



ELECTRONIC STAFF RECORD

RN560 Guide to Enhancements and Changes Release 60.0.0.0 & 60.1.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 60.0.0.0 and 60.1.0.0. 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 Legislative Changes for 2024/25

Changes to Thresholds / Rates

The following changes are required to ensure continued compliance with the UK legislation for the 2024/25 tax year:

1. Changes to National Insurance thresholds & rates:

The earnings thresholds are as follows:

	LEL	ST	PT	FUST	IZUST	UST	VUST	AUST	UEL
Weekly	£123	£175	£242	£481	£481	£967	£967	£967	£967
Monthly	£533	£758	£1048	£2083	£2083	£4189	£4189	£4189	£4189
Yearly	£6396	£9100	£12570	£25000	£25000	£50270	£50270	£50270	£50270

- The thresholds for National Insurance contribution calculations will be frozen at the 2022/23 level until April 2028.
- New Thresholds has been introduced for Investment Zone employees effective from 6th April 2024 and limits will be the same as Freeports thresholds (details on this will be given separately).
- The main Class 1 National Insurance rate for employees is reduced with effect from 06 April 2024.
- The percentages used to calculate NI for employees from 06 April 2024 are reduced as follows:
 - Employee Standard Rate – 8% (previously 10%)
 - Employee Reduced Rate for Married Women – 1.85% (previously 3.85%)
- There is no change to employer NI rates or the Class 1A rate.
- For tax year 2024/25 the blended rate for Directors will no longer apply, and the director calculation for NI is reverted to use the same rates as employees.
 - Director Standard Rate – 8%
 - Director Reduced Rate for Married Woman – 1.85%*

2. Changes to PAYE Bands & Rates

Note that rate values are not changed for 2024-25 and remain as follows:

Rate	Percentage	Band
Basic Rate	20%	1 to 37,700.99
Higher Rate	40%	37,701 to 125,140.99
Additional Higher Rate	45%	Above 125,140

3. Changes to Statutory Payments Rates for 2024/25

SSP rate	£116.75 per week for sickness absences on or after 6 April 2024
SMP standard rate	Increased to £184.03 per week for payment weeks starting on or after 7 April 2024
SAP standard rate	Increased to £184.03 per week for payment weeks starting on or after 7 April 2024
SPP standard rate	Increased to £184.03 per week for payment weeks starting on or after 7 April 2024
ShPP standard rate	Increased to £184.03 per week for payment weeks starting on or after 7 April 2024
SPBP Standard rate	Increased to £184.03 per week for payment weeks starting on or after 7 April 2024

4. Changes to Pensions Automatic Enrolment Threshold for 2024/25

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. 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

5. Changes to Student Loan Threshold for 2024/25

Plan 1	Increased to 24,990 from 06-Apr-2024 (was 22,015)
Plan 2	Remains as 27,295
Plan 4	Increased to 31,395 from 06-Apr-2024 (was 27,660)

6. Changes to the Postgraduate Loan Threshold for 2024/25

Postgraduate Loan	Remains as 21,000
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7. Scottish Rate of Income Tax changes for 2024/25

The 2024/25 Scottish income tax bandwidths and percentages effective 6 April 2024 are as follows:

Rate	Percentage	Band
Starter Rate	19%	0 to 2,306.99
Basic Rate	20%	2,307 to 13,991.99
Intermediate Rate	21%	13,992 to 31,092.99
Higher Rate	42%	31,093 to 62,430.99
Additional Higher Rate	45%	62,431 to 125,140
Top Rate	48%	Above 125,140

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

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

8. Welsh Rate of Income Tax Changes for 2024/25

The rates from 6th April 2024 will match the rUK for the Tax Year 2024/25

9. Payrolling of Benefits in Kind

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 are required from the beginning of the tax year 2024/25. The following changes relate to payrolling of Benefits in Kind for 2024/25:

- For 2024-25, the number of Days in the Year is 365, because 2025 is not a leap year
- The multiplier used in calculating the car fuel benefit is unchanged and remains as £27,800. The calculation method is unchanged.
- The multiplier used in calculating the van fuel benefit is unchanged and remains as £757. The calculation method is unchanged.
- The cash equivalent value used to calculate the benefit for a van, which is available for private use, unchanged and remains as £3,960.
- HMRC have published tables to help you select the appropriate percentage for use 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.
- The diesel supplement remains at 4 percent.
- For zero emission vans, the van benefit will be 'nil' where the van is not capable of producing CO2 emissions. For tax year 2024-25, van benefit charge of £0 will be applied to any zero emission vans.

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
65	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

3 RTI Changes for 2024/25

Below is an outline of the changes for each version of the Real Time Information (RTI) processes to be used for 2024/25:

NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2023/24

A new version of the “NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2023/24” has now been made available for users.

In line with HMRC regulations, users will have to submit the “NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2023/24” for any employee who has had their aggregation status changed to NI & PAYE from 06 April 2024.

This is required so that HMRC are informed that the relevant assignments will no longer be included in a FPS as the employee record has been changed to now be fully aggregated and as such only 1 line will appear in the FPS regardless of the number of assignments processed

NHS RTI FPS XML Process 2024/25 (freq)

A new version of the “NHS RTI FPS XML Process 2024/25(freq)” has now been made available for users for all payroll frequencies with a payday on or after 06 April 2024 until 05 April 2025.

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 earliest termination date that can be included in the FPS is 06 April 2018. Users are reminded to ensure that they enter a Final Process/End date when they terminate the employee/assignment record.
- The BACS hash code has been removed from the FPS in line with HMRC’ requirements
- The approved NI category letters now includes D, E, K and N
- The validation on gender for employees reporting SMP has been removed

NHS RTI EPS Create Process 2024/25 and NHS RTI EPS XML Process 2024/25

A new version of both the “NHS RTI EPS Create Process 2024/25” and “NHS RTI EPS XML Process 2024/25” has now been made available for users.

NHS RTI Year to Date Reconciliation Report Process

This has been updated to ensure that the new NI category letters (D, E, K and N) for 2024/25 report as expected.

NHS RTI FPS Amendments XML Process 2023/24

ESR has been updated to allow users to inform HMRC of any changes to an employee's details as required for 2023/24 after the close of the financial year, in line with HMRC regulations.

In addition, the following guidance may be helpful:

For employees with NI only aggregation, who have had a change to the NI Reporting Assignment during 2023/24, the in-year FPS will correctly split the year to date NI details between the NI Reporting Assignments used as per HMRC' requirements. However, the FPS Amendments cannot record this, so it will move all of the year to date NI details to the final NI Reporting Assignment used for the year and will clear down the NI details previously reported on the other NI Reporting Assignments used during 2023/24.

Rules to Report Balance Adjustments

To report balance adjustments in the FPS Amendments process, the adjustments must be performed meeting the following conditions:

1. The balance adjustment date must be on the last payday processed for the relevant assignment during 2023/24.
2. The balance adjustment must be no earlier than the start of the new tax year for which the YTD balances are to be updated for example, the effective date for the balance adjustment must be no later than 05-Apr-24

In addition, from 2023/24 the FPS Amendments will now report new starters who have previously not been included in the normal FPS for 2023/24. However, to ensure that the processes all work correctly, and the information is received in the correct order by HMRC, users need to ensure that they complete the processing of the FPS Amendments for 2023/24 before they include the new starter in a FPS for 2024/25. If you need further information on how to complete these tasks, please raise a SR.

Further guidance can be found in the [FPS Amendments Process](#) User Manual topic.

4 Changes to the P60 for 2023/24

The P60 processing for 2023/24 has been updated to reflect the current year.

The P60 process has also been enhanced to produce a P60 for an employee with no earnings during the tax year but has a tax refund.

5 Changes to the P46 (Car) for 2024/25

In line with HMRC's requirements, a new concurrent programme has been created for the P46 (Car) for 2024/25, NHS P46 (Car) Archive Process 2024/25.

This process should be used for any car benefit where the reportable benefit is due during 2024/25. If the reportable benefit is due during 2023/24, then the NHS P46 (Car) Archive Process 2023/24 should be used.

6 National Minimum Wage and National Living Wage Changes from 1 April 2024

ESR has been updated to reflect the revised National Minimum/Living Wage values from 1 April 2024, as follows:

Category	Rate from 01-APR-24
Under 18	6.40
18 to 20	8.60
Apprentice	6.40
Living Wage now includes 21 and above	11.44

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.

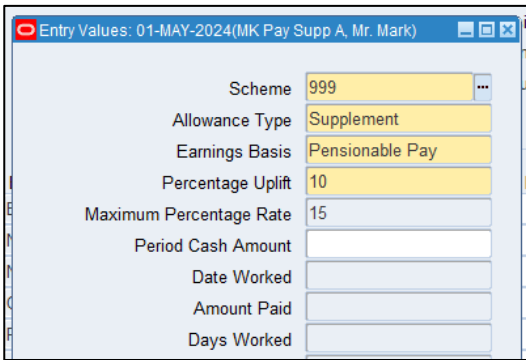
7 New Non-Pensionable Pay Supplement NHS Element

A new non-pensionable version of the Pay Supplement NHS element has been made available for local use.

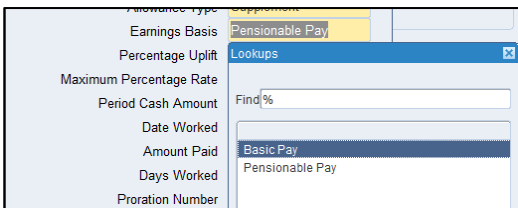
This element will allow for payments to be made as non-pensionable amounts, where there are local requirements to do so.

This element will allow for payments to be made as a percentage of Basic Pay or as a Period Cash Amount similarly to the pensionable version. However, unlike the pensionable version, the new non-pensionable version will also allow for payments to be made as a percentage of pensionable pay, where there is a local requirement to do so.

The new element is called Pay Supplement NP NHS.



This looks similar to the Pay Supplement NHS but has an additional input value to determine the pay basis to be used for the percentage calculation, i.e. either Basic Pay or Pensionable Pay.



The Allowance Type lookup is the same as the pensionable version and will contain the national values plus any local values already setup for Pay Supplement NHS. Users can add additional allowance types locally as required.

Allowance Type	Supplement
Earnings Basis	Lookups
Percentage Uplift	
Maximum Percentage Rate	Find%
Period Cash Amount	
Date Worked	Non-Thames Region
Amount Paid	Shift Pay
Days Worked	Supplement
Proration Number	Thames Region

As per the pensionable version, the percentage rate used in the calculation will be capped at the Max Percentage Rate defined on the GRR rule being used.

Alternatively, the user can use the Period Cash Amount to pay a different fixed amount each period.

To use this element the user must first setup local GRRs rules for it. There will be no national GRR rules setup as part of this release as the new version of the element is for locally agreed variants of this payment only.

New local GRR rules for Pay Supplement NP NHS may only be setup starting from 01-Apr-2024.

NOTE: The Earnings Basis is part of the criteria for the GRR rule for the new version of this element.

Generic Rate Retrievals: 01-APR-2024

Condition Details

Element Details

Element Name: Pay Supplement NP NHS Scheme: 999

Assignment Details

Organisation: [] Group: []

Job: []

Primary Pay Scale: [] Grade: [] Grade Point: []

Input Value Details

Allowance Type: Supplement Earnings Basis: Pensionable Pay

Rates

Maximum Percentage Rate: 15

Effective Dates

From: 01-APR-2024 To: []

8 Change to Statutory Paternity Pay Processing

This release delivers the following changes to Statutory Paternity Leave and Pay effective from April 2024 to ensure continued compliance with UK legislation for the 2024/2025 tax year:

Effective Date of Changes

Birth – new rules apply where the EWC begins on or after Sunday 07 April 2024. Therefore, the new rules may apply during 2023/24 in cases where the EWC begins on 07 April or later, but the actual date of birth is earlier.

Adoption – new rules apply where the actual date of placement is 06 April 2024 or later. Therefore, the new rules will not apply during 2023/24.

Rate Change

The SPP rate will increase from £172.48 per week to £184.03 or 90% of the employee's average weekly earnings, whichever is lower.

Leave Entitlement

Currently an eligible employee may take a single period of statutory paternity absence lasting either 1 or 2 complete weeks. From April 2024, an eligible employee may take 2 non-consecutive periods of one week or a single 2-week period of leave.

Leave must be taken in complete weeks to qualify as Statutory Paternity Leave. There is no entitlement to Statutory Paternity Pay for any part week. Where an initial period of leave is specified as a period which is not a complete week or 2 complete weeks, any complete week will be payable, but the part-week will not reduce the entitlement. The employee may then take a second week of leave and pay.

Notice Period Changes:

Currently for statutory paternity leave and pay an employee must provide the employer with notice of eligibility and leave periods to be taken at least 15 weeks before the Expected Week of Childbirth (EWC), or within 7 days of a Matching Certificate being issued for adoption cases.

The notice requirements change as follows:

- Notice of eligibility to take Statutory Paternity Leave and Pay must still be given at the same time (for example, 15 weeks before the EWC)
- Notice of an absence to be taken must now be given at least 28 days before the start of each intended period of absence

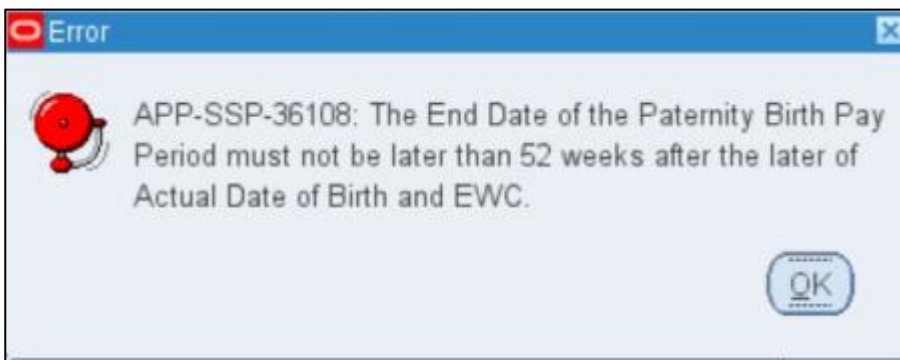
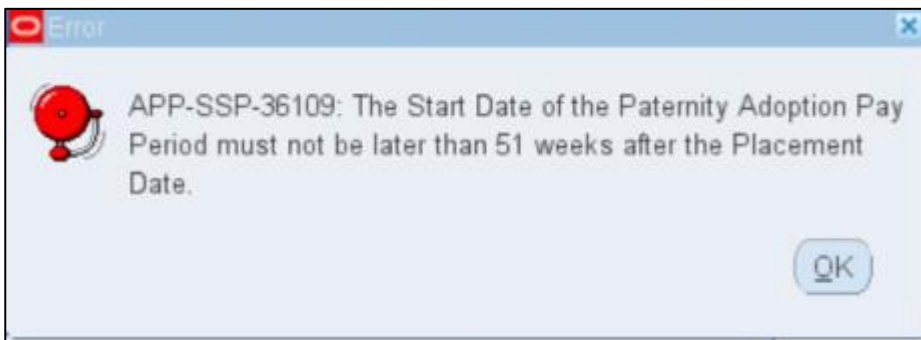
Eligibility Criteria:

The eligibility criteria (minimum length of service and earnings) are unchanged.

Period When Leave May be Taken:

Under current legislation, any period of Statutory Paternity Leave must be completed within 56 days (8 weeks) of the date of birth or placement for adoption. The legislative change will allow the leave to be taken any time within 1 year of the birth or placement for adoption. Any period of statutory paternity leave must be completed before the 1st birthday or within a year of the placement date.

An error message will be displayed if attempting to enter an absence beyond this date, similar to the following, depending on the circumstance.

**SPP Paid Absence NHS and SPP Absence NHS**

When processing Paternity there will be no changes in the way of working whilst using the SPP Absence NHS and SPP Paid Absence elements apart from in the following scenarios:

Split weeks processed in the Same Period

The element entered relating to the first period of absence should be end-dated on the end date of the first absence, and the second element which relates to the second period of absence should be entered with an effective start date of the beginning of the second week of absence and will not need to be end-dated.

Worked Example – Unpaid Paternity Pay, SPP only

- Absence Date 1: 01-May-2024 – 07-May-2024

The screenshot shows a software interface for 'SPP Absence NHS'. It includes a 'Recurring' button and a calendar icon showing 'N|III|'. A pop-up window titled 'Entry Values(Jonjo, Miss Ruda Ravindra)' is open, displaying 'Date From' as '01-MAY-2024' and 'Date To' as '07-MAY-2024'.

- Absence Date 2: 22-May-2024 – 28 -May-2024

The screenshot shows the same 'SPP Absence NHS' interface. The pop-up window now displays 'Date From' as '22-MAY-2024' and 'Date To' as '28-MAY-2024'.

Worked Example – Paid Paternity Pay, SPP only

- Absence Date 1: 01-May-2024 – 07-May-2024

The screenshot shows a software interface for 'SPP Paid Absence NHS'. It includes a 'Recurring' button and a calendar icon showing 'N|III|'. A pop-up window titled 'Entry Values(Jonjo, Miss Ruda Ravindra)' is open, displaying 'Date From' as '01-MAY-2024', 'Date To' as '07-MAY-2024', and 'Qualifying Date' as '06-APR-2024'.

- **Absence Date 2:** 22-May-2024 – 28 -May-2024

The screenshot shows the same 'SPP Paid Absence NHS' interface. The pop-up window now displays 'Date From' as '22-MAY-2024', 'Date To' as '28-MAY-2024', and 'Qualifying Date' as '06-APR-2024'.

NOTE: There is a known issue that can be monitored via PRB2002725 where an error is raised when entering a Paternity Birth record with the Paternity Pay Processing start date more than 49 days after the Expected Week of Childbirth.

9 Amendment to NI Adjust Message

Where users need to make NI Adjustments for a previous tax year then HMRC guidance should be followed. Should users attempt to make an adjustment using the NHS Late Starter NI Adjustments form then the following message will appear:

'In line with HMRC guidelines, National Insurance will need to be manually calculated for each period separately using the current tax year rates. The first period payment will need to be amended using the NI Adjustment elements.'

10 **New National Insurance Categories for Investment Zones**

The new legislation introduces a new secondary Class 1 National Insurance Contributions (NICs) relief for employers of Investment Zone employees.

This relief provides for a zero-secondary Class 1 NIC rate on the earnings of Investment employees for 36 months, starting from the first day of employment, up to an Upper Secondary Threshold (UST). This relief is applicable for Investment Zone employers on new employments starting from 6 April 2023.

For this purpose, new categories have been introduced to be used for calculation and reporting purposes. However, it will only be possible to move to these NI categories from 6th April 2024 and there is validation in place for this.

Should any employer have employees in Investment Zones for the tax year 2023-24 and has not been using the Freeport NI categories as per HMRC guidance (which give the same tax relief) then balance adjustments can be made to handle this year.

A new field 'Investment Zone Eligibility End Date' will also be available on the Tax Information form and should be completed for relevant assignments upon moving to these NI Categories. Note that the onus is on the user to add the correct eligibility end date, and to then move the employee onto the correct NI category thereafter. Failure to do so will result in the payroll failing should any assignments be on a NI category after the eligibility end date has passed.

The element entry for any assignments where the employee has been hired post Apr 2023, and who might require this field has also been updated.

To handle this change, the following new NI categories are being introduced - NI N Investment Zone, NI E Investment Zone, NI K Investment Zone, and NI D Investment Zone, with definitions as follows:

- N – Standard rate NI category for an Investment Zone employee.
 - The pension basis applicable is 'Not Contracted-Out'.
 - No certificate is required for this category.
- E – NI category for married women and widows entitled to pay reduced NICs
 - The pension basis applicable is 'Not Contracted-Out'.
 - A certificate is required for this using the same options as other reduced rate categories
- K – NI category for an Investment Zone employee over State Pension Age.
 - The pension basis for this is 'Not Contracted-Out'.
 - A certificate is required for this with the same options as other categories for employees who have reached SPA
- D – NI category for an Investment Zone employee with a deferment certificate for NI.
 - The pension basis for this is 'Not Contracted-Out'.
 - A certificate is required for this using the same options as other deferment categories

These new category letters mirror existing NIC category letters A, B, C and J, respectively. The reporting of primary Class 1 NICs on the full payment submission (FPS) and P60 remains unaffected.

Note that the new NI categories cannot be added until the 6th April 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.

11 Change to Batch Element Entry Form

The Batch Element Form has been amended to restrict users from being able to create batch lines to their own record to create element entries using all inputs to the batch – spreadsheet, element lines, assignment lines and assignment set.

The form will restrict based on the following settings at trust and person level:

1. 'User Can View/Amend Their Own Record' attribute in Addl Org Unit Details DFF at Trust Level
2. 'User Level Override' attribute in NHS User Level Override EIT at Person Level

The below table describes when the form will restrict/allow the user to add their own record to the batch based on the values entered for the above two attributes:

If the attribute at Trust Level is set to 'No' and User Level is 'Blank' (default setting)	User cannot add/amend their own record
If the attribute at Trust Level is set to 'No' and User Level is 'Yes'	User can add/amend their own record
If the attribute at Trust Level is set to 'No' and User Level is 'No'	User cannot add/amend their own record
If the attribute at Trust Level is set to 'Yes' and User Level is 'No'	User cannot add/amend their own record
If the attribute at Trust Level is set to 'Yes' and User Level is 'Yes'	User can add/amend their own record
If the attribute at Trust Level is set to 'Yes' and User Level is Blank (No EIT row exists)	User can add/amend their own record

When the settings at trust/person level doesn't allow the user to add the batch lines to their own record then:

1. If the user tries to create batch lines using 'Load Element Lines' function using the spreadsheet and the spreadsheet includes the user's own record, then the record will be displayed in failed records with the following message:
< You are unable to add data for your own record in Batch Element Entry. The information should be allocated to another user to enter.>
2. The user's assignment number or name will not be displayed in 'Element Lines' or 'Assignment Lines' forms within Batch Element Entry form so that their record can't be selected to create batch lines.
3. If the user try to create batch lines using an assignment set and the assignment set contains their own record, then the user will be prevented to proceed further with the following message.
< The selected assignment set contains your own record, please exclude your assignment from the set to proceed further>

12 Uplift of Union Rates for UNITE

The following rate changes have been applied to the Union Deductions Rates Table.

Union	Fund	Old Value	New Value	New Effective Date	
TGWU	Part Time Youth Monthly	8.80	9.53	01-Apr-24	
	Part Time Youth Weekly	2.03	2.20	01-Apr-24	
	T&G Care Extra Monthly	16.25	17.20	01-Apr-24	
	T&G Care Extra Weekly	3.75	3.97	01-Apr-24	
	T&G Care Monthly	14.95	15.90	01-Apr-24	
	T&G Care Weekly	3.45	3.67	01-Apr-24	
	T&G Part Time Monthly	9.45	10.18	01-Apr-24	
	T&G Part Time Weekly	2.18	2.35	01-Apr-24	
	T&G Remission Rate Monthly	2.38	2.60	01-Apr-24	
	T&G Remission Rate Weekly	0.55	0.60	01-Apr-24	
	AMICUS	Core + Ancillary Full Time Monthly	16.25	17.20	01-Apr-24
		Core + Ancillary Full Time Weekly	3.75	3.97	01-Apr-24
Core + Ancillary Part Time Monthly		9.45	10.18	01-Apr-24	
Core + Ancillary Part Time Weekly		2.18	2.35	01-Apr-24	
Full Time Monthly		14.95	15.90	01-Apr-24	
Full Time Opt Out Monthly		14.14	15.04	01-Apr-24	
Full Time Opt Out Weekly		3.26	3.47	01-Apr-24	
Full Time Weekly		3.45	3.67	01-Apr-24	
Part Time Monthly		8.80	9.53	01-Apr-24	
Part Time Opt Out Monthly		8.33	9.02	01-Apr-24	
Part Time Opt Out Weekly		1.92	2.08	01-Apr-24	
Part Time Weekly		2.03	2.20	01-Apr-24	
Training - 1st Year Monthly		3.25	3.47	01-Apr-24	

	Training - 1st Year Weekly	0.75	0.80	01-Apr-24
	Training Monthly	2.38	2.60	01-Apr-24
	Training Opt Out Monthly	2.25	2.46	01-Apr-24
	Training Opt Out Weekly	0.52	0.57	01-Apr-24
	Training Weekly	0.55	0.60	01-Apr-24
	Young Monthly	2.38	2.60	01-Apr-24
	Young Weekly	0.55	0.60	01-Apr-24
	Youth Opt Out Monthly	2.25	2.46	01-Apr-24
	Youth Opt Out Weekly	0.52	0.57	01-Apr-24
UCATT	Full Time Monthly	14.78	17.20	01-Apr-24
	Full Time Opt Out Monthly	14.47	15.90	01-Apr-24
	Full Time Opt Out Weekly	3.34	3.67	01-Apr-24
	Full Time Weekly	3.41	3.97	01-Apr-24
	Juvenile Opt Out Monthly	14.95	15.90	01-Apr-24
	Juvenile Opt Out Weekly	3.45	3.67	01-Apr-24
UNITE	Basic Full Time > 01/03/18 + Political Monthly	15.38	16.33	01-Apr-24
	Basic Full Time > 01/03/18 + Political Weekly	3.55	3.77	01-Apr-24
	Basic Part Time > 01/03/18 + Political Monthly	9.23	9.96	01-Apr-24
	Basic Part Time > 01/03/18 + Political Weekly	2.13	2.30	01-Apr-24
	Enhanced Full Time > 01/03/18 + Political Monthly	16.68	17.63	01-Apr-24
	Enhanced Full Time > 01/03/18 + Political Weekly	3.85	4.07	01-Apr-24
	Enhanced Part Time > 01/03/18 + Political Monthly	9.88	10.61	01-Apr-24
	Enhanced Part Time > 01/03/18 + Political Weekly	2.28	2.45	01-Apr-24

	Low Pay Basic > 01/03/18 + Political Monthly	9.75	10.40	01-Apr-24
	Low Pay Basic > 01/03/18 + Political Weekly	2.25	2.40	01-Apr-24
	Low Pay Basic > 01/03/18 No Political Monthly	9.32	9.97	01-Apr-24
	Low Pay Basic > 01/03/18 No Political Weekly	2.15	2.30	01-Apr-24
	Low Pay Enhanced > 01/03/18 + Political Monthly	11.05	11.70	01-Apr-24
	Low Pay Enhanced > 01/03/18 + Political Weekly	2.55	2.70	01-Apr-24
	Low Pay Enhanced > 01/03/18 No Political Monthly	10.62	11.27	01-Apr-24
	Low Pay Enhanced > 01/03/18 No Political Weekly	2.45	2.60	01-Apr-24
	Apprentice Year 1 Basic < 01/03/18 Monthly	3.25	3.47	01-Apr-24
	Apprentice Year 1 Basic < 01/03/18 Weekly	0.75	0.80	01-Apr-24
	Apprentice Year 1 Basic > 01/03/18 Monthly	3.68	3.90	01-Apr-24
	Apprentice Year 1 Basic > 01/03/18 Weekly	0.85	0.90	01-Apr-24
	Apprentice Year 2 Basic < 01/03/18 Monthly	6.37	6.80	01-Apr-24
	Apprentice Year 2 Basic < 01/03/18 Weekly	1.47	1.57	01-Apr-24
	Apprentice Year 2 Basic > 01/03/18 Monthly	6.80	7.23	01-Apr-24
	Apprentice Year 2 Basic > 01/03/18 Weekly	1.57	1.67	01-Apr-24
	Apprentice Year 3 Basic < 01/03/18 Monthly	9.23	9.88	01-Apr-24
	Apprentice Year 3 Basic < 01/03/18 Weekly	2.13	2.28	01-Apr-24

	Apprentice Year 3 Basic > 01/03/18 Monthly	9.66	10.31	01-Apr-24
	Apprentice Year 3 Basic > 01/03/18 Weekly	2.23	2.38	01-Apr-24
	Apprentice Year 4 Basic < 01/03/18 Monthly	12.13	13.00	01-Apr-24
	Apprentice Year 4 Basic < 01/03/18 Weekly	2.80	3.00	01-Apr-24
	Apprentice Year 4 Basic Monthly > 01/03/18	12.56	13.43	01-Apr-24
	Apprentice Year 4 Basic > 01/03/18 Weekly	2.90	3.10	01-Apr-24
	Basic Full Time DriverCare + DT < 01/03/18 Monthly	19.71	20.66	01-Apr-24
	Basic Full Time DriverCare + DT < 01/03/18 Weekly	4.55	4.77	01-Apr-24
	Basic Full Time DriverCare + DT > 01/03/18 Monthly	20.14	21.09	01-Apr-24
	Basic Full Time DriverCare + DT > 01/03/18 Weekly	4.65	4.87	01-Apr-24
	Enhanced Full Time DriverCare + DT < 01/03/18 Monthly	21.01	21.96	01-Apr-24
	Enhanced Full Time DriverCare + DT < 01/03/18 Weekly	4.85	5.07	01-Apr-24
	Enhanced Full Time DriverCare + DT > 01/03/18 Monthly	21.44	22.39	01-Apr-24
	Enhanced Full Time DriverCare + DT > 01/03/18 Weekly	4.95	5.17	01-Apr-24

13 **HMRC Advisory Fuel Rates for 01-MAR-2024**

HMRC has published new advisory fuel rates for company cars effective 01 March 2024 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	11p
1401cc to 2000cc	15p	13p
Over 2000cc	24p	21p

Engine Size	Diesel
1600cc or less	12p
1601cc to 2000cc	14p
Over 2000cc	19p

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

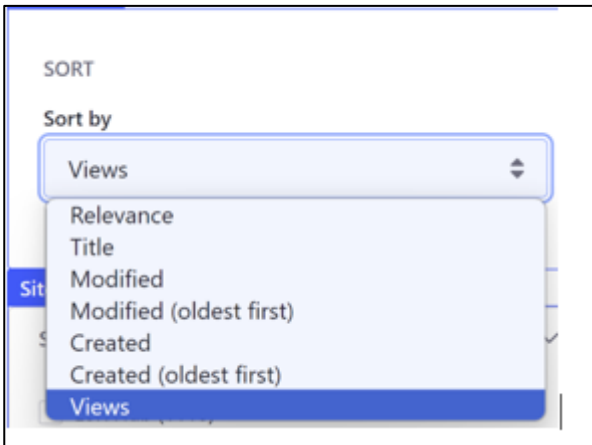
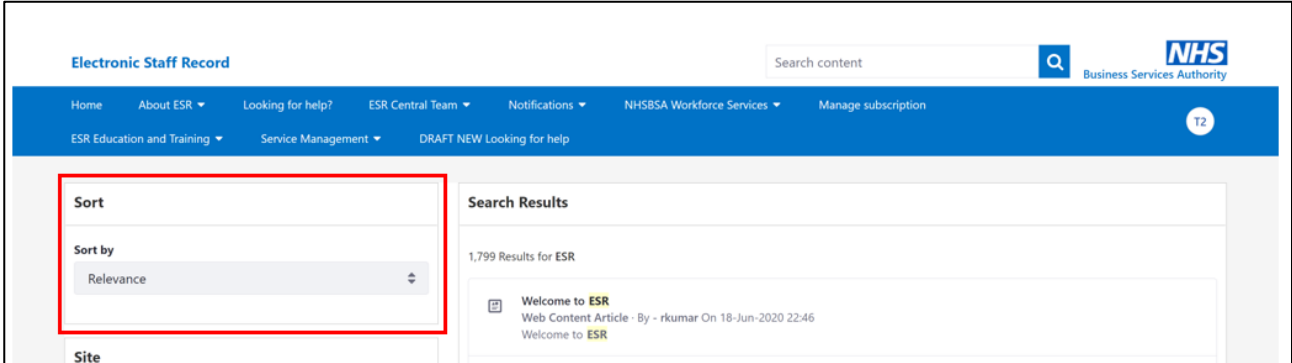
* No change has been made to these rates. These are stated for information only.

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.

14 Sort Portlet on Search Result Page

A sort portlet has been added to the Search Results page to enable end users to sort search results based on the available options within the portlet.



15 Changes to Equality and Diversity Portlet

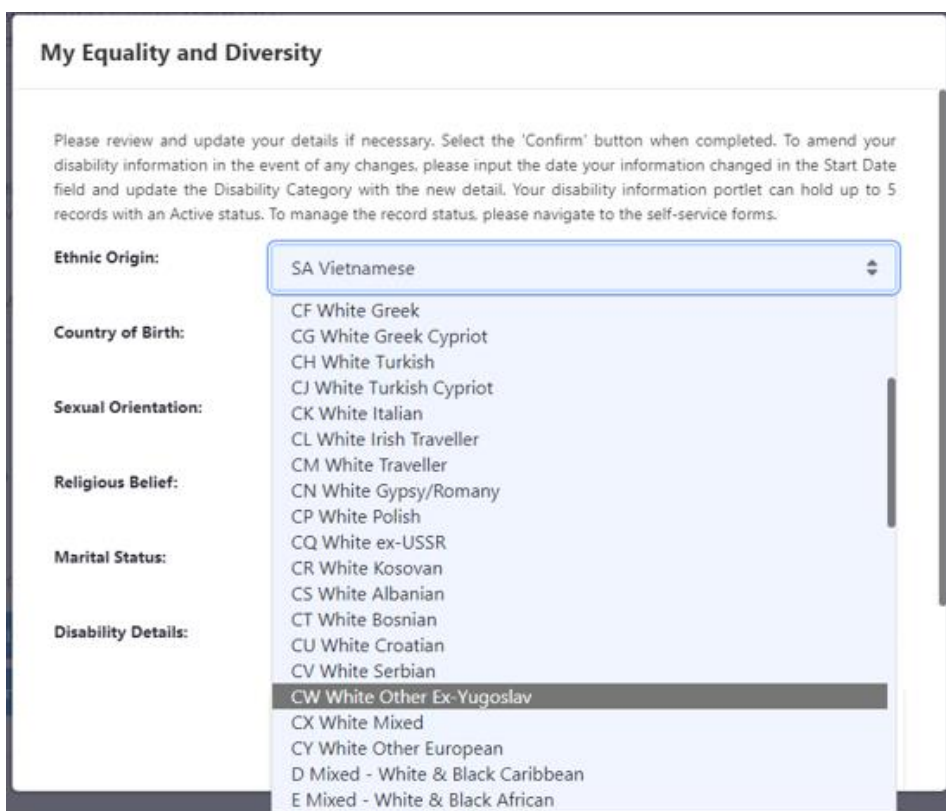
The following fields on the 'My Equality and Diversity' Portlet have been amended to be a selectable list of values:

- Ethnic Origin
- Country of Birth
- Sexual Orientation
- Religious Belief
- Marital Status
- Disability Category

The change means that all values will be displayed to users when attempting to update from one value to another. Previously, users had to remove the existing value to display the available options.

Where needed, a scroll bar will be present on the right-hand side of the list of values to enable users to view all the values in the list.

For example:



16 **Reintroduction of Professional Registration Validation**

In response to the announcement that Professional Registration Bodies will permanently close their temporary registers on 31st March 2024, the data validation, which was removed from the registration number fields to allow temporary registrants to be recorded in ESR, is to be reinstated. This applies to the following Registration/Membership Bodies:

- NMC (Nursing and Midwifery Council)
- HCPC (Health and Care Prof Council)
- GPhC (General Pharmaceutical Council)

Further information on how organisations can identify and address invalid registration details can be found on the ESR Hub:

[UN3417 - Reinstatement of Validation to the Professional Registration Number Field in ESR](#)

Navigation Details:

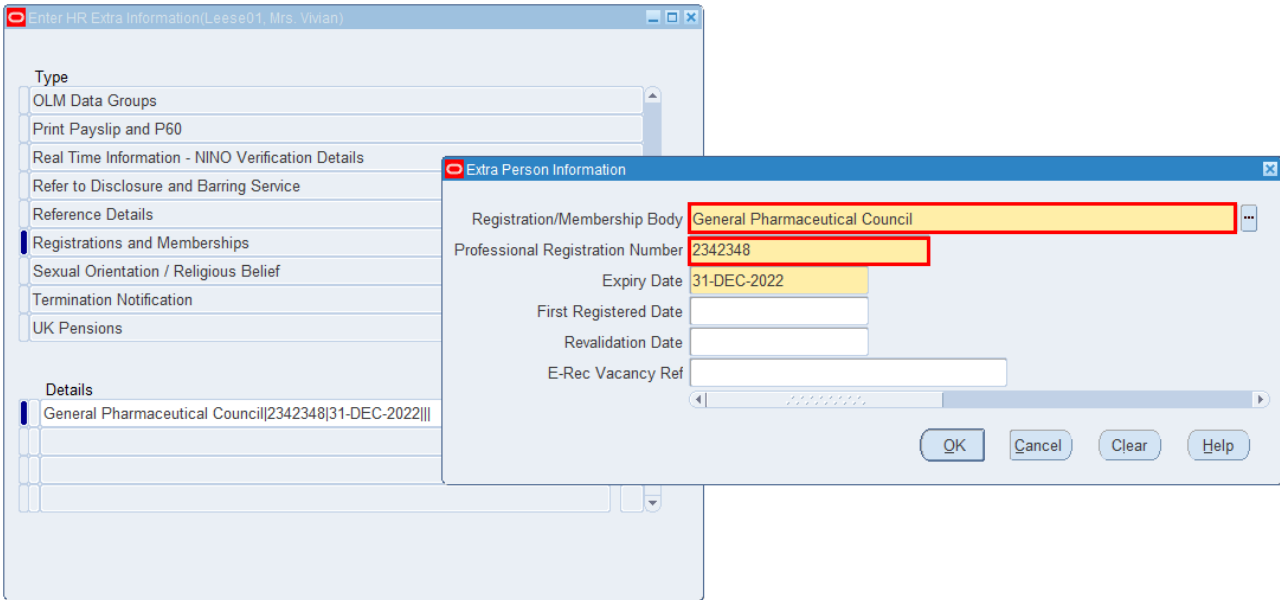
XXX HR Administration > People > Enter and Maintain > Others > Extra Information > Registrations and Memberships

XXX HR Data Entry > People > Enter and Maintain > Others > Extra Information > Registrations and Memberships

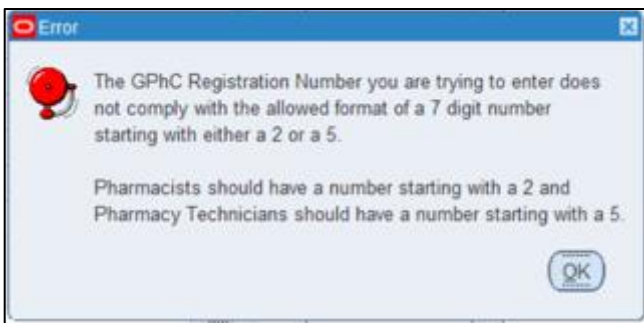
XXX HR Management > People > Enter and Maintain > Others > Extra Information > Registrations and Memberships

GPhC (General Pharmaceutical Council)

The Professional Registration Number for the Registration/Membership Body 'General Pharmaceutical Council' is exactly 7 characters long and begin with either a 2 or a 5 (i.e. numbers only, no dots, commas, slashes, hyphens etc.).

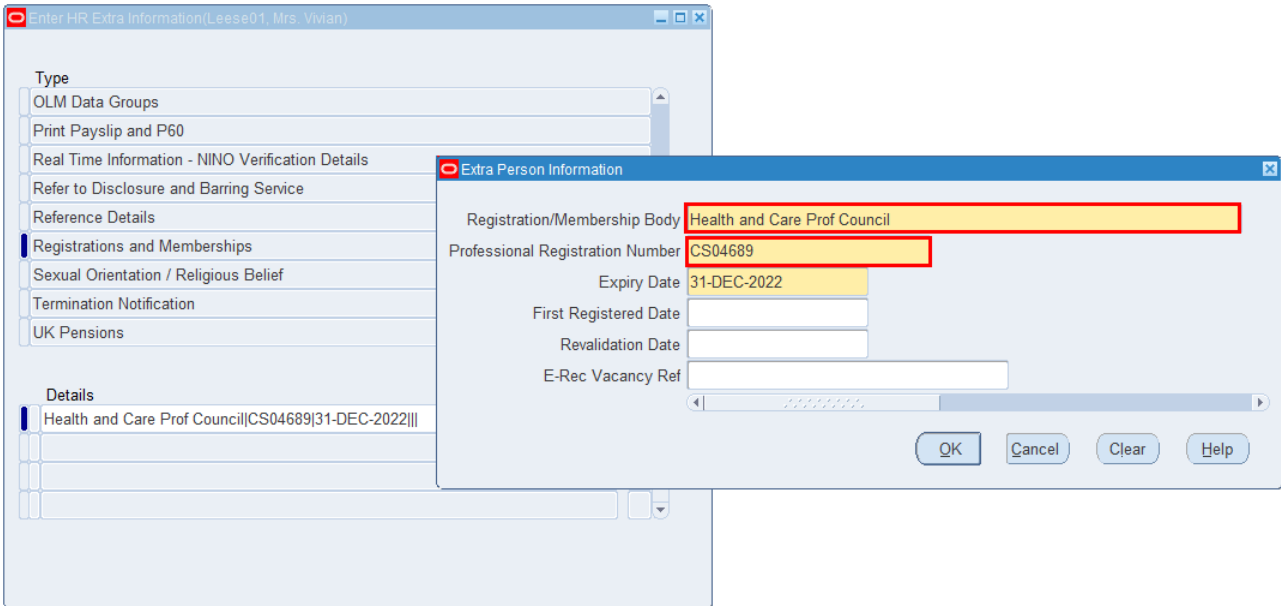


If the validation is not met the following will be produced:

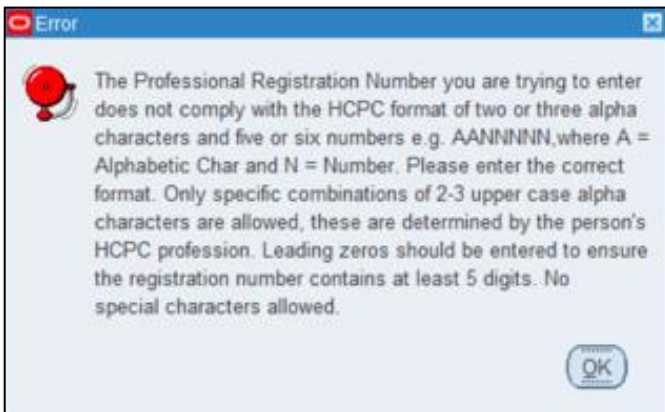


HPCPC (Health and Care Prof Council)

The Professional Registration Number for the Registration/Membership Body 'Health and Care Prof Council' is 7, 8 or 9 characters long and match the following format mask AANNNNN, AAANNNNN, AANNNNNN or AAANNNNNN, where N is a number (padded with leading 0 if less than five numbers) and A is an upper case alphabetic character (no other values to be allowed, for example dots, commas, slashes, hyphens, spaces etc.).

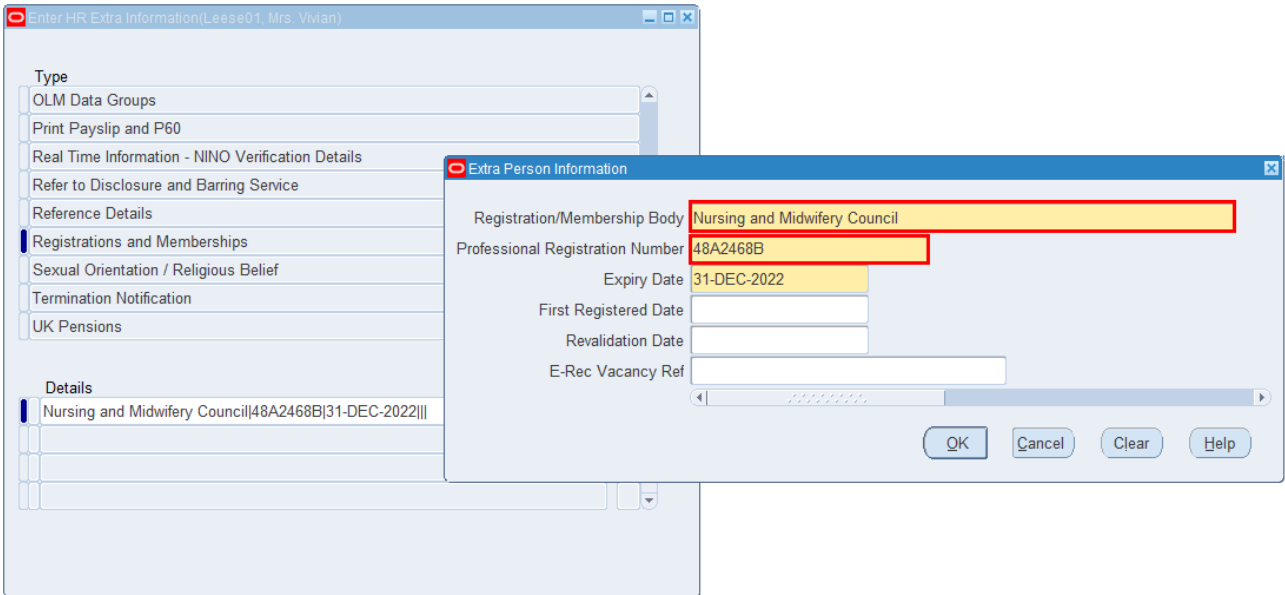


If the validation is not met the following will be produced:

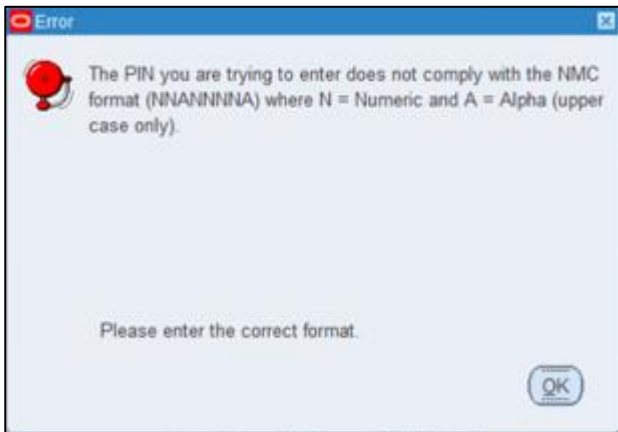


NMC (Nursing and Midwifery Council)

The Professional Registration Number for the Registration/Membership Body 'Nursing and Midwifery Council' is exactly 8 characters long and matches the following format mask NNANNNNA, where N is a number and A is an upper case alphabetic character (no other values to be allowed, for example dots, commas, slashes, hyphens, spaces etc.).



If the validation is not met the following will be produced:



17 Update the Maximum Amount of Annual Leave Carry Over from 01-APR-2024

With effect from 1st January 2024, legislation which allowed additional leave to be carried over to support staff during the pandemic has been removed.

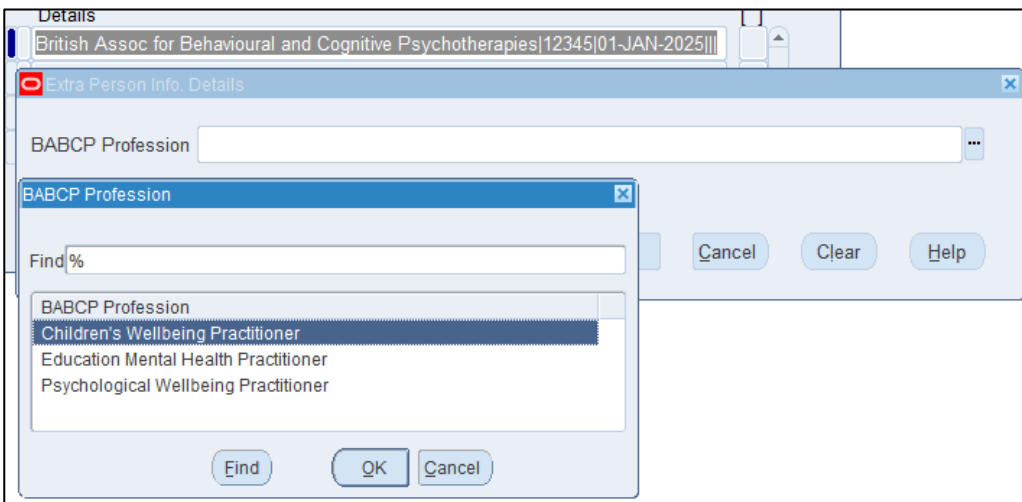
ESR has therefore been updated to restore the maximum annual leave carry over back to 37.5 hours from 150 hours effective from 01-Apr-2024 for all annual leave GRRs, i.e. to the same value as prior to 01-Apr-2020.

18 Additional Registration Information Required for BABCP and BPS

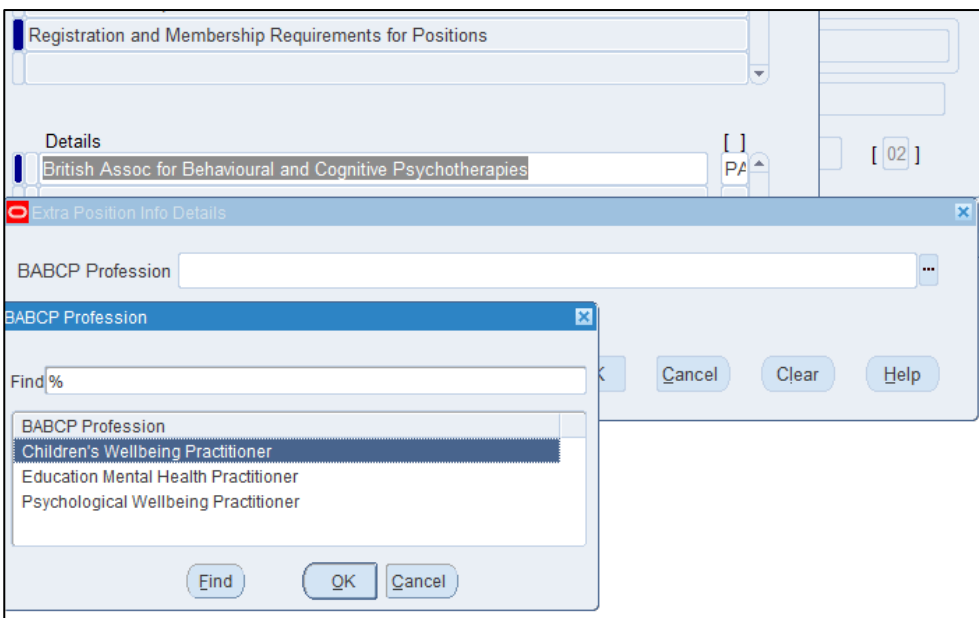
A new field has been introduced to differentiate between the various professions that can be registered by the British Association for Behavioural and Cognitive Psychotherapies (BABCP) and the British Psychological Society (BPS).

When adding 'British Assoc for Behavioural and Cognitive Psychotherapies' to either the Registration and Membership Person EIT or the Registration and Membership Requirements for Positions EIT, users are now able to enter the BABCP Profession on the Extra Person/Position Info Details DFF.

BABCP Profession now available in Person EIT

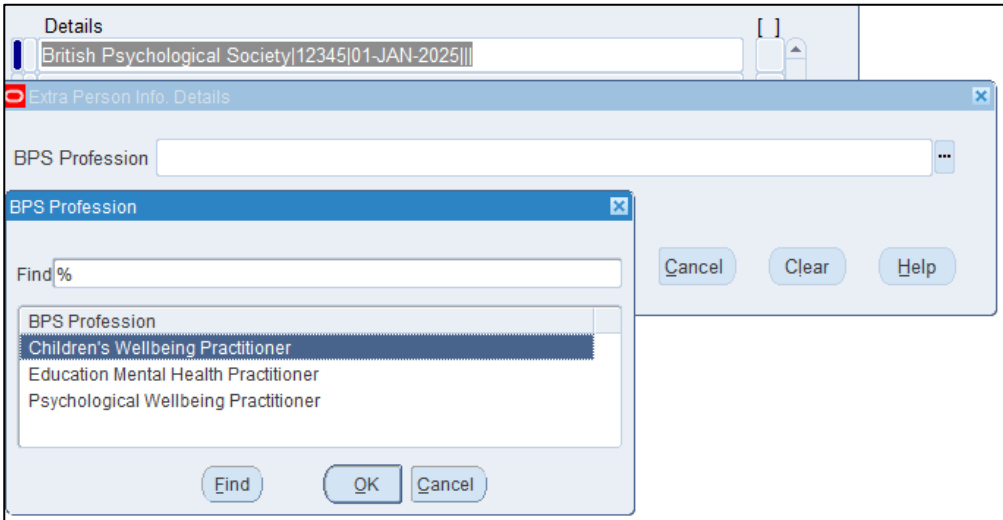


BABCP Profession now available in Position EIT

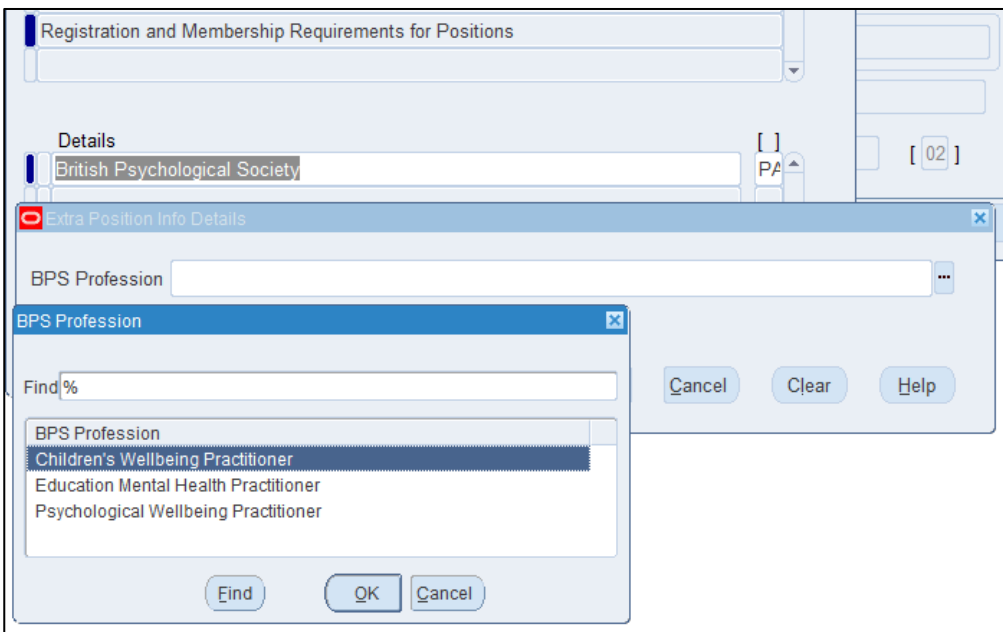


Similarly when adding 'British Psychological Society' to either the Registration and Membership Person EIT or the Registration and Membership Requirements for Positions EIT users are now able to enter the BPS Profession on the Extra Person/Position Info Details DFF.

BPS Profession now available in Person EIT



BPS Profession now available in Position EIT



In both the above cases a common list of professions is available for selection and consists of:

- Psychological Wellbeing Practitioner
- Children's Wellbeing Practitioner
- Education Mental Health Practitioner

19 Amendments to the ESR Password Policy

The ESR Password Policy has been updated to include the following statement:

- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

Clicking on the hyperlink will open a new tab and display to users the current guidance from the National Cyber Security Centre on how to create a secure password.

The complete Password Policy statement will now be as follows:

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

The Password Policy Statement is displayed on the following pages:

Update Password Pages

The screenshot shows the 'Update Password' interface within the NHS Electronic Staff Record system. The page has a blue header with the NHS logo and the text 'Electronic Staff Record' and 'NHS Electronic Staff Record'. The main content area is titled 'Update Password' and contains the following elements:

- A sub-header 'Update Password' and a note: 'Fields marked with an asterisk (*) are required fields.'
- Three input fields: 'Current Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' field has a small eye icon to its right.
- A list of password requirements:
 - Passwords must be 12 characters or more in length
 - Passwords may not be the same as previous four passwords
 - Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
 - The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)
- Two buttons at the bottom: 'Cancel' and 'Submit'.

At the bottom of the page, there is a disclaimer: 'You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.' Below this is a link to 'Terms and Conditions'.

NHS Electronic Staff Record
NHS Electronic Staff Record

NHS Electronic Staff Record

Update Password
Fields with an asterisk (*) are required fields
Please enter your username and password below. The password you enter below will be used to replace your old password

Username*
(Example: 999JSMTH01)

Password*

Confirm Password*

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

Confirm Password

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

Manage Internet Access

NHS My Access

Request Internet Access

TIP This will enable access to internet enabled URPs. To log in via the internet you will need to use your existing ESR username and password.

ESR Username: 374AAEMP

Request Internet Access

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

Reset Password

NHS

Reset Password

Old Password

New Password

Retype Password

Submit **Cancel**

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- The National Cyber Security Centre (NCSC) recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

ESR Preferences


Change Password


Known As


Old Password


New Password

Repeat Password

 TIP Passwords must be 12 characters or more in length

 TIP Passwords may not be the same as previous four passwords

 TIP Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality

 TIP The National Cyber Security Centre recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

The following Tip has been added:

- The National Cyber Security Centre recommends using three random words to create a secure password. Click on the link for further details: [Managing your ESR Password](#)

20 New National Subjective Codes

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

- NHS6299 PAMs band 8A
- NHS6302 PAMs band 8B
- NHS6303 PAMs band 8C
- NHS6304 PAMs band 8D
- NHS6006 Bank Physiotherapist Band 8
- NHS6009 Bank Physiotherapist Band 5
- NHS6391 Admin & Clerical Band 1 - Bank
- NHS6399 Admin & Clerical Band 8b - Bank

21 Full Hierarchy View for Additional Supervisors

Additional Supervisors can now see their full hierarchy in ESR BI reports instead of only being able to see the first level as was previously the case.