	RTI Additional FPS Change for Aggregation Updates for 2021/22	27
11	Changes to the P46(Car) for 2022/23.....	28
12	National Minimum Wage and National Living Wage changes from 1 April 2022.....	29
13	AfC Average Pay changes for England.....	30
14	SAS Pay Progression - England & Wales	40
15	HMRC Advisory Fuel Rates for 01-Mar-2022	45
16	New Court Order Type for Welsh Council Tax Orders from April 2022.....	46

DATA WAREHOUSE

17	Marital Status Added to Data Warehouse	50
-----------	-----------------------------------------------------	-----------

OCCUPATIONAL HEALTH

18	COVID-19 Vaccinations (Ongoing Maintenance).....	51
19	COVID-19 Vaccinations EIT LoV Changes	52

OLM

20	Manual Updates to the Player Status for Online e-Learning	53
-----------	------------------------------------------------------------------------	-----------

ESR

21	Update the 'Restricted Password' list	56
-----------	----------------------------------------------------	-----------

ESR PORTAL

22	Portal Postcode Lookup.....	57
-----------	------------------------------------	-----------

1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 53.0.0.0 and 53.1.0.0.

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.

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 Legislative Changes for 2021/22

Changes to Thresholds / Rates

The following changes are required to ensure continued compliance with the UK legislation for the 2022/23 tax year:

1. Changes to National Insurance thresholds & rates:

The NI changes will be detailed separately this year.

2. Changes to PAYE Bands & Rates:

Note, rate values are not changed for 2022-23. Effective from 06-Apr-2021, the thresholds for 2021-2022, and continue to be used for 2022-23 are as follows:

Rate	Percentage	Band
Basic Rate	20%	1 to 37,699.99
Higher Rate	40%	37,700 to 149999.99
Additional Higher Rate	45%	Over 150,000

3. Changes to Statutory Payments Rates for 2022-23:

SSP rate	SSP rate – 99.35 per week for sickness absences on or after 6 April 2022
SMP standard rate	Increased to 156.66 per week for payment weeks starting on or after 3 April 2022
SAP standard rate	Increased to 156.66 per week for payment weeks starting on or after 3 April 2022
SPP standard rate	Increased to 156.66 per week for payment weeks starting on or after 3 April 2022
ShPP standard rate	Increased to 156.66 per week for payment weeks starting on or after 3 April 2022
SPBP Standard rate	Increased to 156.66 per week for payment weeks starting on or after 3 April 2022

Note: The implementation date has been set to the first Sunday in April because the calculation for these benefits is in weekly amounts.

4. Changes to Pensions Automatic Enrolment Threshold for 2022-23:

The thresholds to be used in the assessment of earnings to determine if an employee should be automatically enrolled, and for calculating qualifying earnings for pension's purposes are unchanged from 2020-21. These will apply for automatic enrolment and re-enrolment.

The rates below are stated for info only – and are the same as those held last year.

Qualifying Earnings Lower Threshold (for assessing jobholder status)

Annual	6,240.00
Weekly	120.00
Fortnightly (2 weeks)	240.00
Lunar Monthly (4 weeks)	480.00
Calendar Monthly	520.00
Quarterly	1,560.00
Biannual (6 Calendar Monthly)	3,120.00

Qualifying Earnings Upper Threshold

Annual	50,270.00
Weekly	967.00
Fortnightly (2 weeks)	1,934.00
Lunar Monthly (4 weeks)	3,867.00
Calendar Monthly	4,189.00
Quarterly	12,568.00
Biannual (6 Calendar Monthly)	25,135.00

Earnings Trigger for Automatic Enrolment

Annual	10,000.00
Weekly	192.00
Fortnightly (2 weeks)	384.00
Lunar Monthly (4 weeks)	768.00
Calendar Monthly	833.00
Quarterly	2,499.00
Biannual (6 Calendar Monthly)	4,998.00

Note: The Qualifying Trigger for Automatic Enrolment also remains unchanged from 2020/21

5. Scottish Rate of Income Tax changes from 2022-23:

The Scottish government has announced changes to some of the bands to be used in the calculation of Scottish Income Tax for the 2022-23 tax year. The rates are unchanged from those used in 2021-22.

The 2022-23 Scottish income tax bandwidths and percentages effective from 6 April 2022 are as follows.

The rates used in the calculation of SRIT for 2022-23 are different to those used in the calculation of PAYE for the rest of the UK.

The 2022-23 Scottish income tax bandwidths and percentages effective 6 April 2022 are as follows:

Rate	Percentage	Band
Starter Rate	19%	0 to 2,161.99
Basic Rate	20%	2,162 to 13117.99
Intermediate Rate	21%	13118 to 31091.99
Higher Rate	41%	31092 to 149999.99
Additional Higher Rate	46%	150,000 and over

The basic personal allowance remains in line with that for UK, which is £12,570.

Note: Employers must run the Start of Year process to perform a bulk uplift of tax codes to handle this.

It is not necessary to allocate a tax code to the new Scottish starter rate. The fifth/Top rate introduces tax code SD2:

With this change, the following tax codes apply:

- Basic rate 20% code SBR
- Intermediate rate 21% code SD0
- Higher rate 41% code SD1
- Top rate 46% code SD2

- SBR – all PAYE is calculated using basic rate, with no tax-free pay allowance.
- SD0 – all PAYE is calculated using intermediate rate, with no tax-free pay allowance.
- SD1 – all PAYE is calculated using higher rate, with no tax-free pay allowance.
- SD2 – all PAYE is calculated using top rate, with no tax-free pay allowance.

Note: The Scottish income tax rates and thresholds are subject to Scottish parliamentary approval.

6. Welsh Rate of Income Tax Changes:

The rates from 6th April 2022 will match the UK for the Tax Year 2022/23

7. Payrolling of Benefits:

Each year legislation is passed to update some of the calculations of tax liability, or the rates used in these calculations. Updates are required at the end of each tax year for processing P11Ds. For payrolling of benefits, these same updates will be required from the beginning of the tax year.

The fuel types for payrolling of benefits and P11D reporting are:

F – Diesel cars meeting Euro standard 6d

D – All other diesel cars

A – All other cars

Employers can record these 3 fuel types. The appropriate percentages for fuel type F will be the same as those for A in 2022-23.

- For 2022-2023, the Number of Days in the Year is 365, as 2023 is not a leap year.
- The multiplier used in calculating the car fuel benefit increases from £24,600 to £25,300. The calculation method is unchanged.
- Multiplier used in calculating the van fuel benefit has increased from £669 to £688. 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 £3,500 to £3,600.
- For zero emission vans, the van benefit will be 'nil' where the van is not capable of producing CO2 emissions. For tax year 2022-23, van benefit charge of £0 will be applied to any zero emission vans.

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- HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions.
 - Within the CO2 range 1-50 g/km there are 5 new bands which consider the number of miles a zero emissions car can drive on electric power only.
 - Diesel supplement remains at 4%.
 - For tax year 2022-23 onwards, appropriate percentage is no longer dependant on the first registration date of a car.

Rates will be as follows:

Zero Emission rates		
Low	High	Percentage
0	29	14
30	39	12
40	69	8
70	129	5
130	9999	2

CO2 rates		
Low	High	Percentage
0	0	2
51	54	15
55	59	16
60	64	17
5	69	18
70	74	19
75	79	20
80	84	21
85	89	22
90	94	23
95	99	24
100	104	25
105	109	26
110	114	27
115	119	28
120	124	29
125	129	30
130	134	31
135	139	32
140	144	33
145	149	34
150	154	35
155	159	36
160	164	37
165	169	37
170	9999	37

Additionally, any mid-year leavers will now be included in the GB BIK Class 1A NIC Report and then GB BIK Audit report.

3 Changes to NI Calculations and New NI Categories for 2021/22

Changes to National Insurance thresholds & rates

	LEL	PT	ST	UST	FUST	VUST	AUST	UEL
Weekly	123.00	190.00	175.00	967.00	481.00	967.00	967.00	967.00
Monthly	533.00	823.00	758.00	4,189.00	2,083.00	4,189.00	4,189.00	4,189.00
Yearly	6,396.00	9,880.00	9,100.00	50,270.00	25,000.00	50,270.00	50,270.00	50,270.00

The Lower Earnings Limit, Primary (Employee) Threshold and Secondary (Employer) Threshold are increased for 2022-23.

The PT and ST are not aligned for Tax Year 2022-23.

The Upper Earnings Limit remains linked to the PAYE higher rate threshold.

The actual percentages used in the calculation of contributions are unchanged from the 2020-21 rates.

From April 2022, Employee and Employer rates will increase by 1.25%. It is expected that this will be for one year only to cover a Health and Social Care Levy. Once the NI rates are reduced again, then this will be replaced by a Health and Social Care Levy of the same value.

National Insurance Rates from April 2022 - Employee

National Insurance category letter	Earnings at or above lower earnings limit up to and including primary threshold	Earnings above the primary threshold up to and including upper earnings limit	Balance of earnings above upper earnings limit
A	0%	13.25%	3.25%
B	0%	7.1%	3.25%
C	Nil	Nil	Nil
F (Freeport)	0%	13.25%	3.25%
H (apprentice under 25)	0%	13.25%	3.25%
I (Freeport – married women and widows reduced rate)	0%	7.1%	3.25%
J	0%	3.25%	3.25%
L (Freeport – deferment)	0%	3.25%	3.25%
M (under 21)	0%	13.25%	3.25%
S (Freeport – state pensioner)	Nil	Nil	Nil
V (veteran)	0%	13.25%	3.25%
Z (under 21 – deferment)	0%	3.25%	3.25%

National Insurance Rates from April 2022 - Employer

National Insurance category letter	Earnings at or above lower earnings limit up to and including secondary threshold	Earnings above secondary threshold up to and including Freeport upper secondary threshold	Earnings above Freeport upper secondary threshold up to and including upper earnings limit, upper secondary thresholds for under 21s, apprentices and veterans	Balance of earnings above upper earnings limit, upper secondary thresholds for under 21s, apprentices and veterans
A	0%	15.05%	15.05%	15.05%
B	0%	15.05%	15.05%	15.05%
C	0%	15.05%	15.05%	15.05%
F (Freeport)	0%	0%	15.05%	15.05%
H (apprentice under 25)	0%	0%	0%	15.05%
I (Freeport – married women and widows reduced rate)	0%	0%	15.05%	15.05%
J	0%	15.05%	15.05%	15.05%
L (Freeport – deferment)	0%	0%	15.05%	15.05%
M (under 21)	0%	0%	0%	15.05%
S (Freeport – state pensioner)	0%	0%	15.05%	15.05%
V (veteran)	0%	0%	0%	15.05%
Z (under 21 – deferment)	0%	0%	0%	15.05%

The functionality relating to the Upper Accrual Point (UAP), which has not been in use for some time, is being removed in this release.

New NI Categories introduced for Freeport and Veteran employees

The new legislation introduces a new secondary Class 1 National Insurance Contributions (NICs) relief for Freeport employees and employers of armed forces veterans.

From 06 April 2022, the employer contribution on earnings under a specified limit will be reduced to zero for qualifying employees who work in a 'Freeport' area. A Freeport employer is a business that is operating with a physical premise, in the Freeport Tax Site, and the employee should be working at least 60% of their working time within this tax site.

Starting from the first day of employment, this relief provides for a zero-secondary Class 1 NIC rate on the earnings of Freeport employees for 36 months, up to the Upper Secondary Threshold (UST) and is applicable for Freeport employers on new employments starting from 6 April 2022.

To handle this change, new Freeport Upper Secondary Threshold (FUST) and new NI categories are being introduced:

- NI F Freeport
- NI I Freeport
- NI S Freeport
- NI L Freeport

with definitions as follows:

F	Standard category letter
I	Married women & widows entitled to pay reduced NICs
S	Employees over the state pension age
L	Employees with a deferment certificate

A new field 'Freeport Eligibility End Date' will be available on the Tax Information and should be completed for relevant assignments upon moving to these NI Categories. Once the payroll has been run then this date can be amended to a later date, but not a date before the latest payroll process date.

Statutory Details: 06-APR-2022(Freeport NI, Mr. Phil)

NI Number Date of Birth 07-DEC-1974 Age 47

NI Multiple Assignments PAYE Aggregated Assignments Exclude From WNU

PAYE Details NI Details New Starter (RTI) RTI Aggregation New Starter (Pre-RTI)

NI Category F Certificate N/A for A, D, F, I, M or X

Date of Renewal Pension Not contracted out

Period Type Period

Process Type Normal SCON

Freeport Eligibility End Date 31-MAR-2025

First Civilian Employment Start Date

Director Indicator Pension Indicator

Effective Dates

From 06-APR-2022 To

The element entry for any potential assignments who might require this field has also been updated.

The new secondary Class 1 National Insurance Contributions (NICs) relief provides a zero-rate of secondary (employer) Class 1 National Insurance contributions (NICs) on the earnings of a qualifying veteran for 12 consecutive months from the first day of their first civilian employment after leaving the regular armed forces.

For this purpose, a new veteran's specific NIC category letter "V" has been introduced to be used for calculation and reporting purposes.

From 06 April 2021, the employer contributions on earnings under the Upper Secondary Earnings Limit (VUST) will be reduced to zero for qualifying veterans during the first 12 months of civilian employment.

A new field 'First Civilian Employment Start Date' will be available on the Tax Information form and should be completed for relevant assignments upon moving to NI Category V. This entry should be entered as the true civilian start date, even if this date is prior to the date started on this employment. If the employee start date is before 6th April 2021, then relief is available for less than 12 months. Once the payroll has been run then this date can only be moved to an earlier date and not a later one.

Statutory Details: 06-APR-2022(Veteran NI, Mr. Phil)

NI Number Date of Birth 07-DEC-1974 Age 47

NI Multiple Assignments PAYE Aggregated Assignments Exclude From WNU

PAYE Details **NI Details** New Starter (RTI) RTI Aggregation New Starter (Pre-RTI)

NI Category Certificate N/A for A, D, F, I, M or X

Date of Renewal Pension Not contracted out

Period Type Period

Process Type Normal SCON

Freeport Eligibility End Date

First Civilian Employment Start Date 01-MAR-2022

Director Indicator Pension Indicator

Effective Dates

From 06-APR-2022 To

The element entry for any potential assignments who might require this field has also been updated.

For the tax year 2021-22, this will be handled by a retrospective claim mechanism after the end of the tax year but will be introduced to payroll calculations and RTI reporting from April 2022. Please see below instructions for making amendments for 2021-22.

Note that the new NI categories cannot be added until the 6th April 2022, but any weekly paid staff will be calculated using the NI category as at the pay date so all of week 1 will be paid on this NI category.

The RTI GB Update NI Category has been updated such that when these dates are passed then the NI categories will be moved to the appropriate categories.

Below is a link to HMRC guidance on claiming the NI employers' contribution relief for veterans:

[Claim National Insurance contributions relief for veterans as an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/claim-national-insurance-contributions-relief-for-veterans-as-an-employer)

HMRC have stated that any FPS files sent to them before 06 April 2022 with NI category V will be rejected. So, although this functionality will be available in ESR from 01 April 2022, please ensure you do not submit any FPS Amendments to HMRC which include assignments where the NI Category has been updated from NI A to NI V until **06 April 2022** at the earliest.

The NHS RTI FPS Amendments XML Process 2021/22 should be used to report the retrospective changes

from NI A to NI V for Veterans employed during 2021/22. The following details the steps required to update ESR and report the information to HMRC:

1. Identify the periods which need to be recalculated using the employees original hire date to work out the number of months of available for the employer’s relief.

2. For each applicable period the NI details paid will need to be identified, the NHS NI Contributions Report can assist with this. The contributions will then need to be manually recalculated for NI V. Balance adjustments will be required to remove the NI contributions from the NI letter they were paid on and added to NI V. For example:

NI Contributions originally processed on NI A

Period	NI A Able	NI A Able ET	NI A Able LEL	NI A Able UEL	NI A Able AUEL	NI A Employee	NI A Employer
March 2022	3252.25	277.00	520.00	2455.25		294.63	347.10

Recalculated contributions for NI V

Period	NI V Able	NI V Able ET	NI V Able LEL	NI V Able UEL	NI V Able AUEL	NI V Employee*	NI V Employer*
March 2022	3252.25	277.00	520.00	2455.25		294.63	

* Use the sum of these values to create the NI V Total value to be reported to HMRC.

3. The balance adjustments should be entered using the relevant NI letter for example for the NI A adjustment the element “NI A” can be used, for NI V adjustments the element “Setup NI Balance 17” should be used. The balance adjustments should be entered on the same date as the last payroll action process date for the tax year.

Adjust Balance: 23-MAR-2022(Veteran NI, Mr. Phil)

Period: 12 2022 Calendar Month Effective Date: 23-MAR-2022

Entries

Element Name: NI A Costing: Costed
Original Entry:

Pay Value	NI Able	NI Employer	NI Able LEL
-294.63	-3252.25	-347.10	-520.00

Status

Unprocessed Completed
 Processing Error

Consolidation Set: T01 Monthly []

Adjust Balance: 23-MAR-2022(Veteran NI, Mr. Phil)

Period: 12 2022 Calendar Month Effective Date: 23-MAR-2022

Entries

Element Name: NI A Costing: Costed
Original Entry:

NI Able LEL	NI Able UEL	NI Able ET	NI Able EET
-520.00	-2455.25	-277.00	

Status

Unprocessed Completed
 Processing Error

Consolidation Set: T01 Monthly []

Adjust Balance: 23-MAR-2022(Veteran NI, Mr. Phil)

Period: 12 2022 Calendar Month Effective Date: 23-MAR-2022

Entries

Element Name: NI A Costing: Costed
Original Entry:

NI Able LEL	NI Able UEL	NI Able ET	NI Able EET
-520.00	-2455.25	-277.00	

Status: Unprocessed Completed
 Processing Error

Consolidation Set: T01 Monthly []

Adjust Balance: 23-MAR-2022(Veteran NI, Mr. Phil)

Period: 12 2022 Calendar Month Effective Date: 23-MAR-2022

Entries

Element Name: Setup NI Balance 17 Costing: Costed
Original Entry:

NI V Able	NI V Able ET	NI V Able LEL	NI V Able UEL
3252.25	277.00	520.00	2455.25

Status: Unprocessed Completed
 Processing Error

Consolidation Set: T01 Monthly []

Adjust Balance: 23-MAR-2022(Veteran NI, Mr. Phil)

Period: 12 2022 Calendar Month Effective Date: 23-MAR-2022

Entries

Element Name: Setup NI Balance 17 Costing: Costed

Original Entry:

NI V Able AUEL	NI V Total	NI V Employee	NI V Employer
<input type="text"/>	294.63	294.63	<input type="text"/>

Status: Unprocessed Completed
 Processing Error

Consolidation Set: T01 Monthly [|||||]

4. Submit the "NHS RTI FPS Amendments XML Process 2021/22"

4 **Scottish Arrestment Changes 2021/22**

The Scottish Arrestment Rates have been changed from 06-APR-22. The details are as follows:

DEDUCTIONS FROM WEEKLY EARNINGS

- Nil deduction for net earnings not exceeding £130.73
- Deduction will be the greater of, £4 or 19% of earnings exceeding £130.73 and below £472.54
- Deduction will be the sum of, £64.94 and 23% of earnings exceeding £472.54 and below £710.42
- Deduction will be the sum of, £119.66 and 50% of earnings exceeding £710.42

DEDUCTIONS FROM MONTHLY EARNINGS

- Nil deduction for net earnings not exceeding £566.51
- Deduction will be the greater of, £15 or 19% of earnings exceeding £566.51 and below £2,047.65
- Deduction will be the sum of, £281.42 and 23% of earnings exceeding £2,047.65 and below £3,078.47
- Deduction will be the sum of, £518.51 and 50% of earnings exceeding £3,078.47

DEDUCTIONS BASED ON DAILY EARNINGS

- Nil deduction for net earnings not exceeding £18.63
- Deduction will be the greater of, £0.50 or 19% of earnings exceeding £18.63 and below £67.32
- Deduction will be the sum of, £9.25 and 23% of earnings exceeding £67.32 and below £101.21
- Deduction will be the sum of, £17.05 and 50% of earnings exceeding £101.21

This change affects existing as well as new orders.

5 RTI FPS Changes for 2022/23

In line with HMRC's guidance ESR has been enhanced to provide the new RTI FPS process for the new financial year.

This new request includes the following:

- The NI Category validation has been updated to include the new values for Veterans (V) & Freeports (F, I, S & L).
- The earliest termination date that can be included in the FPS is 06 April 2015. Users are reminded to ensure that they enter a Final Process/End date when they terminate the employee/assignment record.

6 RTI Year to Date Reconciliation Report Changes for 2021/22

In line with HMRC guidance, the RTI Year to Date Reconciliation report has been enhanced to include the new NI Categories for Veterans (V) & Freeports (F, I, S & L) and also the balances for these new NI categories.

MHS RTI Year to Date Reconciliation Report											Report Date: 04-MAR-2022 15:34												
Parameters											Page: 1 of 1												
Report Details																							
Archive Process:		05-APR-2023 (1011989586)																					
PAYE Reference:		866/A866																					
Effective Date:		05-Apr-23																					
Run Mode:		Compare All Payroll vs FPS or FPS Amendments																					
Assignment Set:		YTD_3																					
Differences Only:		No																					
RTI Payroll ID	Assignment Number	NI Number	Employee Name	Date of Birth	Start Date	End Date	Aggr. NI / PAYE	Off Payroll Worker	Diffs?	NI	NI Able			NI EEs			NI ERs			Class 1A NICs			
											Pay	FPS	Diff	Pay	FPS	Diff	Pay	FPS	Diff	Pay	FPS	Diff	
21002488	21002488		NI F I, Mr. Phil		01-May-22		NN		Yes	F	3317.33	3317.33	0	330.5	330.5	0	185.77	185.77	0	0	0	0	
21002491	21002491		NI I, Mrs. Joanne		01-May-22		NN		No	I	3317.33	3317.33	0	177.1	177.1	0	185.77	185.77	0	0	0	0	
21002497	21002497		NI L I, Mr. Phil		01-May-22		NN		No	L	3317.33	3317.33	0	81.06	81.06	0	185.77	185.77	0	0	0	0	
21002498	21002498		NI L I, Mr. Phil		01-May-22		YN		No	L	3538.48	3538.48	0	88.25	88.25	0	219.05	219.05	0	0	0	0	
21002498-2	21002498-2		NI L I, Mr. Phil		01-May-22		YN		No		0	0	0	0	0	0	0	0	0	0	0	0	
21002494	21002494		NI S I, Mr. Phil		01-May-22		NN		Yes	S	3317.33	3317.33	0	0	0	0	185.77	185.77	0	0	0	0	
21002485	21002485		NI V I, Mr. Phil		01-May-22		NN		Yes	V	3317.33	3317.33	0	330.5	330.5	0	0	0	0	0	0	0	
21002486	21002486		NI V I, Mr. Phil		01-May-22		YN		No	V	3317.33	3317.33	0	330.5	330.5	0	0	0	0	0	0	0	
21002486-2	21002486-2		NI V I, Mr. Phil		01-May-22		YN		No		0	0	0	0	0	0	0	0	0	0	0	0	

7 RTI EPS Changes for 2022/23

ESR has been updated to allow the EPS to be created & submitted to HMRC for 2022/23.

From 2022/23 there is new validation on the existing Corporation Tax Reference (COTAXREF) and the CIS Deductions Suffered fields which checks that the former is present if the latter is used:

View - Employer Payment Summary Record Return

Employer PAYE Reference Details

Personalize "Employer PAYE Reference Details"

Effective Date: 05-May-2022	SMP/SAP/SPP/ShPP/SPBP Recovery Type: Partial	Account Holder Name
PAYE Reference: 866/AB66	SMP/SAP/SPP/ShPP/SPBP Recovery Percentage: 92	Account Number
Employer Accounts Office Ref: 866PM12345678	NIC Compensation Percentage: 3	Branch Sort Code
Corporation Tax Reference (COTAXREF): 9999999999		Building Society Reference
Employer Name: IBM TESTING		

Employer Checklist

Personalize "Employer Checklist / Declaration"

No Payment for Period: No	No Payment Date From
Eligible for Employment Allowance	No Payment Date To
Employer Is in the Agriculture Sector	Period of Inactivity From
Employer Is in the Fisheries and Aquaculture Sector	Period of Inactivity To
Employer Is in the Road Transport Sector	Final Submission: No
Employer Is in the Industrial Sector/Other Sector	Apprenticeship Levy Month: 1
State Aid Rules Do Not Apply to Employer	Date Scheme Ceased

Summary of Payments

Personalize "Summary of Payments"

<p>Personalize Table Layout: (region4)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>SMP Amount Recovered YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>SAP Amount Recovered YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>SPP Amount Recovered YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>ShPP Amount Recovered YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>SPBP Amount Recovered YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>Apprenticeship Levy Due YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> </table>	SMP Amount Recovered YTD	0	0	SAP Amount Recovered YTD	0	0	SPP Amount Recovered YTD	0	0	ShPP Amount Recovered YTD	0	0	SPBP Amount Recovered YTD	0	0	Apprenticeship Levy Due YTD	0	0	<p>Personalize Table Layout: (region23)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>NIC Compensation on SMP YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>NIC Compensation on SAP YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>NIC Compensation on SPP YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>NIC Compensation on ShPP YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>NIC Compensation on SPBP YTD</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>CIS Deductions Suffered</td><td style="text-align: right;">0</td><td style="text-align: right;">0</td></tr> <tr><td>Annual Apprenticeship Levy Allowance Amount</td><td style="text-align: right;">15000</td><td style="text-align: right;">15000</td></tr> </table>	NIC Compensation on SMP YTD	0	0	NIC Compensation on SAP YTD	0	0	NIC Compensation on SPP YTD	0	0	NIC Compensation on ShPP YTD	0	0	NIC Compensation on SPBP YTD	0	0	CIS Deductions Suffered	0	0	Annual Apprenticeship Levy Allowance Amount	15000	15000
SMP Amount Recovered YTD	0	0																																						
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NIC Compensation on SPBP YTD	0	0																																						
CIS Deductions Suffered	0	0																																						
Annual Apprenticeship Levy Allowance Amount	15000	15000																																						

- This field is not editable and displayed under Section 'Employer PAYE Reference Details'.
- This field must have a value when value for CIS Deductions suffered is greater than 0.

The below validations will appear while generating EPS XML output, in the EPS Self-service page and is available to update or review via the NHS RTI Update PAYE Reference concurrent process:

- The value for the Corporation Tax Reference (COTAXREF) field must contain 10 numeric digits
- You have entered an invalid value for the Corporation Tax Reference (COTAXREF) field. The entry must be a valid UTR
- Enter a value for the Corporation Tax Reference (COTAXREF) field in via the NHS RTI Update PAYE Reference concurrent process. This field cannot be blank because you entered a value in the CIS Deductions Suffered field which is greater than zero
- The value for SAUTR field should be absent if the Corporation Tax Reference (COTAXREF) value is present.
- The value for the Corporation Tax Reference (COTAXREF) field should be absent if SAUTR value is present.

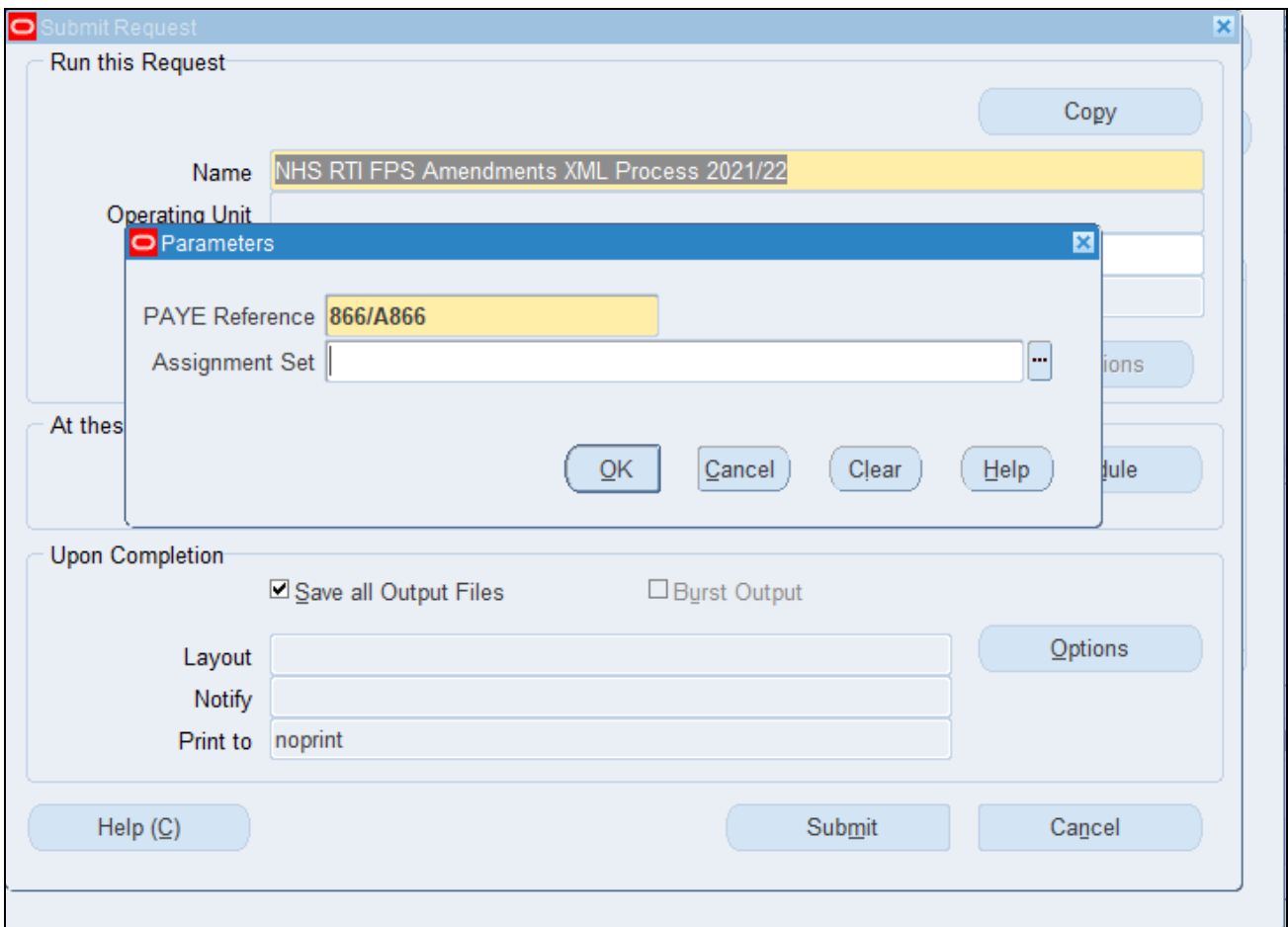
The image shows two overlapping windows from a software application. The top window is titled "Submit Request" and contains a "Run this Request" section with a "Copy" button and a text field containing "NHS RTI Update PAYE Reference". The bottom window is titled "Parameters" and contains the following fields:

PAYE Reference	866/A866	...
Accounts Office Reference	866PM12345678	
SMP/SAP/OSPP/ASPP Recovery Type	Partial	Partial
SSP Recovery Type	None	None
Service Company	No	
Self Assessment Unique Tax Ref (SAUTR)		
Company Tax Ref (COTAXREF)	9999999999	
Annual Apprenticeship Levy	15000	
Apprenticeship Levy	Include	
Legacy Reporting Year		
Legacy Employer Pay Bill YTD		
Legacy Apprenticeship Levy YTD		

At the bottom of the "Parameters" window are four buttons: "OK", "Cancel", "Clear", and "Help".

8 RTI FPS Amendments for 2021/22

In line with HMRC requirements, the NHS RTI FPS Amendments XML Process has been updated to allow users to report revised figures for the tax year 2021/22. The process has also been updated to report the retrospective changes from NI A to NI V for Veterans employed during 2021/22.



The output from the “RTI - Full Payment Submission (FPS) - Amendments 2021/22” will contain the following warning to remind users not to submit a FPS Amendments with NI V adjustments to HMRC before 06 April 2022:

```

XML Transmission Report:
Process Type : RTI Full Payment Submission Amendments 2021/22
XML Sender ID : ISV866
Date : 08/03/2022 11:44:49
Request ID : 1011990554
Gateway Test Indicator : Live
-----
Employers PAYE Reference : 866/A866
HRMC Office : TESTING
Employer Name : IBM TESTING
Employer Address : 1 TESTING STREET, SOMEWHERE,
WARWICKSHIRE, CV34 6NZ

The following employments have completed successfully
Assignment Number NI Number Employee Name
-----
21002525 Veteran NI, Mr. Phil

Total Number of employments completed successfully : 1

The following employments have completed with error
Assignment Number NI Number Employee Name Error Messages
-----
Total Number of employments completed with error : 0

The following employments have completed with warning
Assignment Number NI Number Employee Name Warning Messages
-----
21002525 Veteran NI, MR. Phil If today is before 6th April 2022 then [NILETTER] cannot equal 'V'

Total Number of employments completed with warning : 1

Total Number of employments : 1

Total Number of employees successfully processed : 1

Total Number of employments not processed as there is no payment : 0
    
```

The “NHS RTI FPS Amendments Run Reconciliation Report” will show the following results which will be submitted to HMRC so that they can adjust their figures held for the employee:

Year to Date																	
Taxable Pay	Benefit Taxed	Tax Paid	Student Loan	Postgrad Loan	SSP	SMP	SPP	SAP	Pre-Tax Pension	Post-Tax Pension	ShPP	SPBP	NI	NI Able	NI EEs	NI ERs	Class 1 A NICs
2949.79	0	381.4	0	0	0	0	0	0	302.46	0	0	0	A	0	0	0	0
													V	3252.25	294.63	0	

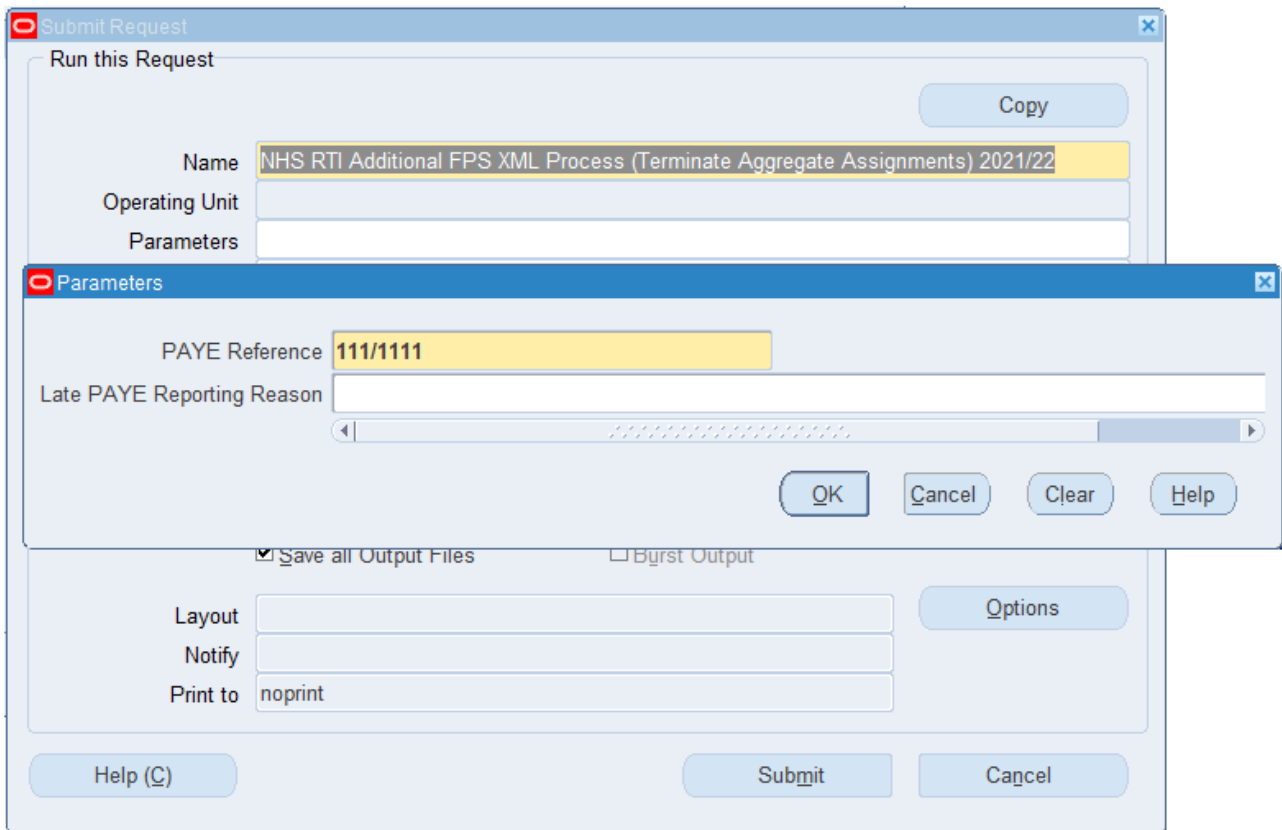
For employees who straddle both 2021/22 & 2022/23 the NI Category can only be changed to NI V from 06 April 2022. This is to ensure that no RTI FPS for 2021/22 is created using this NI Category, as HMRC cannot accept this until on or after 06 April 2022:

9 Changes to the P60 for 2021/22

There are no changes to the P60 Process this year apart from the update to the tax year displayed in the P60 output.

10 RTI Additional FPS Change for Aggregation Updates for 2021/22

In line with HMRC regulations, users will have to submit the 'NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2021/22' for any employee who has had their aggregation status changed to NI & PAYE from 06 April 2022.



The request will create a termination record which will notify HMRC of any assignments that will no longer be reported following the change in aggregation status.

This process must be run and the corresponding XML file successfully submitted to HMRC prior to any Week 1/Month 1 processing.

Multiple files can be submitted during this time.

11 Changes to the P46(Car) for 2022/23

In line with HMRC's requirements a new concurrent programme has been created for the P46 (Car) for 2022/23, NHS P46 (Car) Archive Process 2022/23.

This process should be used for any car benefit where the reportable benefit is due during 2022/23. If the reportable benefit is due during 2021/22, then the NHS P46 (Car) Archive Process 2021/22 should be used.

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog box open. The 'Submit Request' dialog has the following fields: 'Name' (NHS P46(Car) Archive Process 2022/23), 'Operating Unit', 'Parameters', 'Language' (American English), 'At these Times', 'Run the', 'Upon Completion', 'Lay', 'No', and 'Print to' (noprint). A 'Copy' button is located in the top right. The 'Parameters' sub-dialog has the following fields: 'Start Date', 'End Date' (21-MAR-2022), 'Payroll Name', and 'Tax District Reference'. It includes 'OK', 'Cancel', 'Clear', and 'Help' buttons. The 'Submit Request' dialog also has 'Help (C)', 'Submit', and 'Cancel' buttons at the bottom.

12 **National Minimum Wage and National Living Wage changes from 1 April 2022**

ESR has been updated to reflect the revised National Minimum/Living Wage values from 1 April 2022, as follows:

Category	Rate from 01-APR-22
Under 18	4.81
18 to 20	6.83
21 and 22	9.18
Apprentice	4.81
Living Wage	9.50

The above rates will be used in the following:

- NHS Payroll Message Report
- Payroll Exceptions Management tool

The messages displayed in the Payroll Exceptions Management tool have been amended to reflect these changes and all NLW/NMW exceptions are mandatory.

13 AfC Average Pay changes for England

As per UN3113, the AfC Average Pay functionality is being updated from 01-Apr-2022. The changes outlined here are for substantive AfC staff in England Only.

The existing functionality for reference periods and regular/irregular worker determination will continue to apply following the release.

From 01-Apr-2022 the AfC Average Pay payment for Annual Leave that starts on or after 01-Apr-2022 will be calculated differently. There will now be eligibility criteria to be met before average pay for Annual Leave taken can be paid.

Note: This will include no payments being made where the criteria are met but the assignment is Bank or the Annual Leave is indicated as being taken for a Bank Holiday.

The applicable non-recurring elements will be divided into 3 groups and each group must separately meet the eligibility criteria to be included in the subsequent calculation. The three classification groups for the elements will be as follows:

Element Grouping	1. Overtime and Additional Hours
Element Grouping	1. Overtime and Additional Hours
	2. Unsocial Hours
	3. On Call Hours

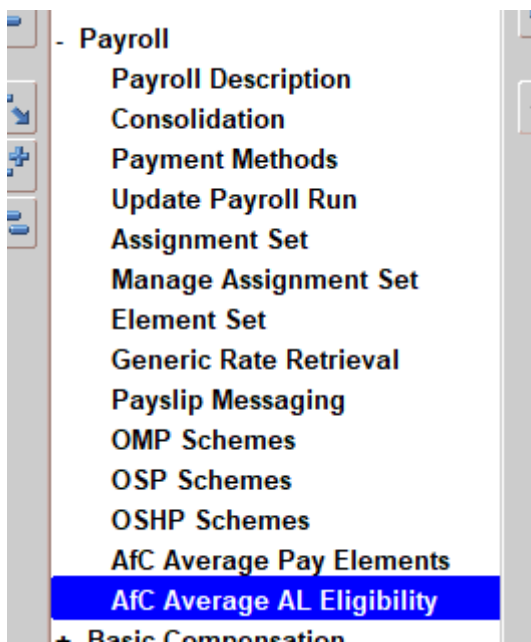
For all the elements that form part of the national configuration, the group will already be set. These can be reviewed in the updated AfC Average Pay Elements page which will now also show the element grouping in the new column next to the existing Input Value column.

Result Element	Worked IV	Paid IV	Input Element	Input Value	Element Grouping	Include/Exclude	Add To Pension Hours	Annual Leave Only	Start Date	End Date	Update	Delete
Night Allowance PAY NHS	Worked	Paid	Night Allowance NR NHS	Night Duty Enhanceable	2. Unsocial Hours	No			01-Jan-2001			
Night Duty ENH PAY NHS	Units Worked	Units Paid	Enhanced NR NHS	Night Duty Enhanceable	2. Unsocial Hours	No			01-Jan-2001			
Night Duty OT PAY NHS	Units Worked	Units Paid	Overtime NR NP NHS	Night Duty Overtime	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
Nurses Lead Pay OT PAY NHS	Units Worked	Units Paid	Nurses Lead Pay NR NHS	Overtime Units	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
On Call Manual Staff PAY NHS	Units Worked	Units Paid	On Call Manual Staff NR NHS	Units Worked	3. On Call Hours	No			01-Jan-2001			
On Call PAY NHS	Units Worked	Units Paid	On Call NR NHS	Units Worked	3. On Call Hours	No			01-Jan-2001			
Paramedical Skills OT PAY NHS	Units Worked	Units Paid	Paramedical Skills NR NHS	Overtime Units	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
Plain Time OT PAY NHS	Units Worked	Units Paid	Overtime NR NP NHS	Plain Time Overtime	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
Prescription Pricing OT PAY NHS	Units Worked	Units Paid	Prescription Pricing NR NHS	Overtime Units	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
RSU Grp C or N OT PAY NHS	Units Worked	Units Paid	RSU Grp C or N NR NHS	Overtime Units	1. Overtime and Additional Hours	No	Yes		01-Jul-2021			
Bank Duty ENH PAY NHS	Units	Units	Enhanced NR NHS	Bank Duty Enhanceable	2. Unsocial Hours	No			01-Jan-2001			

Note: It is important that users update any locally added rows in this page as soon as possible following the release as these will not have an element group defined after the change has been applied in the release. Elements without a group defined will be skipped as part of the new calculation of Annual Leave pay as no eligibility can be found for them.

The national requirement for eligibility of a group will be that 6 months out of the last 12 months must have had at least 1 payment for 1 of the elements from that group for the group to be included in the calculation. The equivalent for weekly paid assignments will be that 26 weeks out of the last 52 must have had a payment.

There is also a sliding scale of eligibility for assignments that have not been enrolled into AfC Average Pay for a year. These details will be setup in a new page to record AfC Average Pay AL Eligibility. This will be on the Payroll Super Administration menu in the payroll section below the existing page for AfC Average Pay Elements.



This page will contain the national setup for Annual Leave Eligibility and will also allow users to enter 1 or more local schemes for eligibility if they choose to have different rules.

The national scheme will be as follows:

Eligibility Schemes

Create Scheme
Update Scheme
Delete Scheme

Eligibility Scheme ▼

Go

Scheme Name	Time in Assignment	Eligibility Check (Months)	Eligibility Check (Weeks)
NHS AfC Avg Eligibility	Up to 1 month	1	4
NHS AfC Avg Eligibility	Up to 2 months	1	4
NHS AfC Avg Eligibility	Up to 3 months	2	8
NHS AfC Avg Eligibility	Up to 4 months	2	8
NHS AfC Avg Eligibility	Up to 5 months	3	13
NHS AfC Avg Eligibility	Up to 6 months	3	13
NHS AfC Avg Eligibility	Up to 7 months	4	17
NHS AfC Avg Eligibility	Up to 8 months	4	17
NHS AfC Avg Eligibility	Up to 9 months	5	21
NHS AfC Avg Eligibility	Up to 10 months	5	21
NHS AfC Avg Eligibility	Up to 11 months	6	26
NHS AfC Avg Eligibility	Over 11 months	6	26

Where a local scheme is to be used for eligibility, this will need to be specified on the payroll DFF – similar to the other defaults for AfC Average pay.

Setting Up a Local Scheme

The screenshot shows the 'Application Utilities Lookups' window. The configuration fields are as follows:

- Type: NHS_AFC_AVG_AL_ELIG
- Meaning: AfC Avg Annual Leave Eligibility Tables
- Application: Custom HR
- Description: AfC Avg Annual Leave Eligibility Tables
- Access Level: User, Extensible, System

The table below shows the lookup entries:

Code	Meaning	Description	Tag	From	To	Effective Dates	Enabled
NHS AFC AV	NHS AfC Avg Eligibility			01-JAN-1951			<input checked="" type="checkbox"/>
508 AFC AVG	508 AfC Avg Elig 1			01-JAN-1951			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Using the XXX Local HRMS Systems and User Administration URP, navigate to the Application Utilities

Lookups form.

Select the NHS_AFC_AVG_AL_ELIG lookup and enter the following details:

Code	XXX AFC AVG ELIGIBILITY 1
Meaning	XXX AfC Avg Elig 1
Effective Date From	01-JAN-1951
Enabled checkbox	Ticked

Click **Save**.

Switch to the XXX Payroll Super Administration URP.

Select N > Payroll > AfC Average AL Eligibility

Click **Create Scheme**.

Ensure the Eligibility Scheme dropdown only contains the value:

XXX AfC Avg Elig 1

The screenshot shows the 'Eligibility Schemes' configuration page. At the top, there are 'Apply' and 'Cancel' buttons. Below the title, there is a dropdown menu for 'Eligibility Scheme' which is currently set to 'XXX AfC Avg Elig 1'. A tooltip message reads: 'Click into the lookup NHS_AFC_AVG_AL_ELIG to appear here.' Below this is a table with the following structure:

Time in Assignment	Eligibility Check (Months)	Eligibility Check (Weeks)
Up to 1 month		
Up to 2 months		
Up to 3 months		
Up to 4 months		
Up to 5 months		
Up to 6 months		
Up to 7 months		
Up to 8 months		
Up to 9 months		
Up to 10 months		
Up to 11 months		
Over 11 months		

Enter the scheme details and click **Apply**.

Eligibility Schemes Apply Cancel

Eligibility Scheme: 508 AIC Avg Elig 1 New scheme names must be first added into the lookup NHE_AFC_AVC_AL_ELIC to appear here.

Time in Assignment	Eligibility Check (Months)	Eligibility Check (Weeks)
Up to 1 month	4	17
Up to 2 months	4	17
Up to 3 months	4	17
Up to 4 months	4	17
Up to 5 months	8	34
Up to 6 months	8	34
Up to 7 months	8	34
Up to 8 months	8	34
Up to 9 months	12	52
Up to 10 months	12	52
Up to 11 months	12	52
Over 11 months	12	52 x

The scheme is saved.

Information
Eligibility Scheme Created.

Eligibility Schemes Create Scheme Update Scheme Delete Scheme

Eligibility Scheme:

Scheme Name	Time in Assignment	Eligibility Check (Months)	Eligibility Check (Weeks)
508 AIC Avg Elig 1	Up to 1 month	4	17
508 AIC Avg Elig 1	Up to 2 months	4	17
508 AIC Avg Elig 1	Up to 3 months	4	17
508 AIC Avg Elig 1	Up to 4 months	4	17
508 AIC Avg Elig 1	Up to 5 months	8	34
508 AIC Avg Elig 1	Up to 6 months	8	34
508 AIC Avg Elig 1	Up to 7 months	8	34
508 AIC Avg Elig 1	Up to 8 months	8	34
508 AIC Avg Elig 1	Up to 9 months	12	52
508 AIC Avg Elig 1	Up to 10 months	12	52
508 AIC Avg Elig 1	Up to 11 months	12	52
508 AIC Avg Elig 1	Over 11 months	12	52

Deleting a Local Scheme

Select the scheme to be deleted.

Click **Delete Scheme**.

Click **Ok** at the Warning prompt.

Eligibility Schemes Create Scheme Update Scheme Delete Scheme

Eligibility Scheme:

Scheme Name	Time in Assignment	Eligibility Check (Months)	Eligibility Check (Weeks)
508 AIC Avg Elig 1	Up to 1 month	4	17
508 AIC Avg Elig 1	Up to 2 months	4	17
508 AIC Avg Elig 1	Up to 3 months	4	17
508 AIC Avg Elig 1	Up to 4 months	4	17
508 AIC Avg Elig 1	Up to 5 months	8	34
508 AIC Avg Elig 1	Up to 6 months	8	34
508 AIC Avg Elig 1	Up to 7 months	8	34
508 AIC Avg Elig 1	Up to 8 months	8	34
508 AIC Avg Elig 1	Up to 9 months	12	52
508 AIC Avg Elig 1	Up to 10 months	12	52
508 AIC Avg Elig 1	Up to 11 months	12	52
508 AIC Avg Elig 1	Over 11 months	12	52

Warning
Do you really want to delete this eligibility scheme?

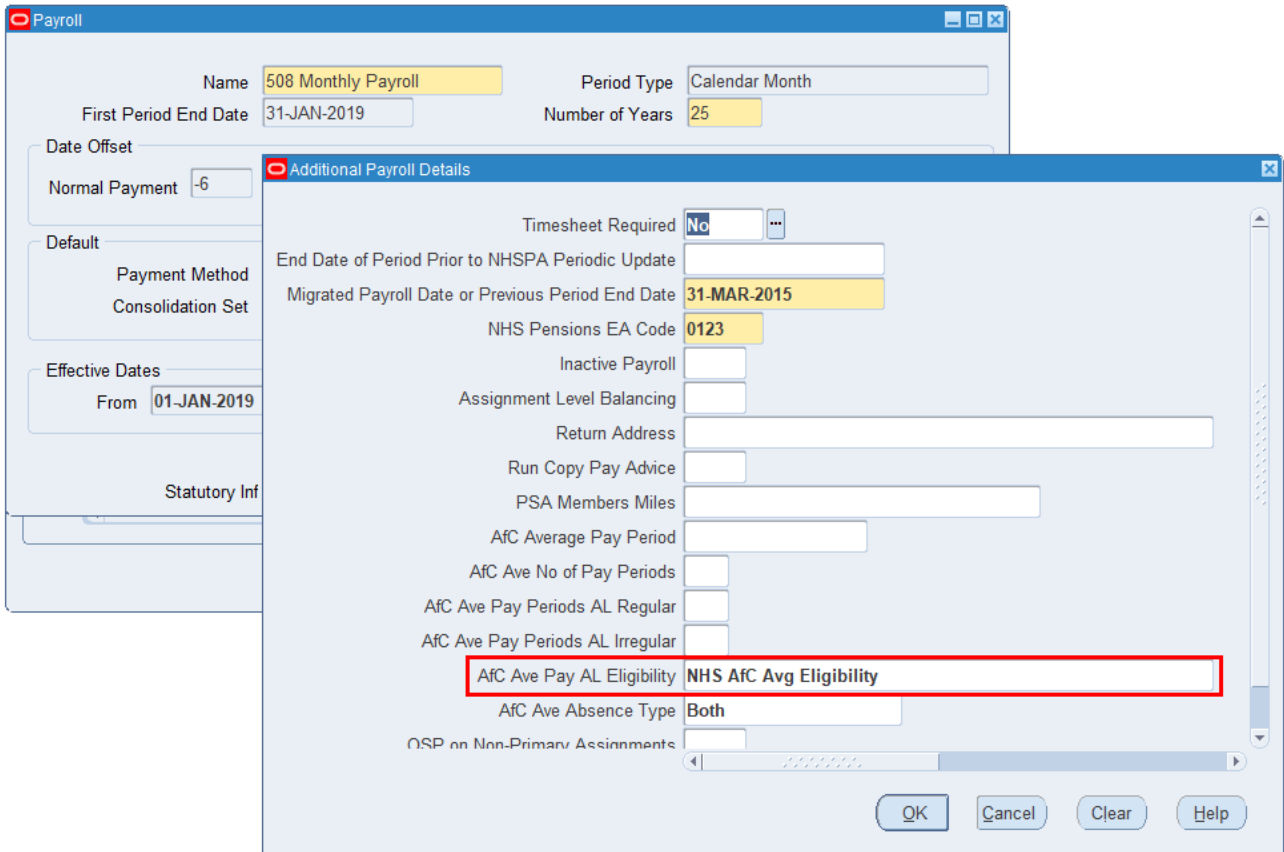
Note: It is not possible to delete the National Scheme, as any attempt to do so will create an error:

Error
Unable to delete the Eligibility Scheme

In the Payroll Description form a new field has been introduced - AfC Ave Pay AL Eligibility and will be below the existing fields for AfC Ave Pay Periods AL Regular and Irregular.

This will have a pick list that will contain the national eligibility scheme plus any local schemes defined for the trust.

Note: This field only needs a scheme to be entered where a local scheme is being used. Where this is null then the national scheme will be used by default in the eligibility checks in the calculation.



This scheme can also be overridden for a single assignment on the AfC Average Pay element.

A new input field has been created on the element called Override AL Eligibility. This field can be used to enter a scheme to be assigned to the assignment. Entry in this value will take priority over any value set at the Payroll level. This can be left null to use the national default or the payroll level setting.

As for the other Payroll and Element Override values, an AL Eligibility scheme will only be shown in this form where a value for this has been entered against the Payroll or on the Element.

Where no values have been entered then these will show as null in this form and the national scheme (NHS AfC Avg Eligibility) will be used as the default.

Where different values are entered, as above, these will be prioritised as follows (with 1 having the highest priority):

1. Element value for 'Override AfC AL Eligibility'
2. Payroll value for 'AfC AL Eligibility'
3. System default, which is the national scheme 'NHS AfC Avg Eligibility'

This would mean that in the example above the eligibility scheme used in the calculation would be the element override value that was entered, 'NHS AfC Avg Eligibility'.

The new eligibility calculation will be carried out as follows:

If the absence meets all of the following

- Trust is 'English'
- Absence Type is 'Annual Leave'
- The absence starts on or after '01-Apr-2022'

then the new eligibility requirement will apply otherwise it will be processed under the existing rules (no eligibility checking required).

For absences caught by the new rules for England then:

- If the assignment type is 'Bank' then no payment is due.
- If the absence reason type has been set to 'Bank Holiday' then no payment is due.
- Check if the eligibility scheme has been overridden on the payroll DFF or the AfC Average pay NHS element. If not use the default NHS scheme.
- Check the length of service for AfC Average Pay by checking the start date of the AfC Average Pay NHS element.
- If this service is greater than 1 year, then use the last row from the eligibility scheme, for example 6 months out of 12. Else use the appropriate line from the scheme for service less than 12 months, for example 3 months out of 6.
- Find all the elements in each of the three groups, taking account of any local rules to include / exclude elements.
- For Group 1 find if the eligibility is met i.e. are there at least 6 periods from the last 12 where at least 1 payment was made for one of the group 1 elements. If so Group 1 elements are included in the calculation, if not then group 1 elements are excluded from the calculation.
- Repeat the eligibility test for group 2 and group 3.
- If all three groups are NOT eligible then no further calculation is required and the payment will be zero.
- Otherwise calculate the AfC Average Pay due as before, but only include payments from elements that are in the eligible groups in the calculation.

Note 1 – when going back over the last 12 months to check eligibility, if any of the payroll periods contain instances of the assignment being on a parental leave absence (indicated by the assignment status being changed to 'Maternity & Adoption') or being on a sickness absence greater than 28 days then the Payroll

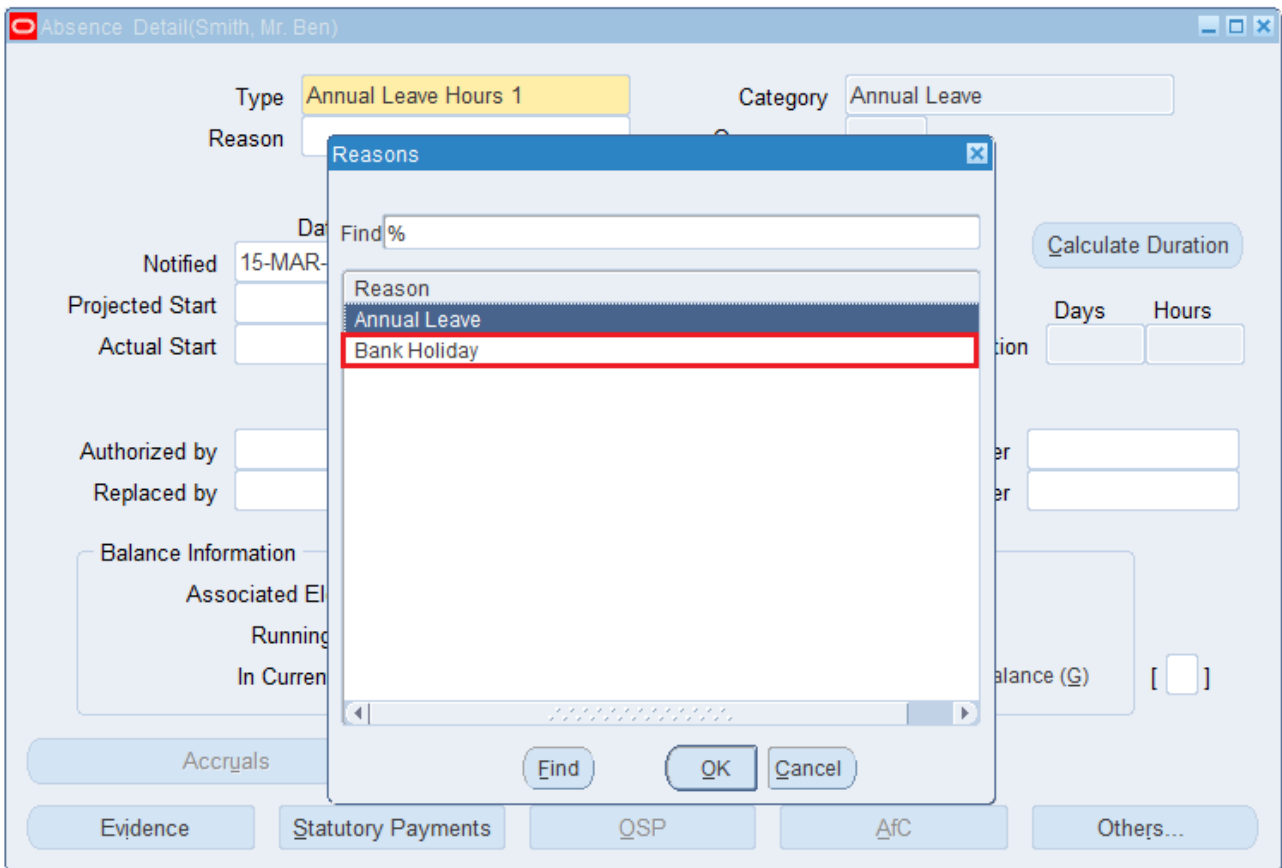
periods will be skipped and an additional periods added to the eligibility period up to a max of 24 months / 104 weeks.

Note 2 – the eligibility scheme applies to all 3 element groups for the assignment. It is not possible to have different eligibility criteria for different groups.

New Annual Leave Reason

Payment of AfC Average Pay is no longer applicable for leave that is taken for a Bank Holiday. This applies to the leave taken on the Bank Holiday, where it is taken in lieu and where Bank Holiday leave is rolled up in the Annual Leave entitlement for part time staff.

To ensure that payment is not made for Bank Holiday leave then the new absence reason of 'Bank Holiday' should be used when entering the Annual Leave. This will get checked in the calculation and result in no AfC Average Pay being generated for this leave.



The reason field applies to both Core Forms and Self Service, the T&A interface has also been updated to allow the Bank Holiday reason to feed from Rostering systems. Recording the Bank Holiday only applies to those employees entitled to receive AfC Average pay, there is no impact if this is used for other staff. Organisations should ensure that the need to record Bank Holiday is appropriately communicated to prevent overpayments.

Note 1 - The Annual Leave portlet will not have the Bank Holiday reason available to select until Release 53.1.1, over the weekend commencing 8th April, subject to testing. Organisations will need to consider how this is to be managed locally until the system has been updated.

Note 2 – Any Annual Leave recorded in the system prior to the changes being applied will need to be amended where the leave applies to a Bank Holiday. This will require the recorded leave to be deleted and re-entered with the Bank Holiday reason selected.

AfC Absence Manual NR NHS element

Organisations that use the manual element to trigger AfC absence payments should continue to use the element as before. There are no changes to this element. Where Annual Leave qualifies to be treated under the new rules then this will be calculated as above.

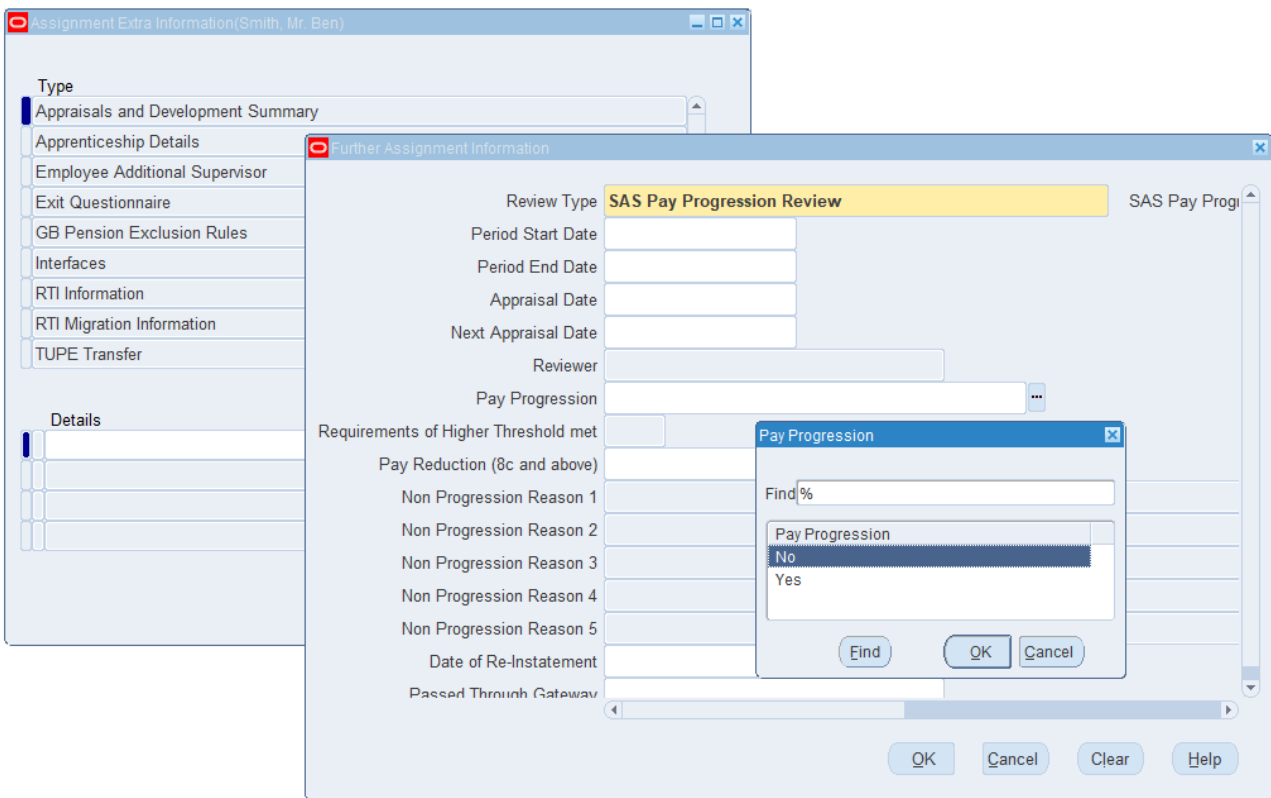
14 SAS Pay Progression - England & Wales

As part of the SAS Doctors 2021 Contract Refresh there is a requirement for a Pay Progression process to apply in a similar way to the process used for AfC staff. The changes described below have been introduced to facilitate this.

Appraisal and Development Summary EIT

A new Appraisal Review Type has been added called 'SAS Pay Progression Review'. This Review Type will be applicable to the Specialty Doctor 2021 (MC75) pay scale and the Specialist Grade (MC70) pay scale.

If the Review Type is 'SAS Pay Progression Review' then the only entries allowed in the Pay Progression field are 'Yes' or 'No', that means the value 'Yes following initial deferral' is not available.

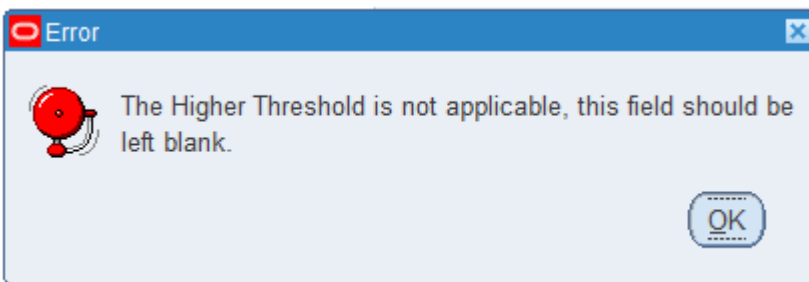


A new field called 'Requirements of Higher Threshold met' has been added to the form.

The screenshot shows a window titled "Further Assignment Information" with a blue header bar. The window contains several input fields: "Review Type" (highlighted in yellow), "Period Start Date", "Period End Date", "Appraisal Date", "Next Appraisal Date", "Reviewer", "Pay Progression", "Requirements of Higher Threshold met" (highlighted with a red box), "Pay Reduction (8c and above)", "Non Progression Reason 1" through "Non Progression Reason 5", "Date of Re-Instatement", and "Passed Through Gateway". At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This field is only allowed to have a value entered against it where the Review Type is 'SAS Pay Progression Review', and the employee is on the Specialty Doctor 2021 (MC75) pay scale and at the higher threshold grade step on the Appraisal Date.

Trying to enter a value in the field when it is not appropriate will result in the error message 'The Higher Threshold is not applicable, this field should be left blank'.



The validation of the Requirements of Higher Threshold met field requires the Appraisal Date, the field cannot be accessed unless the Appraisal Date has been entered.

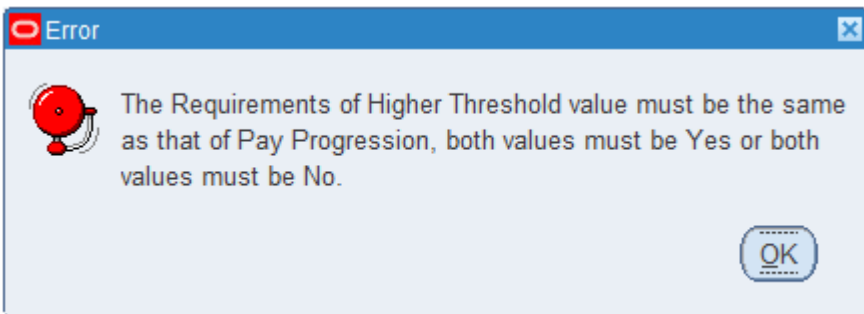
Appraisal Date field left blank, Requirements of Higher Threshold met field not enabled:

The screenshot shows a form titled "Further Assignment Information". The fields are as follows: Review Type is "SAS Pay Progression Review"; Period Start Date is "01-JAN-2022"; Period End Date is "31-DEC-2022"; Appraisal Date is blank and highlighted with a red box; Next Appraisal Date is blank; Reviewer is blank; Pay Progression is "Yes"; Requirements of Higher Threshold met is blank and disabled (greyed out) and highlighted with a red box; Pay Reduction (8c and above) is blank.

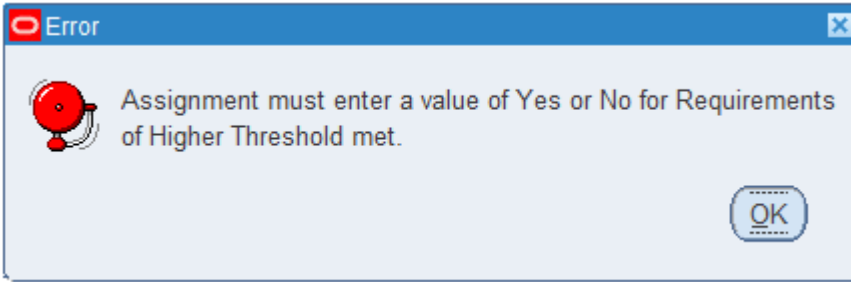
Appraisal Date field populated, Requirements of Higher Threshold met field is enabled:

The screenshot shows the same form as above, but with the Appraisal Date field populated with "22-MAR-2022" and highlighted with a red box. The Requirements of Higher Threshold met field is now enabled (white background) and highlighted with a red box.

Where it is appropriate to enter a value for Requirements of Higher Threshold met then it must be entered and the value must be the same as that entered for the Pay Progression field, i.e. 'Yes' or 'No'. If the values do not match and error message will be displayed and if the field is left empty an error message will be displayed.



If the field is left empty, an error message will appear when the user attempts to exit the form.



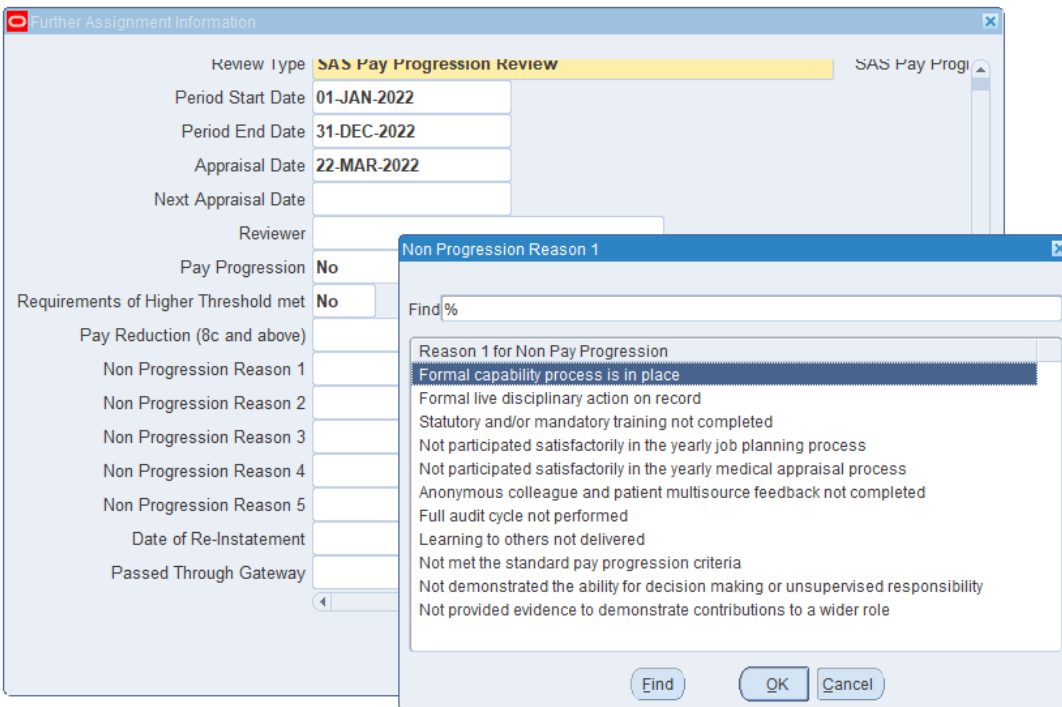
Where Review Type is 'SAS Pay Progression Review' a different set of values is available when entering Non Progression Reasons compared to those available for other Review Types. For an SAS Pay Progression Review the possible Non Progression reasons are:

- Anonymous colleague and patient multisource feedback not completed
- Formal capability process is in place
- Formal live disciplinary action on record
- Full audit cycle not performed
- Learning to others not delivered
- Not participated satisfactorily in the yearly job planning process
- Not participated satisfactorily in the yearly medical appraisal process
- Not participated satisfactorily in the yearly medical appraisal process

Note that some of the above are also available for other Review Types.

Where Review Type is 'SAS Pay Progression Review', and the employee is at the Higher Threshold on the Appraisal Date as described above then three other reasons are also available for selection:

- Not demonstrated the ability for decision making or unsupervised responsibility
- Not met the standard pay progression criteria
- Not provided evidence to demonstrate contributions to a wider role



Note that because the validation of the No Progression Reason fields now requires that the Appraisal Date has been specified these fields cannot be accessed unless the Appraisal Date has been entered.

Self-Service Appraisals and Reviews

Note that the above changes will not be reflected in Self-Service for this release. It will not be possible to select 'SAS Pay Progression Review' as a Review Type or the new SAS Non Progression reasons. This functionality will be made available in a future release.

Change Event Log

Updates to the new Requirements of Higher Threshold met field are recorded and reported as Update Review and Development Higher Threshold in the Change Event Log.

Pre-Increment Processing Report and Payroll Increment Process

SAS doctors will be included in the Pre-Increment Processing Report and the Payroll Increment Process following the same rules as are applied for AfC grades with two differences:

- For SAS doctors, all Appraisal EIT rows other than those with Review Type equal to 'SAS Pay Progression Review' will be ignored.
- There is no concept of 'Yes following deferral'.

15 HMRC Advisory Fuel Rates for 01-Mar-2022

HMRC has published new advisory fuel rates for company cars effective 01 Mar 2022 and these rates are now in use in ESR.

For one month from the date of change, employers may use either the previous or new current rates, as they choose. Employers may therefore make or require supplementary payments if they so wish but are under no obligation to do either.

The revised rates are as follows:

Engine Size	Petrol	LPG
1400cc or less	*13p	8p
1401cc to 2000cc	*15p	*10p
Over 2000cc	*22p	*15p

Engine Size	Diesel
1600cc or less	*11p
1601cc to 2000cc	*13p
Over 2000cc	*16p

Engine Size	Electric
1400cc or less	*5p
Over 1400cc	*5p

* No change has been made to these rates. These are stated for information only.

Action

Please note that mileage payments are not processed when Retropay is run, so any changes to amounts already paid will need to be made manually.

16 New Court Order Type for Welsh Council Tax Orders from April 2022.

With effective from 01 April 2022 new regulations come into effect which update the Council Tax (Administration and Enforcement) Regulations 1992. These regulations introduce new rates to be used in the calculation of Council Tax Attachment of Earnings Orders (CTAEO) issued in Wales.

The new rates apply to new orders which are issued by a billing authority in Wales. These rates do not apply to Council Tax Attachment of Earnings Orders issued in Wales prior to 01 April 2022, or to any order issued by a billing authority in England.

In line with these new regulations, ESR has been updated to include the new Court Order Type and new rate tables that are applicable for the Wales Council Tax Orders effective from 01-Apr-2022.

The latest regulations have the following changes in the rates table effective 01-Apr-2022:

DEDUCTIONS FROM MONTHLY EARNINGS

Net Earnings	Deduction rate (percentage)
Not exceeding £430.00	0%
Exceeding £430.00 but not exceeding £780.00	3%
Exceeding £780.00 but not exceeding £1050.00	5%
Exceeding £1050.00 but not exceeding £1280.00	7%
Exceeding £1280.00 but not exceeding £2010.00	12%
Exceeding £2010.00 but not exceeding £2860.00	17%
Exceeding £2860.00	17% in respect of the first £2860.00 and 50% in respect of the remainder

DEDUCTIONS FROM WEEKLY EARNINGS

Net Earnings	Deduction rate (percentage)
Not exceeding £105.00	0%
Exceeding £105.00 but not exceeding £190.00	3%
Exceeding £190.00 but not exceeding £260.00	5%
Exceeding £260.00 but not exceeding £320.00	7%
Exceeding £320.00 but not exceeding £505.00	12%
Exceeding £505.00 but not exceeding £715.00	17%
Exceeding £715.00	17% in respect of the first £715.00 and 50% in respect of the remainder

DEDUCTIONS BASED ON DAILY EARNINGS

Net Earnings	Deduction rate (percentage)
Not exceeding £16.00	0%
Exceeding £16.00 but not exceeding £28.00	3%
Exceeding £28.00 but not exceeding £38.00	5%
Exceeding £38.00 but not exceeding £47.00	7%
Exceeding £47.00 but not exceeding £74.00	12%
Exceeding £74.00 but not exceeding £102.00	17%
Exceeding £102.00	17% in respect of the first £102.00 and 50% in respect of the remainder

The above new rate tables will only apply to the new Court Order Type “CTO_WALES: Welsh Council Tax Order” which is effective from 01 April 2022. There are no changes to the rate tables for the existing Order Types.

To create a new entry using the Type “CTO_WALES: Welsh Council Tax Order” create a new entry for “Court Order NTPP” as below:

The screenshot displays a software interface for creating an entry. It is divided into two main panes. The left pane, titled "Element Entries: 01-APR-2022(Veteran NI, Mr. Phil)", contains a table of element names and their processing types. The "Court Order NTPP" entry is highlighted. Below the table are buttons for "Entry Values" and "Balance Grossup". The right pane, titled "Entry Values: 01-APR-2022(Veteran NI, Mr. Phil)", contains various input fields for the entry details. The "Fee" field is set to "0.00". The "Processing Priority" field is set to "6002". There is also a "Show Adjustment" checkbox.

Element Name	Processing Type
Basic Contracted NHS	Recurring
Court Order NTPP	Recurring
Enhanced Multipliers NHS	Recurring
NI	Recurring
Negative Net Pay NHS	Recurring
Overtime Multipliers NHS	Recurring
PAYE Details	Recurring
Pension NHS	Recurring
Pensions Information	Recurring
SSP SMP Calculator NHS	Recurring
Standard Costing NHS	Recurring

Period: 1 2022 Calendar Month (01-APR-2022)

Classification: [Empty]

Type: [Dropdown]

Order Amount: [Input]

Protected Pay: [Input]

Initial Debt: [Input]

Fee: 0.00

Reference: [Input]

Issued By: [Input]

Pay Value: [Input]

Main CTO Entry: [Input]

DEO Overriding Frequency: [Input]

DEO Underpayment Reason: [Input]

Further Entry Information: [Input]

Date Earned: [Input]

Original Date Earned: [Input]

Payee Details: [Input]

Processing Priority: 6002 [Input]

Show Adjustment

Details of what to enter in each input value are detailed below:

Input Value	Details
Type	Enter "CTO_WALES: Welsh Council Tax Order"
Order Amount	This field must be left blank
Protected Pay	This field must be left blank
Initial Debt	Enter the outstanding amount to be recovered. As per the regulations if a further order is issued with the same reference, then increase this amount by the new value rather than creating a new entry.
Fee	As per local agreement this can be any value up to 1.00
Reference	Enter the reference issued by Local Authority
Issued By	This is a free text field & the name of the Local Authority can be entered into here is required
Pay Value	This field must be left blank
Main CTO Entry	This is only required when you have multiple assignments with aggregation. In this scenario you must have only one assignment (generally this will be the primary assignment) with this field set to "Yes" & all others set to "No"> Otherwise this field should be left blank.
DEO Overriding Frequency	This field must be left blank
DEO Underpayment Reason	This field must be left blank

* The lines highlighted above in yellow denote mandatory input values.

17 **Marital Status Added to Data Warehouse**

Marital Status has been added to the Person Dimension folders of multiple subject areas within the Data Warehouse to assist with national equality reporting.

18 COVID-19 Vaccinations (Ongoing Maintenance)

The 'COVID-19 Vaccinations (Ongoing Maintenance)' EIT will be added to the following areas of functionality within ESR:

- ESR BI in the EIT COVID Vaccinations (Ongoing Maintenance) folder in the Human Resources – Person EIT Details subject area.
- Pre-IAT FYI notification generated for Occupational Health Admin Role Holders
- Immunisations and Checks PDF that is available from the My Personal Information and My Applicant Details Portlets

19 COVID-19 Vaccinations EIT LoV Changes

The 'COVID-19 Vaccinations' and the 'COVID-19 Vaccinations (Ongoing Maintenance)' EITs have had some updates made to their list of values (LoV).

The following values and associated description codes have been added to the existing LoV for 'Product' across both COVID-19 Vaccine EITs:

Meaning	Description
Novavax (adjuvanted) 5micrograms/0.5ml dose (Baxter Oncology GmbH)	39473011000001103
Medicago (CoVLP) 3.75micrograms/0.5ml dose (Medicago Inc)	39826711000001101
Sinopharm BIBP (inactivated adjuvanted) 6.5U/0.5ml dose (BIBP)	40331911000001106
Covaxin (NIV-2020-770 inactivated) 6micrograms/0.5ml dose (Bharat Biotech Ltd)	40332311000001101
CoronaVac 600U/0.5ml dose (Sinovac Life Sciences)	40306411000001101
Covishield (recombinant) 5x10b viral particles/0.5ml dose (SII)	40348011000001102
Sputnik V Component I (recombinant) 100b viral particles/0.5ml dose (Gamaleya)	40387411000001100

The following values and associated description codes have been added to the existing LoV for 'Manufacturer' in the 'COVID-19 Vaccinations (Ongoing Maintenance)' EIT:

Meaning	Description
Covaxin	Covaxin
Sinopharm Beijing	Sinopharm Beijing
Sinovac-CoronaVac	Sinovac-CoronaVac

The above values will also be included in the associated IAT notifications, the GO2 & GI interface and reportable via ESRBI and the 6i Reports.

20 Manual Updates to the Player Status for Online e-Learning

With this release, learning administrators can manually update a learner's Player Status for classes with an Offering Delivery Mode of Online e-Learning using the Update Player Status button on the Enrolments and Subscriptions page or the Enrolments page of the class.

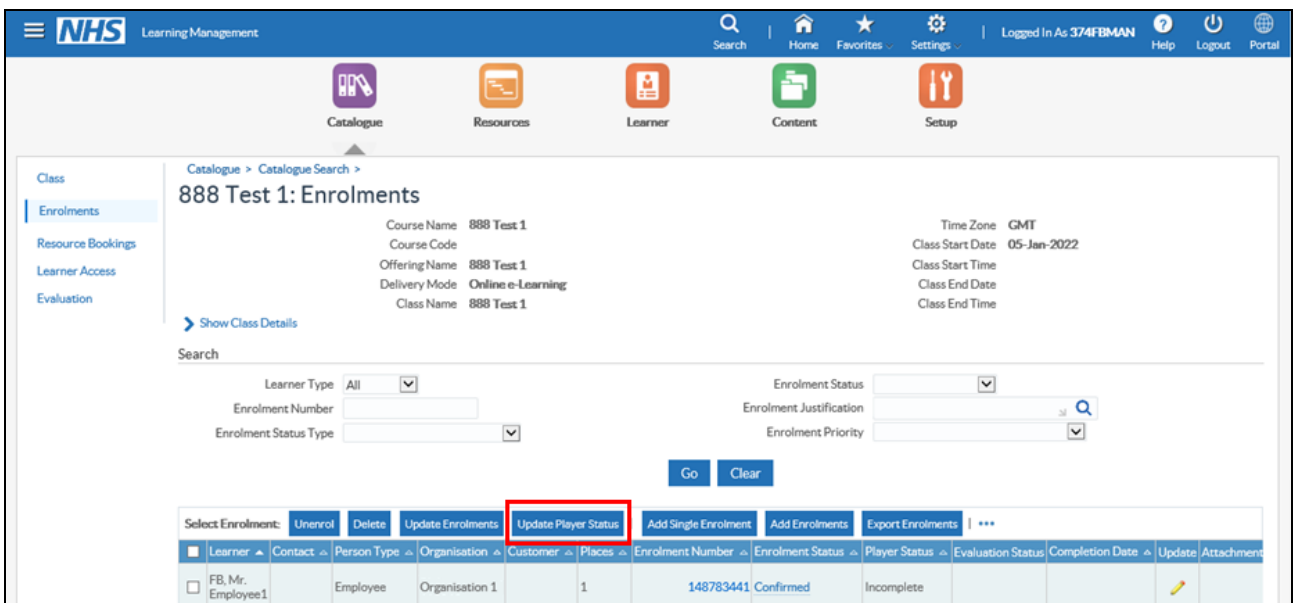
Navigation

XXX Learning Administration / XXX Class Administration > Catalogue > Search for or navigate to an e-learning Class > Enrolments

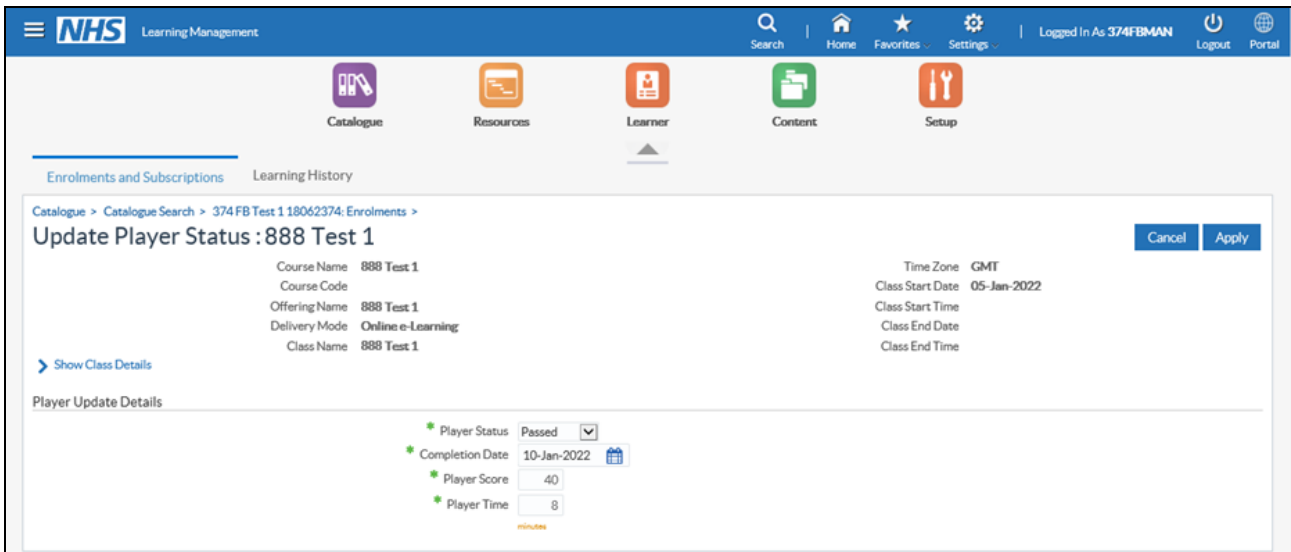
XXX Learning Administration / XXX Class Administration > Enrolments and Subscriptions > Search for an e-learning class.

Update Player Status button

Clicking **Update Player Status** opens a new page called Update Player Status.



Update Player Status page

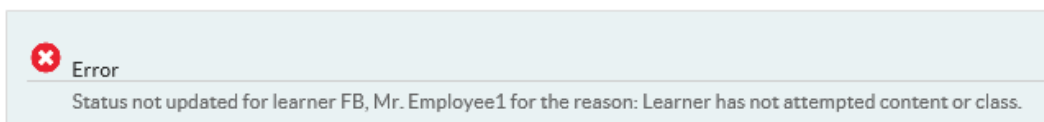


The Player Status fields provides three values:

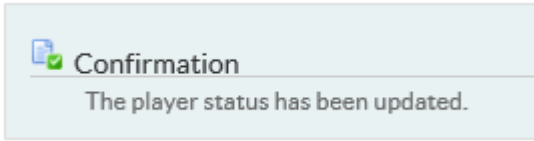


- Completed
 - Additional compulsory fields
 - Completion Date
 - Player Time
- Failed
 - Additional compulsory fields
 - Player Score
 - Player Time
- Passed
 - Additional compulsory fields
 - Completion Date
 - Player Score
 - Player Time

Administrators cannot update the Player Status if the learner has a Player Status of Not Attempted for the content or class, or if the current Player Status is Completed or Passed. The following error message will display if this is attempted:



Click **Apply** to confirm the learner status and a confirmation message will display.



Before updating a learner’s player status, evidence should be provided to ensure that learner has attempted and completed all Learning Objects within a course and can provide evidence of passing tests if applicable. This is particularly important where a course may have multiple Learning Objects, they may provide evidence of completion of one Learning Object but may not have attempted all.

Attempts at all Learning Objects

Focus Name	Player Status	Player Time	Player Score
000 HCP 0 to 5 Years - 04 Safeguarding Children and Young People	Incomplete	10:01:50	
000 Safeguarding Overview	Completed	03:24:31	
000 Vulnerable Children	Incomplete	02:25:00	
000 Looked after Children Part 1: Challenges and Principles	Incomplete	02:18:44	
000 Looked after Children Part 2: Influencing Factors and Outcomes of Care Journeys	Completed	01:53:35	

Three Learning Objects Not Attempted

Focus Name	Player Status	Player Time	Player Score
000 HCP 0 to 5 Years - 04 Safeguarding Children and Young People	Incomplete	03:24:31	
000 Safeguarding Overview	Completed	03:24:31	
000 Vulnerable Children	Not Attempted	00:00:00	
000 Looked after Children Part 1: Challenges and Principles	Not Attempted	00:00:00	
000 Looked after Children Part 2: Influencing Factors and Outcomes of Care Journeys	Not Attempted	00:00:00	

Known Issue

When the Update Player Status button is used to update a learner’s player status, if the class is part of a certification which the learner is also subscribed to then the update is not reflected on the Learner Home Page. The Status column will continue to display ‘Incomplete’. Note the updated status is correctly reflected in OLM on the Enrolments and Subscriptions page and the Enrolments page.

This issue has been raised with our third-party supplier and is detailed on the Known Error Log under PRB2002165.

21 **Update the 'Restricted Password' list**

The restricted password list that governs the following Password Policy rule:

'Certain words and terms are not permitted within passwords e.g. users should avoid using words associated with the system, their roles, or their locality.'

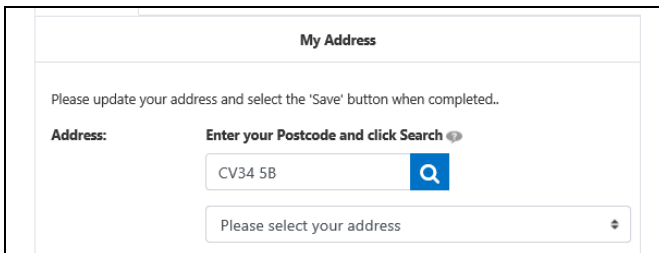
has been updated in accordance with the National Cyber Security Centre (NCSC).

22 Portal Postcode Lookup

A Postcode lookup functionality has been enabled for updating Address Details in the My Personal Information and My Applicant Details Portlets:

Users are required to enter a minimum of 5 characters (not including spaces) within the postcode search field and click the search icon to initiate the postcode search. The search icon will be disabled until the user has entered sufficient characters to initiate the postcode search.

Once the postcode search is initiated, a field displays which shows the text '*Please select your address*'. This field will contain search results for addresses within the postcode up to a maximum of 100 rows with vertical scroll bar so the user can select their address from the list of values:



The screenshot shows a web form titled "My Address". At the top, it says "Please update your address and select the 'Save' button when completed..". Below this, there is a label "Address:" followed by the instruction "Enter your Postcode and click Search" with a magnifying glass icon. A text input field contains "CV34 5B" and a blue search button with a magnifying glass icon. Below the search field is a dropdown menu with the text "Please select your address" and a downward arrow icon.

Where the user selects their address from the list of values returned, the address fields within 'My Address' tab will be populated automatically.

Note: Any existing address information will be overwritten.

The address fields can be then updated by the user following pre-population by postcode lookup.

Where no search results containing addresses within that postcode have been returned, the message below will be displayed to the user within the address dropdown:

No addresses found matching your postcode.