



# ELECTRONIC STAFF RECORD

RN519 Guide to Enhancements and Changes  
Release 55.3.0.0

Information classification: PUBLIC

Revision Date: NOVEMBER 2022

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# 1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 55.3.0.0. 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 a revised 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.

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## 2 Update to the Employee Self Service Conflict of Interest Declaration Wording

The wording for the checkbox on the employee Declare a Conflict of Interest form has changed from:

*I give my consent for this information to be published on registers that my Organisation holds.*

to:

*Declarations will be published unless there are exceptional circumstances as to why they should not be.*

*If you feel this is the case you will need to untick the box. If you do this you will be contacted to establish if you have reasonable grounds for your declaration to be excluded on registers that the Organisation holds.*

The information submitted will be held by your Organisation for personnel or other reasons specified on this form and to comply with the organisation's policies. This information may be held in both manual and electronic form in accordance with the Data Protection Act 2018. Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and published in registers that your Organisation holds.

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations must be notified to my Organisation as soon as practicable and no later than 28 days after the interest arises. I am aware that if I do not make full, accurate and timely declarations then civil, criminal, internal disciplinary, or professional regulatory action may result.

Declarations will be published unless there are exceptional circumstances as to why they should not be.

If you feel this is the case you will need to untick the box. If you do this you will be contacted to establish if you have reasonable grounds for your declaration to be excluded on registers that the Organisation holds.

### 3 Unpaid Absence Payslip Message

To assist in notifying employees when a deduction has been made from pay in relation to Industrial Action, a new payslip message has been created. This will be output when an employee takes an absence with either of the following absence types:

- Unpaid Unauthorised Special
- Unpaid Unauth Special Hrs

and the absence reason is Industrial Action.

Where two separate absences are added within the same period then two messages will appear, one for each occurrence with the number of day(s)/hour(s) stated for each occurrence.

The message will display as follows:

mesg = 'PYS: Pay reduced by x day(s) due to Industrial Action from Date A to Date B

mesg = 'PYS: Pay reduced by x hour(s) due to Industrial Action from Date A to Date B

where x is the number of days or hours for that occurrence and Date A and Date B are the respective start and end dates of the absence.

**Pay Advice Report(Run : 22-DEC-2022)**

Personal		Tax	
Salary		Tax Period	9
Number	21000682	Tax Ref. No.	475/WB76383
Job Title	Add Prof Scientific and Technic Pharma	Tax Tel. No.	
Name	Mr. Emp01 01 09	Tax Code	BR

Payments		Deductions	
Basic Pay Arrears	8222.46	NHS Pension	1048.69
Basic Pay	2478.47	NI A	507.16
		PAYE	1930.40
<b>Total</b>	<b>10700.93</b>	<b>Total</b>	<b>3486.25</b>

**Amount Paid**  
Amount: 7214.68

Payment Methods				Balances	
Method	Bank	Account No.	Amount		
				Gross PTD	10700.93
				Gross YTD	10700.93
				P Pay EE YTD	10700.93
				P Pay ER YTD	10700.93
				Super EE YTD	1048.69
				Super ER PTD	1538.79

**Messages**  
Message

- PYS: Pay reduced by 1 day(s) due to Industrial Action from 01-DEC-2022 to 01-
- PYS: Pay reduced by 11 day(s) due to Industrial Action from 10-DEC-2022 to 20-

The message(s) will appear on the Online and printed payslips, Statement of Earnings, and the Payslip message report.

Year To Date Balances (This Employment Only)				This Period Summary					
GROSS PAY		10700.93		TAXABLE PAY	9652.24	PENSIONABLE PAY	10700.93	TAXABLE PAY	9652.24
NI LETTER		A		TAX PAID	1930.40	TAX PERIOD	9	NON-TAXABLE PAY	0.00
NI PAY	4189.00	OTHER NI PAY	6511.93	PREVIOUS TAXABLE PAY	0.00	FREQUENCY	Monthly	TOTAL PAYMENTS	10700.93
NI CONTS	507.16	OTHER NI CONTS		PREVIOUS TAX PAID	0.00	PERIOD END DATE	31 DEC 2022	TOTAL DEDUCTIONS	3486.25
PENSIONABLE PAY		10700.93		PENSION CONTS	1048.69	PAY DATE	22 DEC 2022	NET PAY 7214.68	
SD REF NUMBER				EMPLOYEE NO.	21000682	PAY METHOD	Cheque		

  

MESSAGES FROM EMPLOYER
Pay reduced by 1 day(s) due to Industrial Action from 01-DEC-2022 to 01-DEC-2022 Pay reduced by 11 day(s) due to Industrial Action from 10-DEC-2022 to 20-DEC-2022