



ELECTRONIC STAFF RECORD

RN613 Guide to Enhancements and Changes Release 68.0.0.0

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1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 68.0.0.0. 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 Uplift to NHS Pension Tiers 2026-27

With effect from 01 April 2026 the NHS Pension Scheme tiers have been updated as follows:

Tier	Range	Percentage	Effective Date From
1 (A)	*£0 to £13,259.99	5.2	01-Apr-26
2 (B)	£13,260.00 to £28,854.99	6.5	01-Apr-26
5 (E)	£28,855.00 to £35,155.99	8.3	01-Apr-26
7 (G)	£35,156.00 to £52,778.99	9.8	01-Apr-26
8 (H)	£52,779.00 to £67,668.99	10.7	01-Apr-26
10 (J)	£67,669.00 to £9,999,999.99	12.5	01-Apr-26

* No change has been made to this tier. This is stated for information only.

3 Legislative Changes for 2026/27

The following changes are required to ensure continued compliance with the UK legislation for the 2026/27 tax year:

1. Changes to PAYE Bands & Rates

Note, rate values are not changed for 2026-27 and remain as follows:

Rate	Percentage	Band
Basic Rate	20%	1 to 37,699.99
Higher Rate	40%	37,700 to 125,139.99
Additional Higher Rate	45%	Over 125,140

2. Changes to NI Thresholds / Rates

All earnings thresholds are unchanged, apart from the LEL, and are as follows:

	ST	LEL	PT	UST	FUST	IZUST	VUST	AUST	UEL
Weekly	£96	£129	£242	£967	£481	£481	£967	£967	£967
Monthly	£417	£559	£1048	£4189	£2083	£2083	£4189	£4189	£4189
Yearly	£5000	£6708	£12570	£50270	£25000	£25000	£50270	£50270	£50270

- The percentages used to calculate employee contributions are unchanged for 2025/26.
- The percentage used to calculate employer contributions remains at 15%.

3. Changes to Statutory Payments Rates for 2026/27

SSP rate	SSP rate – £ 123.25 per week for sickness absences on or after 6 April 2026
SMP standard rate	Updated to £194.32 per week for payment weeks starting on or after 5 April 2026
SAP standard rate	Updated to £194.32 per week for payment weeks starting on or after 5 April 2026
SPP standard rate	Updated to £194.32 per week for payment weeks starting on or after 5 April 2026
ShPP standard rate	Updated to £194.32 per week for payment weeks starting on or after 5 April 2026
SPBP Standard rate	Updated to £194.32 per week for payment weeks starting on or after 5 April 2026

4. Changes to Pensions Automatic Enrolment Threshold for 2026/27

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 2026/27

From April 2026, a new type of student loan, Plan5, has been introduced for courses beginning on or after August 2023.

The default value for the 'Plan Type' input value on Student Loan element has been updated from 'Plan1' to null.

Threshold values are:

Plan Type	Current Threshold Value	Revised Threshold Value	Repayment Rate
Plan1	£26,065	£26,900	9%
Plan2	£28,470	£29,385	9%
Postgraduate (Plan 3)	£21,000	£21,000	6%
Plan4	£32,745	£33,795	9%
Plan5	-	£25,000	9%

HMRC retrieval process has been updated to process and load the new Plan Type 5 into the system from 06 April 2026.

If the 'Plan Type' is set to 'Plan5' before 06 April 2026, then the following error message would be reported.

'Plan5 cannot be effective prior to 6th April 2026.'

6. Scottish Rate of Income Tax changes for 2026/27

The 2026/27 Scottish income tax bandwidths and percentages effective 6 April 2026 are as follows:

Rate	Percentage	Band
Starter Rate	19%	0 to 3,967.99
Basic Rate	20%	3968, to 16,956.99
Intermediate Rate	21%	16,957 to 31,092.99
Higher Rate	42%	31,093 to 125,139.99
Additional Higher Rate	45%	62,431 to £125,139.99
Top Rate	48%	125,140 and over

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.

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 42% code SD1
- Advanced Rate SD2
- Top rate 48% code SD3

- 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 Advanced rate, with no tax-free pay allowance.
- SD3 – all PAYE is calculated using Top rate, with no tax-free pay allowance.

7. Welsh Rate of Income Tax Changes for 2026/27

The rates from 6th April 2026 will match the rUK for the Tax Year 2026/27.

4 National Minimum Wage and National Living Wage Changes from 1st April 2026

ESR has been updated to reflect the revised National Minimum/Living Wage values from 1st April 2026, as follows:

Category	Rate from 01-APR-26
Under 18	8.00
18 to 20	10.85
21 and 22	12.71
Apprentice	8.00
Living Wage	12.71

The above rates will be used in the following:

- NHS Payroll Message Report
- Payroll Exceptions Management tool

5 Payrolling of Benefits in Kind

The following changes relate to payrolling of Benefits in Kind for 2026/27:

- For 2026-27, the number of Days in the Year is 365, because 2027 is not a leap year.
- The multiplier used in calculating the car fuel benefit is increased to £29,200. The calculation method is unchanged.
- The multiplier used in calculating the van fuel benefit is increased to £798. The calculation method is unchanged.
- The cash equivalent value used to calculate the benefit for a van, which is available for private use, is increased to £4,170.
- 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 2026-27, van benefit charge of £0 will be applied to any zero emission vans.
- The values to be used in calculating the appropriate percentage for a car without an approved CO2 emissions figures remain unchanged until tax year 2027/28.

Rates have been amended as follows:

CC Scale – Engine size		
Low	High	Percentage
0	1400	24
1401	2000	35
2001	999999	37

Zero Emission rates		
Low	High	Percentage
0	29	16
30	39	14
40	69	10
70	129	7
130	9999	4

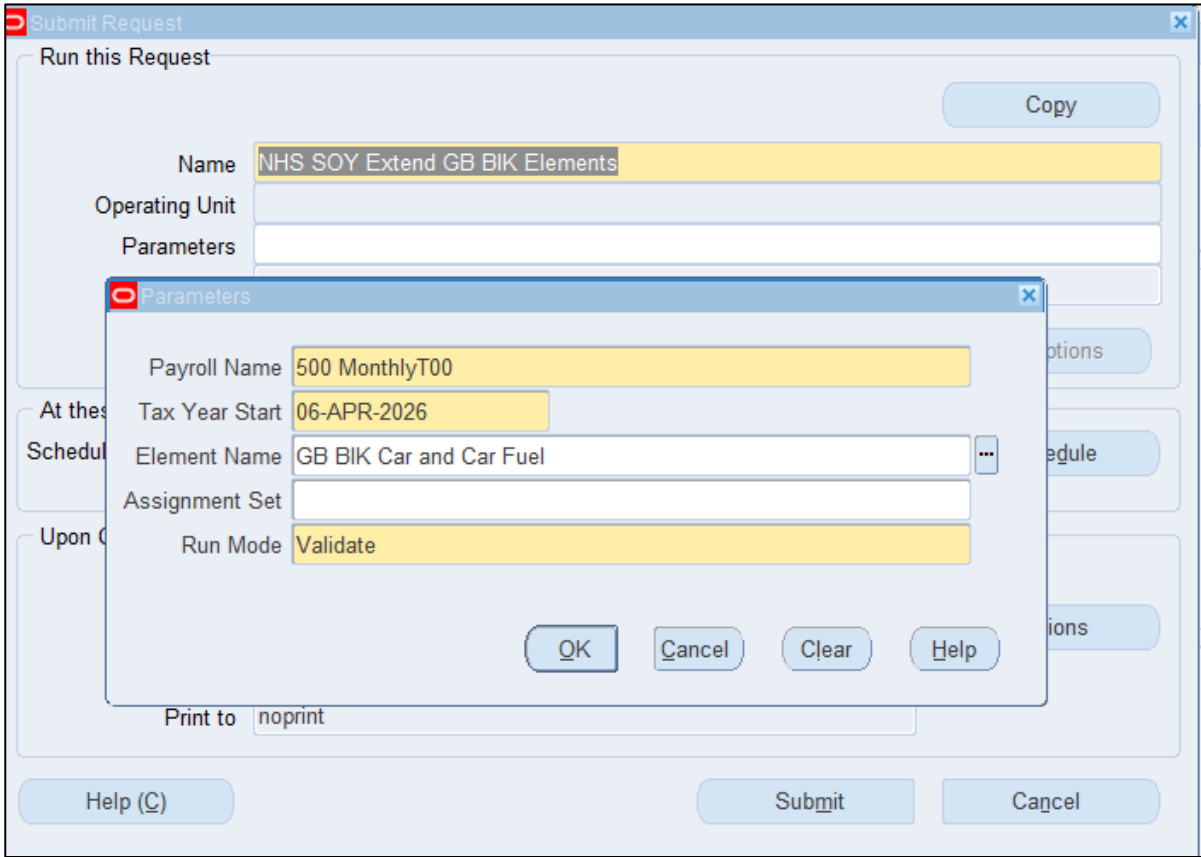
CO2 rates		
Low	High	Percentage
0	0	4
51	54	17
55	59	18
60	64	19
65	69	20
70	74	21
75	79	21
80	84	22
85	89	23
90	94	24
95	99	25
100	104	26
105	109	27
110	114	28
115	119	29
120	124	30
125	129	31
130	134	32
135	139	33
140	144	34
145	149	35
150	154	36
155	159	37
160	164	37
165	169	37
170	9999	37

6 New Start of Year Process for Benefit in Kind Elements

A new concurrent program 'NHS SOY Extend GB BIK Elements' process has been introduced to assist users in managing the GB BIK Elements at the start of new tax year.

The process will be limited to the Start of Year timeframes, as such will only be made available to run in the same time period as the SOY and P9 processes, it will be unavailable for the rest of the tax year.

The new process will be available to run from XXX Payroll Super Administration URPs and will have the following Parameters:



Parameter Name	Required/Optional	List of Values (LoV)	Default Value
Payroll	Required	LOV Of Payrolls for the trust	
Tax Year Start	Required	Start date of current tax year based on the date track date being used and payroll selected, for example 06-Apr-2026. For a monthly payroll or start date of first period in 2026-27 tax year, the date track date would need to be on or after the 6 th April of the new tax year, for a weekly payroll, the date track date would need to be the start of Week 1 of the new tax year.	

Element Name	Optional	LOV of BIK recurring elements	GB BIK Car and Car Fuel
Assignment Set	Optional	LOV of assignment sets for the payroll selected	
Run Mode	Required	Validate/Commit	Validate

The process can be run either:

- For all the GB BIK Elements and for all assignments in a selected payroll when Element Name and Assignment Set parameter values are null (OR)
- For all the GB BIK Elements and for a set of assignments within the selected payroll when Element Name parameter is set to null and an Assignment Set is selected (OR)
- For a selected GB BIK Element and for all assignments in a selected payroll when Element Name parameter is selected and Assignment Set parameter value is null (OR)
- For all the GB BIK Elements and for set of assignments within the selected payroll when Element Name parameter is null and an Assignment Set is selected.

The process provides the ability to run in two modes – Validate and Commit.

Validate mode will identify the assignments/element entries based on the payroll, tax year start date, element name and assignment set values selected and report the following in an output file **without** applying the changes to the element entries:

- Summarise the count of assignments/element entries which will be successfully processed and count of assignments/element entries which will be errored when the process is run in Commit mode
- List the details of assignments/GB BIK element entries which will be errored when the process is run in Commit mode and the reason for the error.
- List the details of assignments/GB BIK element entries which will be processed successfully when the process is run in Commit mode.

Commit mode will identify the assignments/element entries based on the payroll, tax year start date, element name and assignment set values selected and will perform the following:

- End Date the identified element entries which meets the criteria as at previous tax year end date and create the new element entries in the new tax year by copying all the input values except the Benefit Start Date and End Date from the corresponding BIK element entry in the previous tax year. The Benefit Start Date and Benefit End Date will be defaulted to the start and end dates of the new tax year. If there are no entries in the Start/End date fields in the previous tax year, nothing will be copied across to the new tax year. All other data entries in the element will be copied across.

NOTE: Any variance to the input values will need to be managed manually outside the process.

- Summarise count of assignments/element entries which are successfully processed and count of assignments/element entries which are errored in the output file.

- List the details of assignments/GB BIK element entries which are errored and the reason for the error. If multiple open ended element entries of the same BIK element type exist for the assignment, then it will not process the assignment and will list them in errored assignments/element entries in the output file. These element entries will need to be managed manually outside of the process.
- List the details of assignments/GB BIK element entries which are successfully processed in the output file.

Sample Output file:

```

NHS SOY Extend GB BIK Elements Process
-----
Parameters:
-----
Payroll      : 425 Monthly
Tax Year Start : 06-APR-2026
Element Name  : All GB BIK elements
Assignment Set :
Run Mode     : V

=====
Running in Validate Mode.
The following shows what would have been processed if running in Commit Mode
=====

Entries successfully updated : 258
Errors during updates       : 8

=====
The following assignments did not have their entries deleted/created
=====
- Asg 00073512:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 00073512:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 20422624-2:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 20422624-2:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 26394917:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 26394917:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 50844208-3:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
- Asg 50844208-3:GB BIK Car and Car Fuel: Error deleting entry: multiple entries of same type exist
=====
The following assignments had their entries deleted/created
=====
- Asg 00016931:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00034746:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00174811:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00310662-2:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00378243:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00388290-2:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00405013:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00482187-2:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00640446:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00808298:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00812776:GB BIK Car and Car Fuel: Entry deleted/created
- Asg 00822624:GB BIK Car and Car Fuel: Entry deleted/created

```

7 P46 (Car) Changes for 2026/27

In line with HMRC's requirements a new concurrent programme has been created for the P46 (Car) for 2026/27, NHS P46 (Car) Archive Process 2026/27.

This process should be used for any car benefit where the reportable benefit is due during 2026/27. If the reportable benefit is due during 2025/26, then the NHS P46 (Car) Archive Process 2025/26 should be used.

8 Upcoming State Pension Age Changes

The NHS Update NI Category Process is being updated to account for the changes to the State Pension age that from 6 April 2026 will increase from 66 to 67 years.

9 RTI Changes 2026/27

Below is an outline of the changes for each version of the Real Time Information (RTI) processes to be used for 2026/27:

NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2025/26

A new version of the “NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2025/26” 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) 2025/26' to inform HMRC of any employee who has had their aggregation status changed to NI & PAYE from 06 April 2026.

NHS RTI FPS XML Process 2026/27 (freq)

A new version of the “NHS RTI FPS XML Process 2026/27(freq)” has now been made available for users for all payroll frequencies with a payday on or after 06 April 2026 until 05 April 2027.

This process includes the following:

- The earliest termination date that can be included in the FPS is 06 April 2020. Users are reminded to ensure that they enter a Final Process/End date when they terminate the employee/assignment record.
- The Student Loan Plan Types now goes up to Plan Type 5.

For fully aggregated employees, the FPS archive will now show the complete details on the last processed assignment rather than the last paid assignment.

NHS RTI FPS Reconciliation Report

The NHS RTI FPS Reconciliation Report has been updated to ensure that the new Student Loan Plan Type 5 is included in the reportable details.

NHS RTI EPS Create Process 2026/27 and NHS RTI EPS XML Process 2026/27

A new version of both the “NHS RTI EPS Create Process 2026/27” and “NHS RTI EPS XML Process 2026/27” has now been made available for users.

There is a new field in the EPS from 2026/27. This relates to the new Statutory Parental Bereavement Pay Northern Ireland. This is not required for completion as the statutory payment only relates to employers based in Northern Ireland.

In addition, the De Minimis State Aid validation details have all been removed from 2026/27.

NHS RTI Year to Date Reconciliation Report Process

This has been updated to include the new Student Loan Plan Type 5.

NHS RTI FPS Amendments XML Process 2025/26

ESR has been updated to allow users to inform HMRC of any changes to an employee's details as required for 2025/26 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 2025/26, 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 2025/26.

Rules to Report Balance Adjustments

To report balance adjustments in the Amended FPS 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 2025/26.
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 e.g. effective date for the balance adjustment must be no later than 05-Apr-26.

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

10 P60 Changes for 2025/26

The P60 processing has been updated to reflect the current year.

A new Statutory Neonatal Care Pay field is available on the P60.

11 Changes to SSP from 6th April 2026

From 06 April 2026 the way Statutory Sick Pay (SSP) is processed is changing. Below is an outline of the changes and how this will impact ESR:

- A Period of Incapacity from Work (PIW) will now be any sickness absence of 1 day or more.
- Waiting days are no longer in place. So SSP is payable from day one of a sickness absence.
- The earnings required (average earnings for the 8 weeks prior to the PIW) no longer requires the employee to have earned more than the NI Lower Earnings Limit (LEL).
 - An employee who started their sickness absence before 6 April but was not entitled to SSP due to earning below the LEL, will now be entitled to SSP from 6 April based on the Average Weekly Earnings (AWE) before the start of their sickness absence.
 - The assessed assignment will either be entitled to £123.25 or 80% of average earnings, whichever is lower.
 - For 2026/27 this means if the average earnings are less than £154.06, then the assignment will be entitled to 80% of their average earnings, not the full SSP value.
 - Where an employee goes off sick within 8 weeks of another sickness absence, and for that previous absence they were calculated as earning below the LEL (so were ineligible for SSP before 6 April), their average weekly earnings will still be calculated based on their first linked PIW.

Transitional Arrangements

To ensure fairness with the new rules coming in, the following transitional arrangements have been made:

- If an employee is off sick starting on either 04 or 05 April 2026, then the waiting days will only be valid for these days. From 06 April 2026 however, there will be no more waiting days. So, in the scenario whereby the sickness absence started on 04 April 2026, the waiting days will be 04 & 05 April 2026. From 06 April 2026, the employee will be eligible for SSP.
- If an employee is off sick before 6 April 2026 and continues to be off sick on 6 April 2026 and whose AWE before sickness was between 125 and 154.05 will continue to be entitled to the flat rate of SSP at the uprated amount of £123.25 for the duration of their continuous sickness absence. The transitional protection ends when the employee either returns to work or their entitlement to SSP ends. If an employee return to work after 6 April and then goes off sick again after (i.e. in a linked PIW), the new rate would then apply to the second (linked) period of absence. This means transitional protection does not apply to linked PIWs.
- Where an employee, with AWE less than LEL, is on continuous sickness for more than 28 weeks as on 05-Apr-2026 i.e. sickness start date is before 22-Sep-2025 then the employee is not eligible for SSP from 06-Apr-26 if that Sickness absence continues on or after 06-Apr-2026. In this situation, users are advised to review the employees with this scenario and manually update the AWE figure on the Statutory Payments form to '0'.

12 New Statutory Neonatal Absence Type

A new absence type has been created to record Statutory Neonatal Care. This can be entered by selecting Neonatal Care in the absence form.

The following forms have been created to record Neonatal Care Leave:

Neonatal Care

Neonatal Care(WENDERLICH, Mr. SNCP I)

Child Date of Birth First Neonatal Care Admission Date

Other Parental Eligibility Placement Date - Adoption Only

Eligible for Pay Continuous Employment Start Date

Relevant Week Number of Children in Neonatal Care

Date started work for new employer

Neonatal Care Details

Child in Neonatal Care	Child Date of Birth	Neonatal Care Admission Date	Neonatal Care End Date	Date of Notice	SNCL Accrual Weeks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evidence Statutory Payments Absence Leave Details

Child Date of Birth: Child’s date of birth.

First Neonatal Care Admission Date: Start date of the first neonatal care period where the newborn remains in neonatal care for at least 7 continuous days.

Other Parental Eligibility: Choose from the list of selected statutory absences to enable the Relevant Week to be calculated.

Placement Date – Adoption Only: Date of placement for adoption.

Eligible for Other Parental Pay: Enter **Yes** if the employee is entitled to other parental pay, or **No** if the employee is not entitled to other parental pay.

Continuous Start Date: Start date of Continuous Employment.

Relevant Week: The Relevant Week used in calculating entitlement to SNCP is the week, Sunday to Saturday, based on either:

- The Relevant Week used for any other statutory parental pay the employee is entitled to receive – maternity, paternity or adoption.

- Where an employee is entitled to Statutory Maternity Pay, the Relevant Week is the same as that for SMP – the week before the 14th week before the EWC.
- Where the employee is entitled to Statutory Paternity Pay or Statutory Adoption Pay, the Relevant Week is the same as that for SPP or SAP.
- Where there is no entitlement to any other parental pay, the Relevant Week is the week (Sunday to Saturday) before the week in which the baby is first taken into neonatal care. Where there is more than one period of neonatal care required, the Relevant Week is always based on the start date of the first period of care.

Number of Children in Neonatal Care: Number of children in neonatal care. Can be left blank if only one child is in neonatal care.

Neonatal Care Details

Child in Neonatal Care: List of values – Child 1, Child 2, and so on.

Child Date of Birth: Auto populated.

Neonatal Care Admission: Start date of neonatal care for the child.

Neonatal Care End Date: End date of neonatal care. If the date is unknown, or in the future, then the field should be left blank.

Date of Notice: This is the date of notification of neonatal care of the child.

SNCL Accrual Weeks: Auto populated.

Neonatal Care Leave Details

SNCL Start Date	SNCL End Date	Tier 1 or 2	Date of Notice	Comments

SNCL Total Weeks Accrued

SNCL Weeks Taken

SNCL Weeks Available

SNCL Start Date: Start date of neonatal care.

SNCL End Date: End date of the neonatal care. If the end date is unknown or in the future, then the field should be left blank.

Tier 1 or Tier 2: Auto populated.

Date of Notice: Date of notification of neonatal care leave from the employee.

Comments: Free text field to hold any relevant comments.

SNCL Total Weeks Accrued: Auto populated. To amend click **Recalculate Accrual**.

SNCL Weeks Taken: Auto populated. To amend click **Recalculate Accrual**.

SNCL Accrual Weeks: Auto populated. To amend click **Recalculate Accrual**.

Neonatal Care Entitlement Summary Details

SNCP Start Date	SNCP End Date	Tier 1 or 2	Status	SNCP Week	Comments
09-SEP-2025	15-SEP-2025	Tier 1	Complete Week	Week1	Ready for Payment
16-SEP-2025	22-SEP-2025	Tier 1	Complete Week	Week2	Ready for Payment
23-SEP-2025	29-SEP-2025	Tier 1	Complete Week	Week3	Ready for Payment
30-SEP-2025	06-OCT-2025	Tier 1	Complete Week	Week4	Ready for Payment
03-NOV-2025	09-NOV-2025	Tier 1	Complete Week	Week5	Ready for Payment

Neonatal Care Evidence

Declaration Dated: 01-SEP-2025
Received: 01-SEP-2025
Status: Current, Superseded
Source: doc
Details: []
Late Submission: Reason [], Accept Late Evidence
Absence, Others...

Absence Detail

Absence Detail(Some Neonatal 2.)

Type: Neonatal Care Category: Neonatal Care
Reason: Occurrence: 1

Due Date: 01-SEP-2025

Notified: 01-SEP-2025 Time: Date: Time: [Calculate Duration](#)

Projected Start: 09-SEP-2025 End: 06-OCT-2025 Days: Hours: Duration: 28

Actual Start: 09-SEP-2025 End: 06-OCT-2025

Reason for Late Notification: Accept

Authorized by: Number: Replaced by: Number:

Balance Information

Associated Element: Absence SNCP NHS
Running Total: 42
In Current Year: 0 Hours (B) Days No Balance (G) [||||]

[Accruals](#) [Confirm Projected Dates](#)

[Evidence](#) [Statutory Payments](#) [QSP](#) [Avg Pay](#) [Others...](#)

Statutory Payments

Neonatal Care(Some Neonatal 2.)

Earnings Calculation

Average Earnings Amount: 2137.17 Effective Date: 24-AUG-2025 User Entered [Recalculate](#)

Payment Periods:

Stoppages

From	To	Reason	Override	Employee Notified	User Entered
09-SEP-2025	06-OCT-2025	Late absence notification	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

SNCP Entries

From	Amount	Rate	Recoverable	Effective Start	Effective End
23-DEC-2025	187.18	STD	172.21	01-DEC-2025	31-DEC-2025
03-NOV-2025	187.18	STD	172.21	01-NOV-2025	30-NOV-2025
30-SEP-2025	187.18	STD	172.21	01-SEP-2025	30-SEP-2025
23-SEP-2025	187.18	STD	172.21	01-SEP-2025	30-SEP-2025
16-SEP-2025	187.18	STD	172.21	01-SEP-2025	30-SEP-2025

[Absence](#) [Others...](#)

1. The Assignment Status of the assignment will need to be changed to 'Maternity/Adoption' during the absence period.

2. The following elements will be generated on the element entries:
 - a. Statutory Neonatal Care Pay (when absence is entered)
 - b. SNCP Corrections (where absence is corrected)

13 HMRC Advisory Fuel Rates for 01 March 2026

HMRC has published new advisory fuel rates for company cars effective 01 March 2026, 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 wish but are under no obligation to do either.

The revised rates are as follows:

Engine Size	Petrol	LPG
1400cc or less	*12p	10p
1401cc to 2000cc	*14p	12p
Over 2000cc	*22p	19p

Engine Size	Diesel
1600cc or less	*12p
1601cc to 2000cc	*13p
Over 2000cc	*18p

Engine Size	Electric (Home)
1400cc or less	*7p
Over 1400cc	*7p

Engine Size	Electric (Public)
9999cc or less	15p

* 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 the amounts already paid will need to be made manually.

14 Generate My Verification of Employment

The 'My Employment' portlet has been enhanced to enable staff to securely generate and manage ESR-verified PDF statements for use in Employment confirmation, Salary verification, and third-party applications such as tenancy or mortgage requests.

A new button called 'Generate My Verification of Employment' is now available via Employee Self Service, allowing employees to generate this information themselves, reducing burden on central functions.

For all employees to benefit from this development, we encourage organisations who have not published the 'My Employment' portlet as part of their My ESR Dashboard to consider doing so.

The statements contain a defined set of employment and income data fields, which includes:

Personal Details: Full Name, Date of Birth, National Insurance Number, Address, Employee Number, NHS Start Date

Employment Details: Assignment Number, Position Title, Organisation, Department, Start and End Dates, Category, Contracted Hours, Gross Annual Salary, Total Net Pay for Period (monthly salary plus any additional payments)

Only Assignments that are eligible to receive the Employment and Income Verification Statement will see the button displayed. The criteria to determine this is as follows:

1. Where a user has both an eligible assignment status and an eligible assignment category listed below, the "Generate My Verification of Employment" button will be enabled.
2. Where a user does not have both an eligible assignment status and an eligible assignment category listed below, the button will be hidden.

Assignment Statuses:


- Active Assignment
- Acting Up
- Internal Secondment
- Maternity & Adoption
- Career Break
- Suspend with Pay
- Out on External Secondment – Paid

Assignment Categories:

- Permanent
- Fixed Term Temp

Default View

My Employment ?


[View Details](#) 


Please expand to view a summary of your employment information. For complete details, click 'View More Information', or select 'Generate My Verification of Employment' to download an official Employment and Income Verification Statement.

Click 'View Details' to see information about your selected assignment. For additional employment details, choose 'View More Information' or select 'Generate My Verification of Employment' to download your Employment and Income Verification Statement.

Expanded View

My Employment ?

[View Details](#) 

Assignment:
20065931 - Paediatrics 

Service in Current

Employment:	16.15 Year(s)
Organisation:	101 AHP Bank LGI
Job:	Allied Health Professionals Operating Department Practitioner
Supervisor:	None Recorded

Assignment Start

Date:	2010/01/01
Grade:	MN37

[View More Information](#)

[Generate My Verification of Employment](#)

Verification of Employment Statement



Test Hospital
NHS Trust

Employment and Income Verification Statement

Personal Information

Full Name: Employee, Mrs. AS
Date of Birth: 01-Jan-1981
National Insurance Number: JK123456C
Address: 101 Test Road, CV3 4NA
Employee Number: 20065931
NHS Start Date: 01-Jan-2010

Employment Details

Description	Details
Assignment Number:	20065931
Position Title:	Paediatrics
Organisation:	101 Bank
Department:	
Start Date:	01-Jan-2010
End Date:	
Category:	Permanent
Contracted Hours:	40
Gross Annual Salary:	63,384.38
Total Net Pay for Period:	0.00

Verification Statement

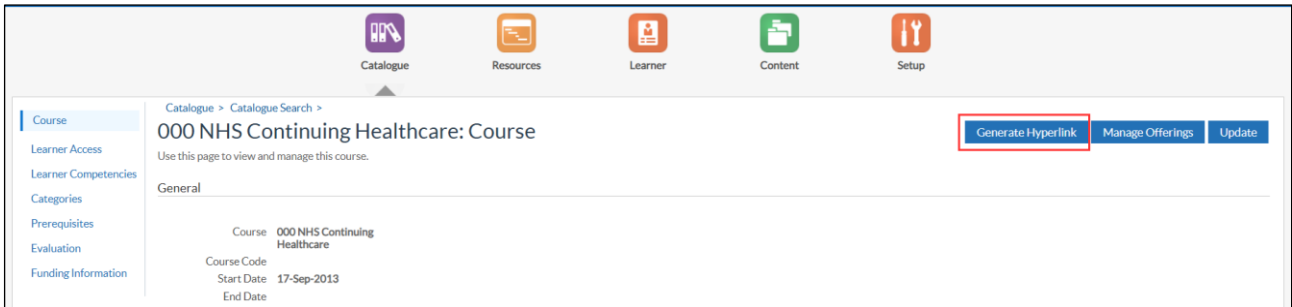
This document has been generated via the Electronic Staff Record (ESR) and reflects verified employment and income information.

Generated by ESR on: 27-FEB-2026 10:33

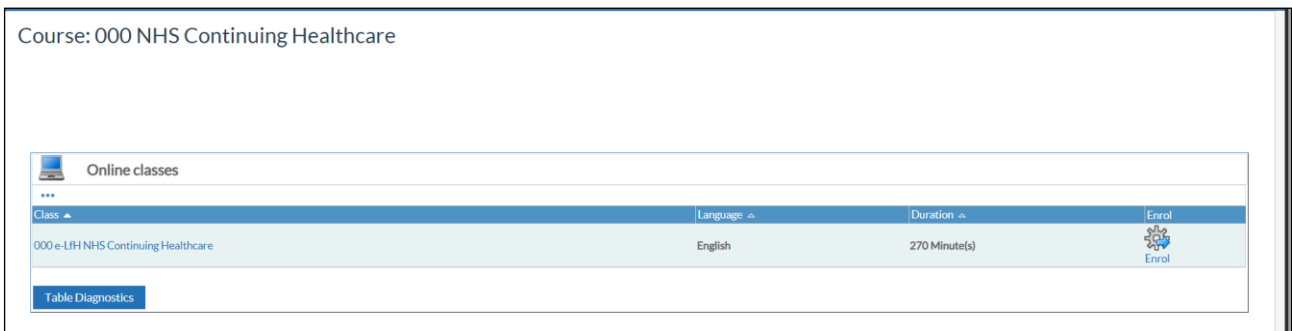
15 Generate Hyperlink Available on Course Page

A Generate Hyperlink button will now be displayed on the Course page.

Generate hyperlink button on the Course Page



Upon clicking the Generate Hyperlink button, the User is taken to the Course Overview page where any available classes will be displayed for enrolment.



16 Employee Picture Indicator Added

A new field has been added to ESRBI called Employee Picture.

The Employee Picture column has been added under the Employee/Applicant Attribute folder:

The screenshot shows the ESRBI interface with a 'Compound Layout' window. The window title is 'Human Resources - Absence'. Below the title is a table with the following data:

Employee Number	Employee Name	Employee Picture
00272229	Achiekwelu - OPW, Mr. Abdikadar	Yes
10755517	ADEDAYO, Miss Duldula	Yes
50416833	Aainter, Mrs. Sreeyanka	No
60076465	Aathieson, Miss Dilaxy	No
70128676	Aalch, Mr. Anthony Babashola	No
89962741	Aabala, Mrs. Alsene	Yes
	Malabute, Miss Alsene	Yes

The 'Employee Picture' column is highlighted with a red border in the screenshot.

This is available in the following Subject Areas below:

- Human Resources - Absence
- Human Resources - Applicant EIT Details
- Human Resources - Applicant SIT Details
- Human Resources - Application Position EIT Details
- Human Resources - Appraisals and PMPs
- Human Resources - Assignment EIT Details
- Human Resources - Audit Change Event
- Human Resources - Audit View Event
- Human Resources - Element Entries
- Human Resources - Employment Position EIT Details
- Human Resources - IAT Details
- Human Resources - Job EIT Details
- Human Resources - Learning Certifications
- Human Resources - Learning Enrollment and Completion
- Human Resources - Payroll
- Human Resources - Payroll Costing
- Human Resources - Person EIT Details
- Human Resources - Person SIT Details
- Human Resources - Personal Competence and Qualifications Profile
- Human Resources - Recruitment
- Human Resources - Vehicle Repository
- Human Resources - Workforce Profile

17 Additional Learning and Certification Fields

Within ESRBI, the following Subject Areas have been updated to include these data items:

Human Resources – Learning Enrolment and Completion

Learning Catalogue - Course

- Minimum Attendees
- Maximum Attendees
- Maximum Internal Attendees
- Maximum Waitlisted

Learning Catalogue - Offering

- Remind Before Class Start
- Restrict Automatic Enrolment from Waitlist
- Maximum Waitlisted

Learning Catalogue – Class

- Restrict Automatic Enrolment from Waitlist

Human Resources – Learning Certifications

- Restriction on self-study
- Max number of consecutive certifications and renewals using self-study *
- Max number of consecutive renewals using self-study *
- Course (Mandatory or Optional)
- Optional components to complete

* Dynamic value based on option selected for restriction on self-study.

Recommendation: Add the 'Component Name' field before 'Course (Mandatory or Optional)' and 'Optional Components to Complete' in the Certification BI. This will improve clarity in analysis, as a single certification name can be associated with multiple component names, each with different 'Course (mandatory or optional)' flags and "optional components to complete" values.