



ELECTRONIC STAFF RECORD

RN616 Guide to Enhancements and Changes Release 68.2.0.0

Information classification: PUBLIC

Revision Date: APRIL 2026

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1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 68.2.0.0. 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 P11D Changes for 2025/26

The following functional changes have been made to ESR to cater for the P11D 2025/26 legislative updates:

1. All Working Sheets have been modified to reflect the new Tax year 2025-26
2. For 2025-26, the Number of Days in the Year set to 365, as 2026 is not a leap year.
3. The multiplier used in calculating the car fuel benefit is changed for tax year 2025-26 to £28,200. The basic calculation method remains unchanged.
4. The multiplier used in calculating the van fuel benefit is changed for tax year 2025/26 to £769. The basic calculation method is unchanged.
5. The cash equivalent value used to calculate the benefit for a van, which is available for private use is unchanged and remains as £4020.
6. The official rate of interest increased to 3.75% for 2025-26.
7. In addition, special rules cover cars where the unrounded CO2 emissions figure does not exceed 75.
8. HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions.
9. Fuel Types accepted by HMRC are A, D, and F. The 9 different Fuel Types are reported under the Fuel Types A, D and F (from April 2019).
 - Fuel Type B, C, G, H, P and E will be reported as Fuel Type A.
 - Type L & D will be reported as Fuel Type D.
 - Type F will be reported as Fuel Type F.
10. The format of the P11D and the accompanying worksheets have been updated in line with the requirements for 2025-26. The P11D template now reflects that this is an employee copy and no longer accepted by HMRC in paper format. Working Sheets 2 and 2b are now different to the draft versions issued by HMRC – the ESR form now reflects a single table that is used for selecting the relevant percentage for cars and is not based on Date Registered.
11. From Tax Year 2024-25 onwards, an employee's RTI Payroll ID is reported in the Works Number (WksNo) field instead of Assignment Number or Employee Number for each processed assignment.

NOTE: If the Payrolled Benefits (NR) NHS element is used then the Class 1A NIC will have to be manually calculated.

3 New National Subjective Codes

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

- NHS6604 - Bank Estates Staff Band 2
- NHS6605 - Bank Estates Staff Band 3
- NHS6606 - Bank Estates Staff Band 4
- NHS6607 - Bank Estates Staff Band 5
- NHS6608 - Bank Estates Staff Band 6
- NHS6609 - Bank Estates Staff Band 7
- NHS6611 - Bank Estates Staff Band 8A
- NHS6612 - Bank Estates Staff Band 8B
- NHS6613 - Bank Estates Staff Band 8C
- NHS6614 - Bank Estates Staff Band 8D

4 Update to Accessibility Link

The accessibility link on the Portal and the Hub has been replaced with:

<https://www.nhsbsa.nhs.uk/accessibility-statement-nhs-electronic-staff-record-esr>

5 Reporting on Competencies Transferred through MECU or IAT

New fields have been introduced within ESRBI reporting to distinguish competencies awarded through the Multiple Employee Competency Update (MECU) process and from those awarded through the IAT process.

These competencies will be reported alongside the existing Competency and Qualification Subject Area data. The following additional column headers have been added and will display a Yes/No value:

- IAT/MECU Updated Date
- IAT Updated Competence Flag
- MECU Updated Competence Flag

The analysis will also identify competencies alongside those not awarded through either of these processes.

The screenshot shows the ESR Business Intelligence Reporting interface. The main content area displays a table titled 'COMPETENCIES'. The table has five columns: 'Assignment Number', 'Competence Full Name', 'IAT/MECU Updated Date', 'IAT Updated Competence Flag', and 'MECU Updated Competence Flag'. The data rows are as follows:

| Assignment Number | Competence Full Name | IAT/MECU Updated Date | IAT Updated Competence Flag | MECU Updated Competence Flag |
|-------------------|--|-----------------------|-----------------------------|------------------------------|
| AS 20066053 | NHS[CSTF]Communication - 1 Year | 19/03/2026 | No | No |
| | NHS[CSTF]Consent - 3 Years | 19/03/2026 | No | Yes |
| | NHS[CSTF]Health, Safety and Welfare - 1 Year | 19/03/2026 | No | Yes |
| | NHS[MAND](COVID-19) Admin Support | 19/03/2026 | No | Yes |
| | NHS[MAND](COVID-19) Clinical Supervisor | | No | No |