



ELECTRONIC STAFF RECORD

RN541 Guide to Enhancements and Changes
Release 57.4.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 57.4.0.0. 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.

2 Frontline Healthcare Worker

Organisations can now define and report on positions and assignments to enable identification of Frontline Healthcare Workers using the following navigation paths:

- XXX Local Workstructures Administration > Position > Description > Additional Position Details
- XXX HR (all variants) > People > Enter and Maintain > Assignment > Others > Extra Information
- XXX HR (all variants) > Fastpath > Assignment Extra Information

The change is being introduced specifically to provide the NHS with the visibility and tools to make accurate payments to providers relating to vaccinations. By enabling the recording of frontline Healthcare workers in ESR it removes the need for manual data collections which should significantly reduce the burden on individual organisations. NHS England will be writing to organisations in the coming months prior to the start of seasonal vaccinations with further information.

A new field has been added within the 'Additional Position Details' form named 'Frontline Healthcare Worker' which contains the following list of values:

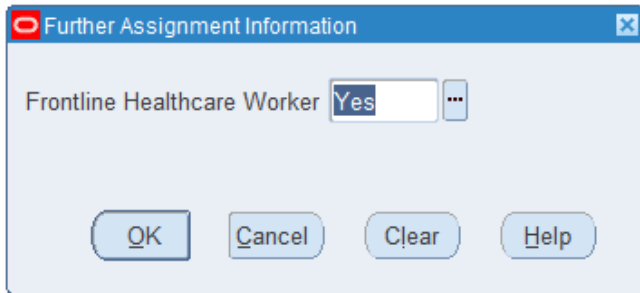
- Yes
- No

The screenshot shows a software window titled 'Additional Position Details'. It contains several input fields and dropdown menus. The 'Frontline Healthcare Worker' field at the bottom is highlighted with a red rectangle and contains the value 'Yes'. Other visible fields include 'Subjective Code' (NHS000001), 'Management Cost', 'DBS Disclosure Type' (None), 'Contract Type' (NHSXAFCMN), and various 'NHS CRS Position Name' fields (1-8). At the bottom of the window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

The default value for this field will be 'NULL' (blank), however an initial data fix has been applied to populate the majority of existing positions with either 'Yes' or 'No' based on Occupation Code mapping supplied by NHS England. The data fix has been applied as a correction, meaning the population of this field will cause no date track update.

A new field has also been added to the assignment EIT named 'Frontline Healthcare Worker' which contains the following list of values:

- Yes
- No



The default value for this field will be 'NULL' (blank), even where a value has been defined at position level. Organisations can use this field to override the position level setting at assignment level and record 'Yes' or 'No' for an individual assignment.

For example, where the position is defined as Frontline but an individual within the position does not meet the criteria for frontline due to different responsibilities then the override at assignment level should be populated 'No'.

Where the 'Frontline Healthcare Worker' field has been populated with a value at assignment level, this will be cleared to the default value of 'NULL' where a change of position takes place.

The information is reportable using ESRBI and SDW, it is also available in the GO2 and GI Interfaces.

The Frontline Healthcare Worker assigned to a position will also be available to update using the Position Definition Mass Update Process.

Organisations wishing to make use of this process should raise a Service Request using the Path:

Request a new Service > AC > Mass Updates > Workstructures/URP > Mass Update – Position.Work Structures/WTE

Organisations should note that they will need to use an updated version of the template, which will be supplied by the team when raising a Service Request.

3 National Workforce Dataset – ESR Amendments

NHS Digital have made a submission to the Data Alliance Partnership Board (DAPB) requesting changes to value sets within the National Workforce Dataset. As a result of these requests being approved, the following changes to values within ESR have been made and are outlined below.

1. Job Role/ Staff Group

The following 14 Staff Group / Job Roles have been created:

Main Staff Group	Job Role	Capacity Code	Date From
Additional Professional, Scientific and Technical	Pharmacist Advanced Practitioner	4	01-JAN-1951
Additional Professional, Scientific and Technical	Pharmacist Consultant	4	01-JAN-1951
Estates and Ancillary	Multi Skilled Tradesperson	4	01-JAN-1951
Additional Professional, Scientific and Technical	Cognitive Behavioural Therapist	4	01-JAN-1951
Additional Clinical Services	Mental Health and Wellbeing Practitioner	4	01-JAN-1951
Additional Clinical Services	Clinical Associate in Psychology	4	01-JAN-1951
Additional Clinical Services	Youth Intensive Psychological Practitioner	4	01-JAN-1951
Additional Professional, Scientific and Technical	Trainee Family Therapist	4	01-JAN-1951
Additional Professional, Scientific and Technical	Trainee Child/Adoles Psychological Therapist/Psychotherapist	4	01-JAN-1951
Additional Professional, Scientific and Technical	Trainee Counsellor	4	01-JAN-1951
Additional Professional, Scientific and Technical	Trainee Cognitive Behavioural Therapist	4	01-JAN-1951
Additional Clinical Services	Trainee Mental Health and Wellbeing Practitioner	4	01-JAN-1951
Additional Clinical Services	Trainee Clinical Associate in Psychology	4	01-JAN-1951
Additional Clinical Services	Trainee Youth Intensive Psychological Practitioner	4	01-JAN-1951

The following Staff Group / Job Role has been end-dated:

Main Staff Group	Job Role	Date From	Date To
Estates and Ancillary	Work Analyst	01-JAN-1951	30-JUN-2023

The following 12 Staff Group / Job Roles have been renamed:

Main Staff Group	Old Job Role	New Job Role	Date From
Estates and Ancillary	Cook	Cook or Chef	01-JAN-1951
Medical and Dental	GP Partner/Provider	GP Partner or Provider	01-JAN-1951
Nursing and Midwifery Registered	Sister/Charge Nurse	Sister or Charge Nurse	01-JAN-1951
Allied Health Professionals	Chiropodist/Podiatrist	Chiropodist or Podiatrist	01-JAN-1951
Allied Health Professionals	Chiropodist/Podiatrist Advanced Practitioner	Chiropodist or Podiatrist Advanced Practitioner	01-JAN-1951
Allied Health Professionals	Chiropodist/Podiatrist Consultant	Chiropodist or Podiatrist Consultant	01-JAN-1951
Allied Health Professionals	Chiropodist/Podiatrist Manager	Chiropodist or Podiatrist Manager	01-JAN-1951
Allied Health Professionals	Chiropodist/Podiatrist Specialist Practitioner	Chiropodist or Podiatrist Specialist Practitioner	01-JAN-1951
Additional Clinical Services	Ambulance Care Assistant/Patient Transport Service Driver	Ambulance Care Assistant or Patient Transport Service Driver	01-JAN-1951
Additional Clinical Services	Assistant/Associate Practitioner	Assistant or Associate Practitioner	01-JAN-1951
Estates and Ancillary	Gardener/Groundsperson	Gardener or Groundsperson	01-JAN-1951
Estates and Ancillary	Painter/Decorator	Painter or Decorator	01-JAN-1951

Existing Positions with the 'old' value will have it replaced with the 'new' or 'renamed' one.

2. Area of Work

The following 5 Area of Work values have been created:

Area of Work (Pri/Sec/Ter)	Date From
Clinical Support Clinical Support Musculoskeletal	01-JAN-1951
Estates Engineering Estates Mechanical Engineering	01-JAN-1951
Estates Engineering Estates Electrical Engineering	01-JAN-1951
Estates Sustainability Sustainability	01-JAN-1951
Facilities Waste Management Waste Management	01-JAN-1951

The following 3 Area of Work values have been updated:

Old Area of Work (Pri/Sec/Ter)	New Area of Work (Pri/Sec/Ter)
Medicine Gastroenterology Gastroenterology	Medicine Gastro-enterology Gastro-enterology
Medicine Gastroenterology Endoscopy	Medicine Gastro-enterology Endoscopy
Medicine Gastroenterology Hepatology	Medicine Gastro-enterology Hepatology

The highlighted area represents the changed value.

Existing Positions with the 'old' tertiary values have had them updated with the new/renamed values.

However, as part of the testing process, a small number of positions have been identified that have existing errors preventing the data fix being successful. These positions will retain the old value until they are manually resolved by users and will be flagged to organisations using the "Area of Work is no longer valid or is blank" validation within the ESR BI Data Quality Dashboard.

Click on the following link for further guidance on how to resolve these issues: [Position Error Guidance](#)

3. Occupation Codes

The following 5 Occupation Codes have been end-dated:

Occupation Code	Description	Date From	Date To
996	Medical Research Council	01-JAN-1951	30-JUN-2023
976	M&D Retainer Scheme	01-JAN-1951	30-JUN-2023
977	Medical Fees LA Services	01-JAN-1951	30-JUN-2023
978	GP Bed / Casualty fund	01-JAN-1951	30-JUN-2023
979	Payment to Clinical Member of Management Team	01-JAN-1951	30-JUN-2023

4. Nationality

One new Nationality has been added:

Nationality	Date From
Myanmar	01-JAN-1951

The following two Nationalities have been end-dated:

Nationality	Date From	Date To
Burmese	01-JAN-1951	30-JUN-23
Kosrae	01-JAN-1951	30-JUN-23

The end-dated values will no longer be available for selection after the 30-JUN-2023, however the value will remain on records where it was entered prior to the end date.

5. Destination on Leaving

The following two new Destinations on Leaving have been added:

Destination on Leaving	Date From
Private Health Care	01-JAN-1951
Social Care	01-JAN-1951

The following three Destinations on Leaving have been renamed:

Old Destination on Leaving	New Destination on Leaving	Date From
Private Health/Social Care	No Longer Valid – Private Health/Social Care	01-JAN-1951
Return to Practice	No Longer Valid – Return to Practice	01-JAN-1951
Education /Training	Education or Training	01-JAN-1951

Existing records with the old values will have been replaced with the renamed values.

6. Sources of Recruitment

The following two new Sources of Recruitment have been added:

Source of Recruitment	Date From
Private Health Care	01-JAN-1951
Social Care	01-JAN-1951

The following five Sources of Recruitment have been renamed:

Old Destination on Leaving	New Destination on Leaving	Date From
Private Health/Social Care	No Longer Valid – Private Health/Social Care	01-JAN-1951
Return to Practice	No Longer Valid – Return to Practice	01-JAN-1951
Return to NHS – COVID-19	No Longer Valid – Return to NHS – COVID-19	01-JAN-1951
Students – COVID-19	No Longer Valid – Students – COVID-19	01-JAN-1951
Education /Training	Education or Training	01-JAN-1951

Existing records with the old values will have been replaced with the renamed values.

7. Assignment Category

One new Assignment Category has been added, as below:

Source of Recruitment	Date From
NHS Reservist	01-JAN-1951

8. Reporting

The above changes have also been reflected in ESR BI Reporting and the Data Warehouse.

4 New National Subjective Code

The following value has been added to the Subjective Code list of values effective from 01-JAN-1951:

- NHS2430 - Statutory Parental Bereavement Pay

5 Change to AfC Average Pay for Ambulance Staff

A change is being made to the way AfC Average Pay works to ensure that Ambulance staff receive the appropriate payments during the transition from Annex 5 Terms and Conditions (made using the AfC Work Outside Normal Hours element) to Section 2 Terms and Conditions. It will also ensure that part time staff remaining on Annex 5 are compensated during annual leave for additional hours worked.

The AfC Average Pay calculation has been adapted to handle the following specific scenarios for nominated Ambulance Staff:

1. In the period following the removal of the recurring AfC Work Outside Normal Hours element, then for absence where the averaging period includes some time where the recurring payment was still being made, the AfC Average Pay calculation will automatically include the recurring pay for these periods in the average pay calculation. In this scenario these recurring payments will always be considered eligible for payment.
2. In the period following the removal of the recurring AfC Work Outside Normal Hours element, the eligibility rules for Annual Leave will be amended to start counting from the period in which the recurring payment ended, if this is later than the regular eligibility start date that would have been used.
3. Where the assignment is part time and has recurring AfC Work Outside Normal Hours payments and also has Basic NR in the period, then the non-recurring portion of AfC Work Outside Normal Hours will now be paid as a separate amount. This will be automatically added into the AfC Average Pay calculation for the nominated Ambulance staff. In this scenario these non-recurring payments will always be considered eligible for payment.

To nominate staff to have these additional rules applied, a new local Eligibility scheme should be used that matches the following naming convention:

The Local scheme should match the following pattern 'VPD%Amb%Trans%'.

For example, set up a new eligibility scheme called '174 Ambulance Transition' and assign it to staff, either individually on the AfC Average Pay element or on mass using the payroll default. All staff with the new scheme in place as at the absence start date will have the additional new rules applied as above.

Eligibility Schemes

Create Scheme
Update Scheme
Delete Scheme

Eligibility Scheme 174 Ambulance Transition ▼

Go

...

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

The scheme works in a similar way to the national AfC Average pay scheme. For details on how to create the scheme and add it at Payroll and Assignment level, please refer to the absence section for Average Pay in the ESR User Manual, by clicking on the following link: [AfC Average Pay - England](#).

The scheme can be used retrospectively to cover absences going back to 01-Apr-2022. To get the adjusted payments for AfC Average Pay then retro pay would need to be run over this period for the nominated employees.

As the NR portions of the Work Outside Normal Hours payments will not yet be split out for these past periods then these will also need to be generated by running retro pay first. It may be necessary to go back up to a year further so that the NR portions are available in the averaging periods for the historic absences, so it may be necessary to first run retro back as far back as 01-Apr-2021 to ensure these NR portions are generated for absences going back as far as 01-Apr-2022.

Where retro pay is run for a part-time employee that is in the nominated scheme then for past periods (up to 01-Apr-21) where there was also Basic NR, they would see a negative adjustment to the recurring Work Outside Normal Hours payment and a matching positive payment for the non-recurring portion of this payment from the same period.

Examples illustrating how payment will be made

Example 1 – Part time employee on Annex 5 T&Cs, no leave booked

AfC Work Outside Norm Hrs (9%) split out – recurring pays on Basic pay, non-recurring pays on Basic NR.

	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23
Additional Basic Pay NHS					£99.27	
AfC Work Outside Norm Hrs NR PAY NHS					£8.93	
AfC Work Outside Norm Hrs PAY NHS	£194.10	£194.10	£194.10	£194.10	£194.11	£194.10
Basic Pay NHS	£2,156.71	£2,156.71	£2,156.71	£2,156.71	£2,156.71	£2,156.71

Example 2 – Part time employee on Annex 5 T&Cs, no leave booked, backdated to December 22

Retro removes payment made on recurring element and pays it on non-recurring element.

	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23
Additional Basic Pay NHS	£99.27	£198.54	£397.07	£794.14		
AfC Work Outside Norm Hrs NR PAY NHS ARS					£134.01	
AfC Work Outside Norm Hrs PAY NHS	£203.04	£211.97	£229.84	£265.58	£194.10	£194.10
AfC Work Outside Norm Hrs PAY NHS ARS					-£134.01	
Basic Pay NHS	£2,156.71	£2,156.71	£2,156.71	£2,156.71	£2,156.71	£2,156.71

Example 3 – Full time employee transitioned to Section 2, leave booked

AfC Work Outside Norm Hrs ends 30th April

Reference period used by AfC Average calculation – March and April £728.88

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23
AfC Absence PAY NHS						£55.37
AfC Work Outside Norm Hrs PAY NHS	£363.94	£363.94	£363.94	£363.94		
Basic Pay NHS	£4,043.83	£4,043.83	£4,043.83	£4,043.83	£4,043.83	£4,043.83

The new scheme should be added to those transitioning from Annex 5 to Section 2 and part time staff remaining on Annex 5 and working additional hours. It can also be used for those who have transitioned in the last 12 months.

Consideration should be given to any manual workarounds that have been used locally to ensure that employees do not receive duplicate payments when retro pay is generated.

6 Bank Average Pay NHS Elements

A new set of elements has been built for to allow for Average Pay to be paid to Bank assignments while on Annual Leave. This will work in a similar manner to the AfC Average Pay scheme. Unlike AfC Average pay, there are no element groupings or eligibility check for regularity of duty payments.

A new form will be available with the national set of non-recurring elements to be included in the bank Average Pay calculation. Trusts can add new elements locally or exclude national elements similarly to the existing AfC Average Elements form.

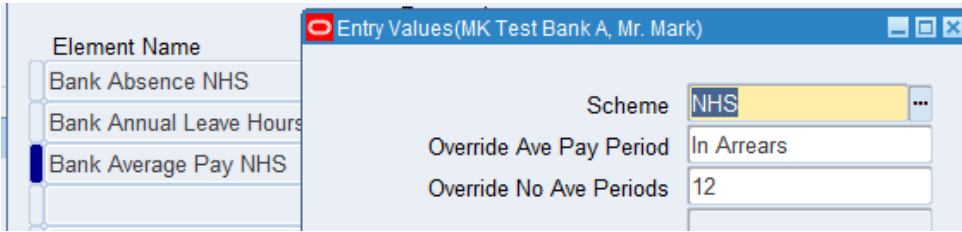
Result Element ^	Worked IV	Paid IV	Input Element	Input Value	Include/Exclude	Add To Pension Hours	Start Date	End Date	Update	Delete
Acting Up Adj OT PAY NHS	Units Worked	Units Paid	Acting Up Adj NR NHS	Overtime Units	Include	No	01-Apr-2020			
Additional Basic Pay NHS	Units Worked	Units Paid	Basic NR NHS	Basic Units	Include	Yes	01-Apr-2020			
AFC Shift Payment OT PAY NHS	Units Worked	Units Paid	AFC Shift Payment NR NHS	Overtime Units	Include	No	01-Apr-2020			
London Enh Addition OT PAY NHS	Units Worked	Units Paid	London Enh Addition NR NHS	Overtime Units	Include	No	01-Apr-2020			
London Zone Ambulance OT PAY NHS	Units Worked	Units Paid	London Zone Ambulance NR NHS	Overtime Units	Include	No	01-Apr-2020			
Med Stenography OT PAY NHS	Units Worked	Units Paid	Med Stenography NR NHS	Overtime Units	Include	No	01-Apr-2020			
Night Allowance PAY NHS	Units Worked	Units Paid	Night Allowance NR NHS	Units Worked	Include	No	01-Apr-2020			
Night Duty ENH PAY NHS	Units Worked	Units Paid	Enhanced NR NHS	Night Duty Enhanceable	Include	No	01-Apr-2020			
Night Duty OT PAY NHS	Units Worked	Units Paid	Overtime NR NP NHS	Night Duty Overtime	Include	No	01-Apr-2020			
Nurses Lead Pay OT PAY NHS	Units Worked	Units Paid	Nurses Lead Pay NR NHS	Overtime Units	Include	No	01-Apr-2020			
On Call Manual Staff PAY NHS	Units Worked	Units Paid	On Call Manual Staff NR NHS	Units Worked	Include	No	01-Apr-2020			
On Call PAY NHS	Units Worked	Units Paid	On Call NR NHS	Units Worked	Include	No	01-Apr-2020			
Paramedical Skills OT PAY NHS	Units Worked	Units Paid	Paramedical Skills NR NHS	Overtime Units	Include	No	01-Apr-2020			
Plain Time OT PAY NHS	Units Worked	Units Paid	Overtime NR NP NHS	Plain Time Overtime	Include	No	01-Apr-2020			

NOTE: Average pay cannot be calculated on elements that are paid using Period Cash Override amounts.

This new form will be on the Payroll Super Administration menu below the existing as the Average Pay forms.

- Payroll
 - Payroll Description
 - Consolidation
 - Payment Methods
 - Update Payroll Run
 - Assignment Set
 - Manage Assignment Set
 - Element Set
 - Generic Rate Retrieval
 - Payslip Messaging
 - OMP Schemes
 - OSP Schemes
 - OSHP Schemes
 - AfC Average Pay Elements
 - AfC Average AL Eligibility
 - EAT Holiday Pay Elements
 - Bank Average Pay Elements**
- + Basic Compensation

To enrol into the scheme an assignment should be given the element Bank Average Pay NHS.

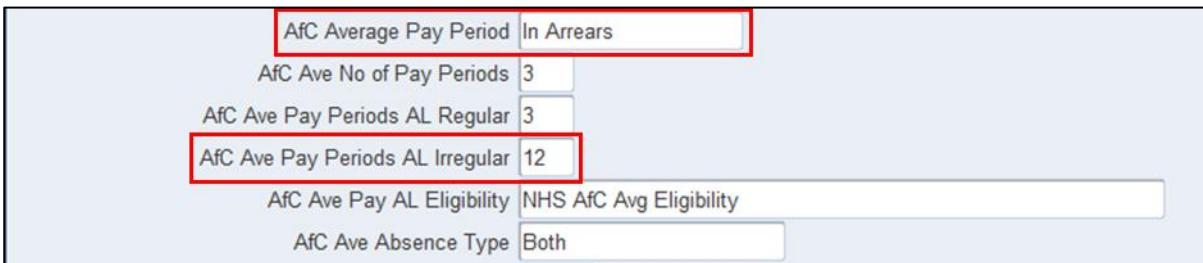


Similar to AfC Average Pay the user can opt to Override the calculation method being used for this assignment to be either 'Current' period or 'In Arrears'.

The user can also override the number of periods the calculation will average the non-recurring pay over for the assignment by using the Override No Ave Periods value on the element.

These values can also be set on the payroll DFF to affect all assignments on the payroll. The payroll values used are the existing AfC Average Pay Period values. These are re-used by the Bank Average Pay calculation where it is set.

NOTE: It is the Irregular Pay Periods that will be picked up and used as the override for the Bank Average Pay Calculation.



For a given assignment the element override value will take priority, then the payroll value then the system default value.

The system default for Average Pay Period will be 'In Arrears'.

The system default for the number of periods will be 1 years' worth, so 12 monthly periods or 52 weekly periods.

Only when an assignment has the Bank Average Pay NHS already in place will the associated Bank Absence elements be generated when an annual leave absence is entered.

These elements can be reviewed from the Absence form in the core application using the existing AfC Absence functionality. The button to access this form has been renamed to 'Avg Pay', but the form itself is still the same and will have some references to AfC Average Pay, most of which can be ignored.

Absence Detail(MK Test Bank A, Mr. Mark)

Type: Category:
Reason: Occurrence:

Date
Notified: Time:
Projected Start: End:
Actual Start: End: Duration: Days: Hours:

Calculate Duration

Authorized by: Number:
Replaced by: Number:

Balance Information
Associated Element:
Running Total:
In Current Year: Hours (B) Days No Balance (G) [£]

Buttons: Accruals, Confirm Projected Dates, Evidence, Statutory Payments, QSP, **Avg Pay**, Others...

AFC Absence Details(MK Test Bank A, Mr. Mark)

Payroll Average Pay Details
AfC Average Pay Period: Number of Periods:
AfC Absence Type: AfC Ave Pay Periods AL Regular:
AfC AL Eligibility: AfC Ave Pay Periods AL Irregular:

Element Override Details
Scheme: Override Pay Period:
Override Number of Periods: Override Absence Type:
Shift Type: Override AL Regular Periods:
Override AfC AL Eligibility: Override AL Irregular Periods:

Average Pay Entries

Processed	Period Name	Element Name	Absence Type	Absence Start Date	Absence End Date	Half Pay Start Date	Nil Pay Start Date	Override Hours
<input type="checkbox"/>	2 2023 Calendar Month	Bank Absence	Bank Annual Leave	20-APR-2023	30-APR-2023			61.75
<input type="checkbox"/>	3 2023 Calendar Month	Bank Absence	Bank Annual Leave	01-MAY-2023	31-MAY-2023			
<input type="checkbox"/>	4 2023 Calendar Month	Bank Absence	Bank Annual Leave	01-JUN-2023	15-JUN-2023			84.21
<input type="checkbox"/>								

Absence

Only the items relevant to Bank Average Pay will be populated on this form. These will be taken from the payroll DFF and the Bank Average Pay element, where populated. All other values will be null.

Where Annual Leave is entered in hours the override hours values will be populated on the Absence DFF and written to the associated Bank Absence elements (as shown above).

As for AfC Average Pay, a user can choose to override these values on the Absence DFF where a particular working pattern may require the hours to be distributed differently. The default values will be calculated by prorating the hours over the total calendar days for the absence.

Calculation Method

The Bank Average Pay calculation will be based on the AfC Average Pay calculation, and in particular the calculation used for those marked as having 'Irregular Periods'. Where the Bank Absence NHS element is produced for the leave that was entered, then this will be processed by the payroll run.

The averaging period for the calculation will be defaulted to 1 years' worth of periods (unless overridden), counting back from either the period in which absence starts (In Arrears) or the previous period (Current). This is decided from the value in place for Average Pay Period type, the default of which is 'In Arrears' but this can also be overridden at payroll or element level.

The averaging period can be extended out, up to a maximum of 2 years' worth of periods in an attempt to find the target number of 'paid periods'.

For example, for a monthly paid assignment 'Non-Paid' periods will be skipped in an attempt to find 12 paid periods out of a maximum of the 24 months. A Non-Paid period is defined as any period where any of the following is true:

- Gross pay for the period is less than or equal to 0
- The assignment was on any statutory leave that required the assignment status to be 'Maternity and Adoption'
- The assignment is on a long term sickness – that is one greater than 28 days

NOTE: The number of periods found and used in the calculation may be less than the default supplied when the criteria above are applied.

For each of the paid periods found, the earnings for the nominated non-recurring elements will be recalculated as at the appropriate rates (allowing for any subsequent changes) and summed across all the paid periods being used.

The total is then divided by the total number of days in the paid periods to get an average daily rate.

The rates are split between Pensionable and Non Pensionable pay.

Any additional hours are also calculated and averaged across the paid periods.

The Bank Average Payments for the absence will be the daily rates times the number of days entered for the absence.

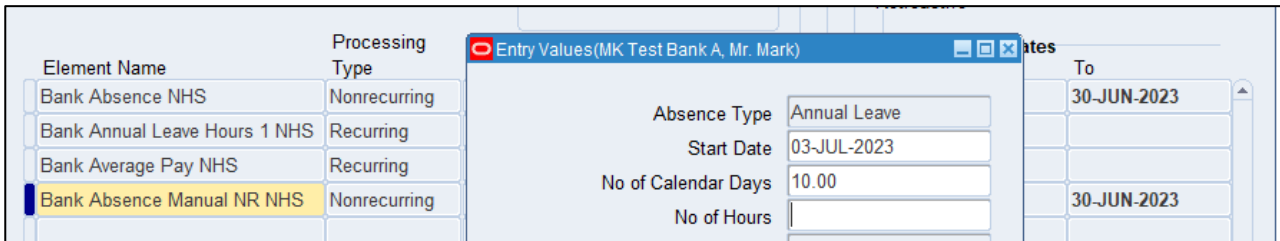
For absences that are entered in hours, the daily rate will be translated to an hourly rate using the Annual Hours for the grade that the assignment is attached to. The payments will be the hourly rate times the number of hours entered for the absence.

Manual Entry of Annual Leave

This functionality can still be accessed by trusts that do not use ESR to record annual leave.

The assignment still needs the recurring Bank Average Pay NHS element to be in place for the calculation to work. This element needs to have started by the period that contains the start date of the Annual Leave to be claimed, or the period that the Bank Absence Manual element is being processed in, whichever is earlier.

Then the Bank Absence Manual element must be entered for each piece of annual Leave to be paid.



Each Manual Entry must have the Start Date of the Annual Leave and EITHER the number of days OR the number of hours to be paid for the Annual Leave.

Manual Override of Bank Average Rates

A trust can chose to manually enter the rates at which to pay Bank Average Pay using the Bank Average Override NHS element.

This element allows for the rates that are used to pay Bank Average payments to be overridden for the duration of the element. This is a recurring element, and the calculation will check for its existence as at the start date of the absence being processed and will use the rates in place on the element as at that date.

All rates are daily rates and will be prorated to hourly rates in the calculation where the absence is entered in hours.

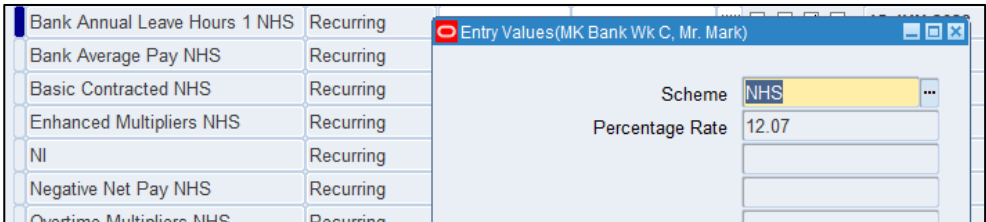
All the required rates must be entered on the element as any left blank will be defaulted to zero.

Please note that although the WTD method of payment is still available in ESR to use, it is no longer supported by the ESR Programme and will not be updated following the implementation of this change.

Bank Annual Leave Plans

Bank staff should be assigned one of the Bank Annual Leave accrual plans, for example, Bank Annual Leave Hours 1 NHS.

These have been setup with national GRR schemes for Bank Staff to accrue at a rate 12.07% of hours worked.

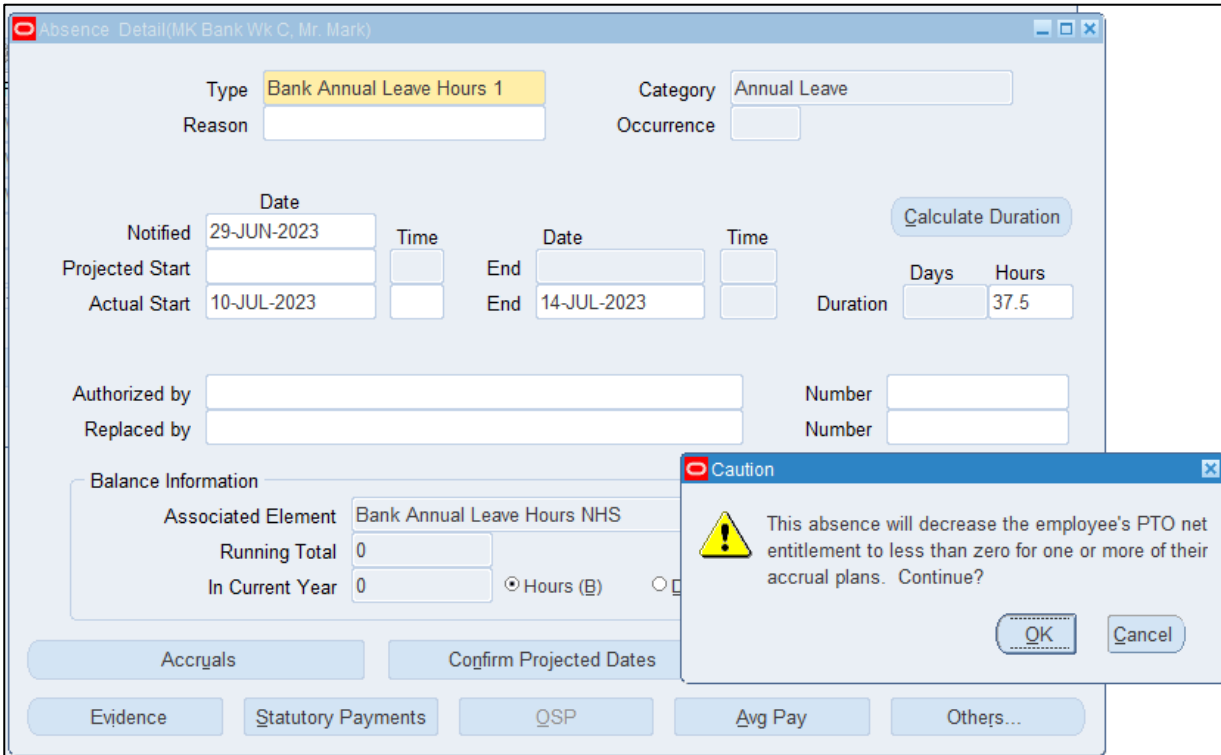


These plans always run for the tax year and the bank assignment accrues the percentage of the hours worked during the year, so there is no fixed allocation of leave at the start of the year, instead the accrual builds up period by period based on the hours worked by the bank assignment.

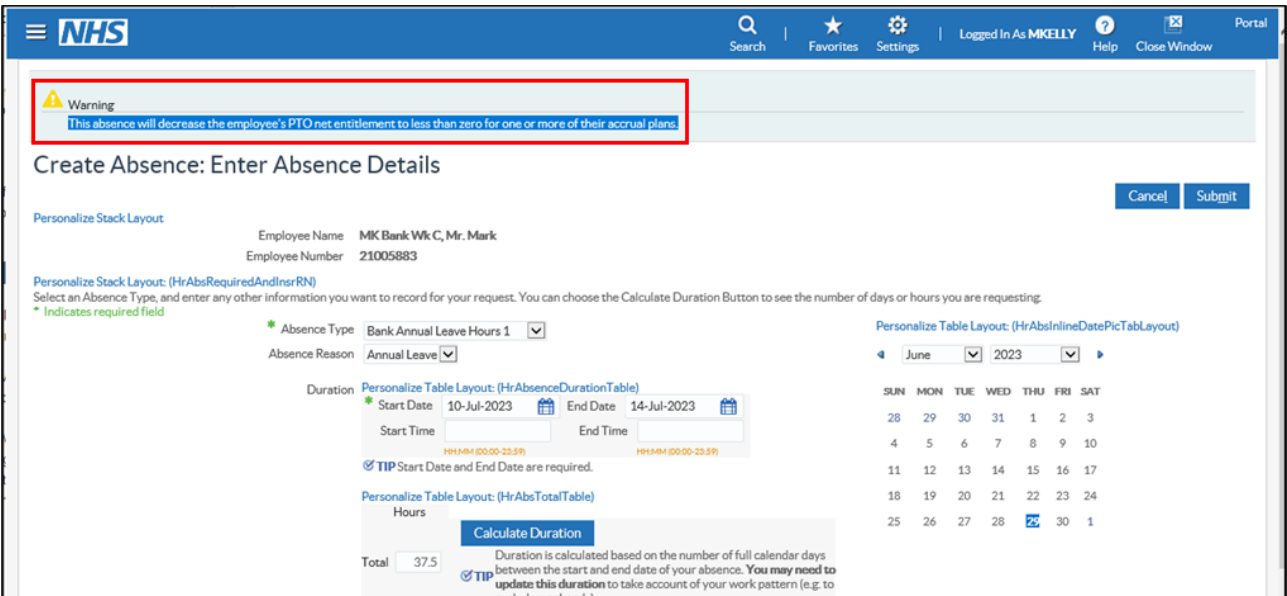
As with other accrual plans the current accrual balance should be checked before requesting or approving leave to ensure the bank assignment has accrued enough leave to cover the amount being requested.

Leave entered through the absence form will show a message where the amount entered would cause the net accrual balance for the person to go negative. This may be acceptable if the bank assignment is expected to work enough future hours in the year to cover this leave. It would always be a local decision as to whether this approach should be taken.

This caution must be approved before the leave can be saved.



Similarly in Self Service any request for Bank Annual Leave will present a warning where this leave would cause the net accrual for the assignment to go negative.



7 **HMRC Advisory Fuel Rates**

HMRC has published new advisory fuel rates for company cars effective 01 June 2023 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	*10p
1401cc to 2000cc	*15p	12p
Over 2000cc	*23p	18p

Engine Size	Diesel
1600cc or less	12p
1601cc to 2000cc	14p
Over 2000cc	18p

Engine Size	Electric
1400cc or less	*9p
Over 1400cc	*9p

* 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.