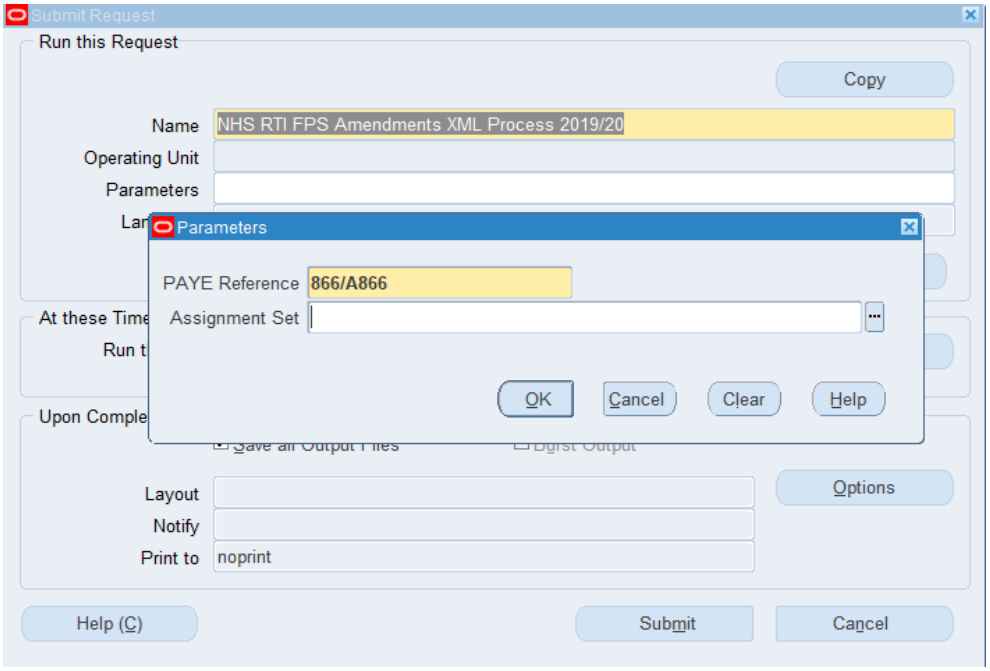
RN425 1 of 5 17th April 2020	Electronic Staff Record Programme RELEASE NOTICE	
Title	Release 45.1.4.0	
Purpose	To inform Users on the content of the Release	
Intended Audience	All ESR users	

The following are covered in Release 45.1.4.0 which is scheduled to be deployed without downtime this evening.

<table>
<tr><th>Ref ID</th><th>Description</th><th>Process Area</th></tr>
<tr><td>INC2015869</td><td>
TYE 2019/20 - New RTI FPS Amendments for 2019/20 (replacement for the EYU)

In line with HMRCs specifications ESR has been updated to start using the continual FPS rather than an EYU for 2019/20. The new concurrent process is called ‘NHS RTI FPS Amendments XML Process 2019/20’. This process should be submitted in a similar method to the equivalent EYU processes, as many times as required throughout the tax year. However whereas the EYU reported only the adjustments made, the new FPS Amendments will report all of the Year to Date values for the relevant assignments processed.

Below is screenshot of the new request:



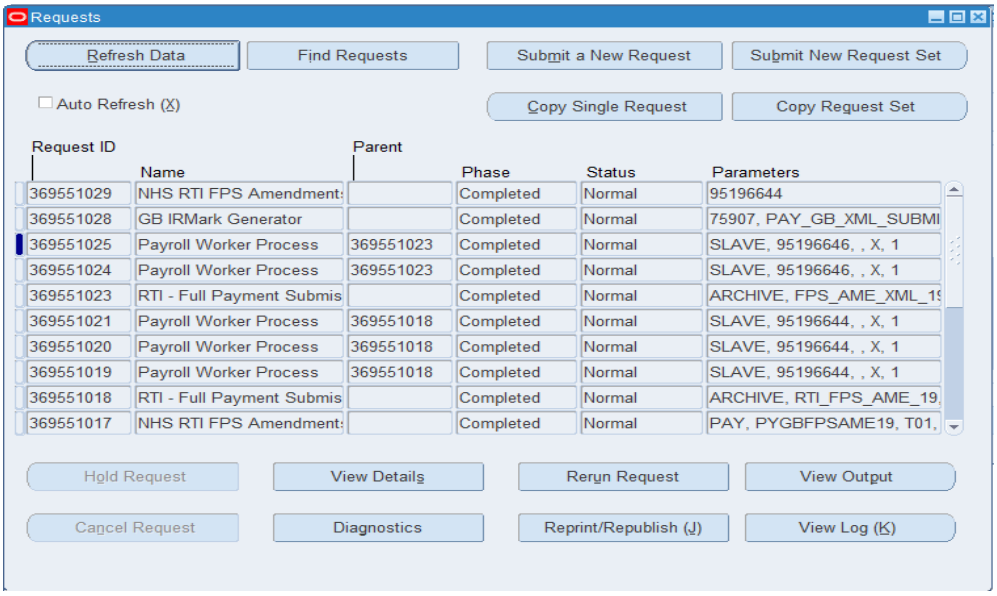
<table>
<tr><td>PAYE Reference</td><td>This is a required parameter. The process will check all assignments attached to the requested PAYE Reference and only create an archive for those assignments which have data items that need to be updated from a previous FPS submission.

If there is only 1 PAYE Reference available, then this will be defaulted in, otherwise the parameter will</td></tr>
</table>
</td><td>Pay \ RTI \ EYU</td></tr>
</table>

Ref ID	Description	Process Area

	be left blank and the user will have to select the relevant PAYE Reference.
Assignment Set	This is an optional parameter. If used this restricts the process to the assignments detailed in the assigment set. The process will then report on all of the chosen assignments regardless of whether there have been adjustments entered or not.

When you submit the new process you see the following actions:



RTI - Full Payment Submission (FPS) - Amendments 2019/20

The output from this details the assignments which have been selected and whether they have been succesful or not:

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```
XML Transmission Report:

Process Type :                RTI Full Payment Submission Amendments 2019/20
XML Sender ID :               ISV866
Date :                        15/04/2020 19:14:04
Request ID :                  369551018
Gateway Test Indicator :      Live
-------------------------------------------------------------------------------
Employers PAYE Reference :    866/A866
HRMC Office :                 TESTING
Employer Name :               IBM TESTING
Employer Address :            1 TESTING STREET, SOMEWHERE,
                              WARWICKSHIRE, CV34 6NZ

The following employments have completed successfully
Assignment Number  NI Number  Employee Name
------------------ ---------- ----------------------------------------
28273810                      FPS Amendments, Mr. Phil
28273550                      FPS Test, Mr. Phil
28273871                      Car Details, Mr. Phil

Total Number of employments completed successfully :3

The following employments have completed with error
Assignment Number  NI Number  Employee Name                                Error Messages
------------------ ---------- -------------------------------------------- ----------------------------
28274430                      Negative Balance I, Mr. Phil                 The Total Postgraduate loan repayment recovered to date for assignment 28274430 must be greater than or equal to zero.
28274431                      Negative Balance II, Mr. Phil                The Total Postgraduate loan repayment recovered to date for assignment  must be greater than or equal to zero.
28274432                      Negative Balance III, Mr. Phil               The Total Postgraduate loan repayment recovered to date for assignment 28274432-2 must be greater than or equal to ze

Total Number of employments completed with error : 3

Total Number of employments : 6

Total Number of employees successfully processed : 3

Total Number of employments not processed as there is no payment : 4
```

Any assignments which show an error need to be reviewed and the cause of the error resolved. Then all you need to do is either retry this process or roll it back and rerun.

RTI - Full Payment Submission (FPS) - Amendments 2019/20 XML Output

The output from this details the assignments which have had an entry created into the XML file to be sent to HMRC along with the corresponding line reference which will be quoted by HMRC if required:

```
XML Summary Report:

Process Type :                  Full Payment Submission Amendments
XML Sender ID :                 ISV866
Date :                          15/04/2020 19:14:34
Request ID :                    369551018
Gateway Test Indicator :        Live
-------------------------------------------------------------------------------
Employers PAYE Reference :      866/A866
HRMC Office :                   TESTING
Employer Name :                 IBM TESTING
Employer Address :              1 TESTING STREET, SOMEWHERE,
                                WARWICKSHIRE, CV34 6NZ
Payroll :
Prepayment Effective Date :

The following employments have completed successfully
Assignment Number  NI Number  Employee Name                                  Employee Number in XML output
------------------ ---------- ------------------------------------------------------------------------------
28273550                      FPS Test, Mr. Phil                              [1]
28273810                      FPS Amendments, Mr. Phil                        [2]
28273871                      Car Details, Mr. Phil                           [3]

Total Number of employments completed successfully :3

The following total number of employments were not extracted due to errors. Rollback and resubmit to try again.
Assignment Number  NI Number  Employee Name
------------------ ---------- ----------------------------------------------------

Total Number of employments that are not processed : 0

Total Number of employments : 3

Total Number of employees successfully processed : 3
```

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	GB IRMark Generator This is a background process used with the other process to create files to be sent to HMRC. **NHS RTI FPS Amendments Run Reconciliation Report** This is the reconciliation report produced, that shows all of the assignments included in the archive. The format is similar to the normal FPS reconciliation report, but although the this period values are listed, there will never be an entry in these fields as the purpose of this process is only to update the year to date values held by HMRC. Below is an example of the output: Example FPS Amendments Rec.xls To ensure that all your RTI records balance against the Payroll YTD totals and to work out the pay over to HMRC you need to follow these steps each time you use the new process: 1. Before you make any changes or commence running the 'NHS RTI FPS Amendments XML Process, you should submit the 'NHS RTI Year to Date Reconciliation Report Process' and take a copy of the report totals from the bottom of the spreadsheet. This will give you the YTD balance before any adjustments are made. You should check that these figures balance to your previous YTD figures. 2. Make the relevant adjustments that you require 3. Process the 'NHS RTI FPS Amendments XML Process 2019/20', making sure that there are no errors. 4. Submit the 'NHS RTI Year to Date Reconciliation Report Process' and take a copy of the report totals from the bottom of the spreadsheet a. There should not be any new discrepancies reported, these should be cleared before proceeding. 5. Compare the results of the 2 report totals, the differences are the changes that have been made and the amounts that need to be adjusted in your next pay over to HMRC. Below is an example: Example YTD Rec comparison.xlsx	

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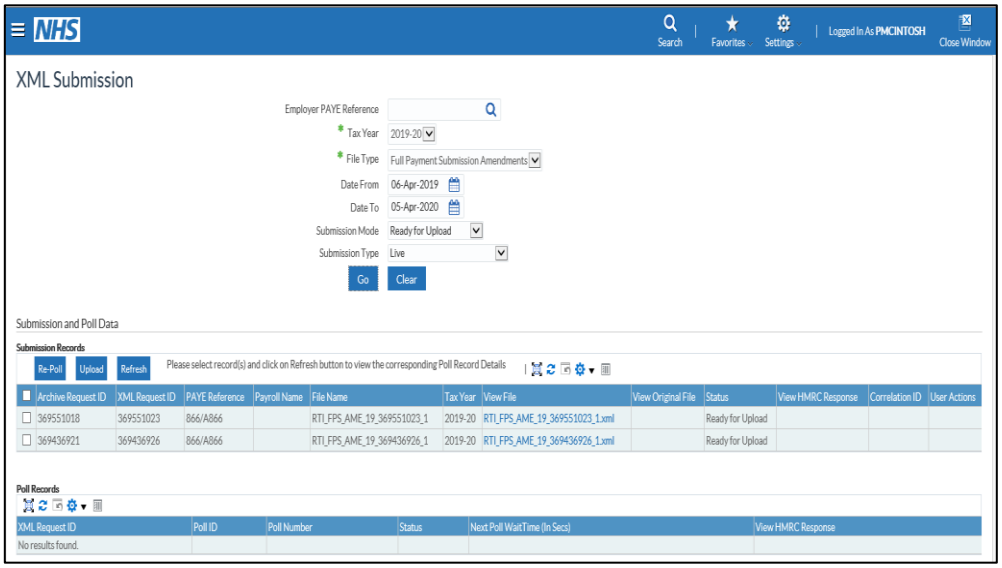
	When you are satisfied that everything is in order with the reconcilaition process, you can now submit the file to HMRC. This is done by using the same form as with all other files that need to be sent to HMRC:  Remember to change the year to 2019-20 as the form will default to 2020-21. In addition select the Full Payment Submission Amendments as the file type. Then select the file you want to send and click on the upload button. Users are reminded that when they are making changes to an assignment they need to make sure that any amendments to Statutory Payments have the relevant adjustments made to the recoverable amounts via processing the EPS.	
INC2016785	**Update to login page for a COVID-19 banner message** The ESR Portal log in page will display a message about the COVID-19 Resource Hub. The message will be a clickable link that will take Users directly to the COVID-19 Resource Hub.	Portal