# NHS ELECTRONIC STAFF RECORD

# ESR-NHS0058 ESR FINANCE USER GUIDE

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| Author: | Tom Pollard |
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| | |
|---|---|
| Name | Chris Moorley |
| Title | Head of Operations and Development |

# 1. DOCUMENT CONTROL

## 1.1. CHANGE RECORD

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## 1.2.   REVIEWERS

| Name | Position |
|---|---|
| David Mayall | NHS ESR Interface Team Leader |
| Mike Rigby | NHS ESR Systems Integration Team Service Delivery Manager |
| Tom Pollard | First Line Support Analyst |
| Nichola Sweeting | First Line Support Analyst |
| James Haddon | ESR Senior Development Advisor |
| Sam Wright | ESR Senior Development Advisor |

## 1.3.   DISTRIBUTION

| Copy No. | Name | Location |
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# 2.   CONTENTS

# 3.  INTRODUCTION

## 3.1.  PURPOSE OF THIS DOCUMENT

The purpose of this document is to present ESR from a finance perspective, providing information on running the General Ledger Interface and understanding GL Source and Target files, adding and maintaining new cost centres, element mapping, General Ledger notifications and the NHS Interface Hub.

## 3.2.  NAMING ABBREVIATIONS

The following naming abbreviations will be used throughout the document:

- Electronic Staff Record (ESR)
- National Health Service (NHS)
- NHS England
- Human Resources (HR)
- Virtual Private Database (VPD)
- User Responsibility Profile (URP)
- Oracle Learning Management (OLM)
- Full-Time Equivalent (FTE)
- General Ledger (GL)
- File Transfer Protocol (FTP)

# 4.  ESTABLISHMENT CONTROL

## 4.1.  FULL FINANCIAL CODE MAINTENANCE

Maintaining the chart of accounts can be the responsibility of the Finance Department but could also be undertaken by Workforce Information or Human Resources.  Code set up and amendments requires access to Local HRMS Systems Administration and Local Workstructures Administration URPs.

Cost centres and subjective codes must be set up as Local Values in the Flexfield Value Sets before they can be used elsewhere in ESR. Responsibility for maintaining this data should be allocated to an appropriate officer within the Organisation. This is likely to be the staff member who is also responsible for maintaining General Ledger codes.

Where changes are made to the descriptive fields in the Flexfield Value Sets these changes will automatically feed through to all areas where that code is allocated.

The cost centre assigned to a position originates from the Organisation Form which is maintained in the Local Workstructures Administration URP.

The Subjective Code originates from the Position Form which is maintained in the Local Workstructures Administration URP.

There is a facility to override the default costing for an individual employee. This is found in the HR Administration URP.

The costing override should only be used in exceptional circumstances as it cancels out the automatic code allocation which ESR applies on changes to positions. The manually entered code must be removed to restore normal functionality.

# 5. ELEMENT MAPPING

## 5.1. INTRODUCTION

Each assignment within ESR has a default account code attached to it usually derived from a combination of the cost centre from the organisation and subjective from the position. If no additional mapping is undertaken, the costing for all allowance elements will appear on the interface file with the default account code for the employee assignment.

Deductions elements have a default account code associated with them. The default account code for each element is an ESR system default and therefore not relevant to any organisations Finance System. The default account code for the element must therefore be overridden with the relevant local account code.

It is possible within ESR to allocate every element of pay to a different finance code through the use of mapping.

## 5.2. NOTIFICATION OF NEW ELEMENTS

When the Payroll Department run a payroll, if a new element is used a message is passed to the NHS Interface Hub. The NHS Interface Hub will then generate an e-mail to all the contacts in the "zzz_e-mail.csv" mapping table advising that the new element has been used. The contact should assess whether the new element should be mapped.

The following shows an example notification listing a number of new elements.

Email addresses can be added and deleted from the e-mail table by selecting the Edit tab, then saving the new entries. The "new element" email is sent as a pre-notification before the ESR costing process is run. This allows mapping to be undertaken before the GL interface file is generated. Not all elements included on the pre-notification will appear on the GL interface as they may be removed from the payroll on checking.
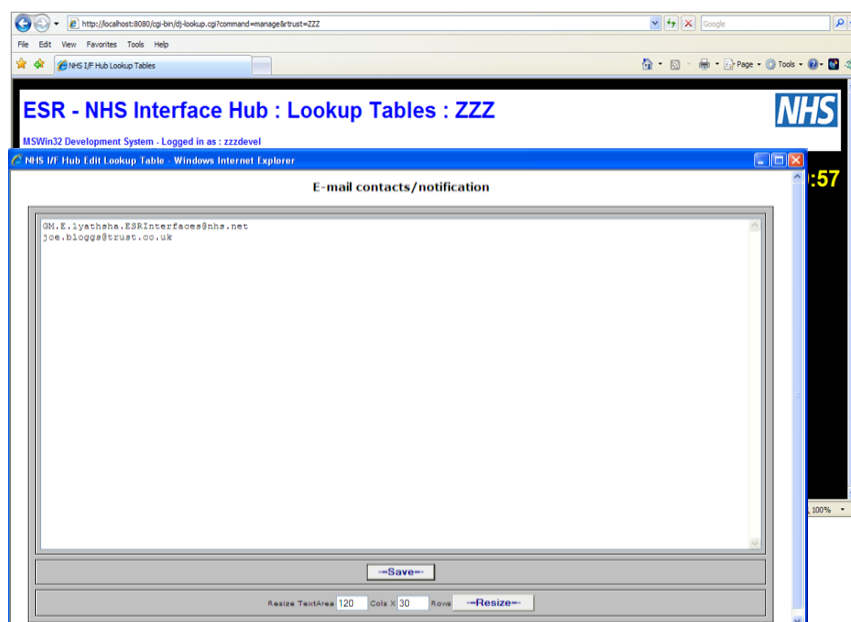


## 5.3.    ADDING AN ELEMENT TO THE MAPPING TABLE IN ESR

Elements can be 'mapped' within ESR using the User Responsibility Profile (URP) "Finance Reporting and Hub Mapping – NHS Local GL Mapping".
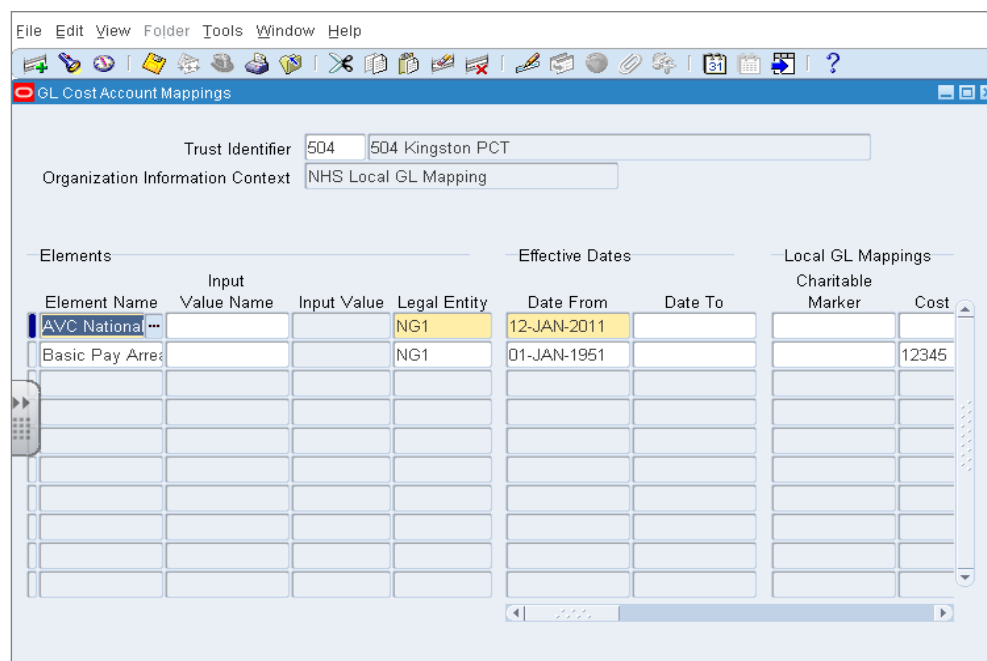


Drop down lists of values are available on the columns Element Name, Input Value Name and Input Value. There is no validation of the Financial Code value in the mapping table.

### 5.3.1. Elements with Sub Categories

Some ESR Elements have sub categories, for example: the element Car Parking which may have sub categories e.g.:- "HQ Car Park", "Multi Storey" & "A&E".

It is possible to set a default mapping for all categories of Car Park deductions, by simply adding a mapping rule for the Element Name "Car Park".

If different mapping is required for each sub category, then enter the element name into the input value, i.e. "Car Park". This Element Type will automatically populate with either Allowance or Deduction depending on the element type.  Then tab into the Input Value field and select the required sub category value e.g. "A&E".

### 5.3.2. Entries in the Mapping Table

You should make entries against those costing segments (Cost Centre, Subjective, Sub-Analysis 1, Sub Analysis 2) that are to be assigned to a different costing than the default costing derived from the Payroll, Person and Element defaults held in ESR or any element entry override.

In entering mappings, the following should be kept in mind;
- It is not necessary to enter values into every costing segment. If a costing segment contains no entry, that costing segment will be passed through unchanged, using the defaults or the element entry override.
- The character **#** can be used to force the mapping to use a character from the default costing. This character should be used sparingly, and in particular it is unnecessary and possibly counterproductive to populate boxes with (for example) **######** as the effect of this is simply to force the mapping to ignore any element entry cost centres.
- The character **\*** can be used as a placeholder to carry forward the character that would be present if no mapping were present. Again, this should be used sparingly. **\*\*\*\*\*\*** is functionally identical to leaving the field blank, but takes longer to process.
- The main use of the **#** and **\*** characters is seen in subjective code mappings, where it is desired to base the output subjective code on either the employee default, or the input value, but with a change.

### 5.3.3. The Control Flag and Amalg Flag

**Control Flag**

To the right of the financial costing fields on the ESR element mapping table are indicators which can be used to control the element type that is being entered and the amalgamation level required on the NHS organisations target file.

The control flag can be used to pass an indicator to the NHS Interface software when the Finance Department require specific elements to be managed or presented in a different format on the target file or contain data that is not required on the standard pay elements for an assignment. The NHS organisation must agree this functionality with the NHS ESR Development and Operations Team before this field is populated as it is the NHS interface software that controls how it will be managed based on the content of the field. Populating this field when the software has not been specifically designed to cope with this field may have an adverse effect on the target file or no effect at all.

**Amalg Flag**

The Amalg (or Amalgamation) indicator can be used to choose to group together all elements of the same element name together and present it on the target file as a single entry. This functionality would be used if the Finance Department at an NHS Organisation wished to manually choose which elements they require amalgamating. Where there is a logical solution to the amalgamation level it will be written in to the interface software on the NHS Hub. This would be agreed with the user at the point the software is written by the NHS ESR Development and Operations Team. As per the control indicator using this field when the software has not been specifically designed to cope with this field may have an adverse effect on the target file or no effect at all.



## 5.3.4.　GLMAP Type Elements

Elements which start with "GLMAP" when mapped in ESR should be prefixed with 'NHS' or the trust VPD Number.

These elements are listed below: -

GLMAP LGPS ER
GLMAP LGPS ER EL
GLMAP LGPS ER SL
GLMAP Local Pension Scheme AVC ER
GLMAP Local Pension Scheme ER
GLMAP NHS Pension AVC ER FP
GLMAP NHS Pension AVC ER PR
GLMAP NHS Pension AVC ER SL
GLMAP NHS Pension scheme ER's
GLMAP NI ER's
GLMAP Net Pay
GLMAP Net Pay BACS Tape
GLMAP Net Pay Cheque
GLMAP Net Pay No Prepayment
GLMAP Pension AVC ER EL
GLMAP Pension Stakeholder ER
GLMAP Pension Stakeholder ER SL
GLMAP Pension Stakeholder TUC ER
GLMAP SAP Rebate
GLMAP SPP Rebate
GLMAP Smp Rebate

These control elements differ from other pay elements because their values are not prefixed with 'NHS' or the trust VPD number (i.e.123).

**When mapping, please remember to add the prefix to the cost centre, subjective code, sub analysis 1, or sub analysis 2 (i.e. enter NHS12345).**

## 5.4. CONFIRMATION OF NEW ELEMENTS PROCESSED BY THE NHS INTERFACE HUB

Following the generation of the GL interface file a second email notification will be received identifying the source file name and indicating the new elements used this period and the mapping attached to them.

The user may wish to update the mappings in ESR if the default values identified in the example notification below are not how they wish them to be in the General Ledger.

```
From:     NHS_Interface_Manager@esrnhshuba.mhapp.nhs.uk
To:
Cc:
Subject:  INFORMATION: NHS Interface Hub General Ledger Processing for      M08
```

```
NHS Interface Hub General Ledger Processing for

File GL     GEN_MN08_00075520.DAT has been processed by the NHS Interface Hub at 2009/11/19 16:02:29
  The following new elements were identifed during the run:
    Arrears NP NT [1980]
      ESR Mapping - cc=###### sub=##### sa1=0
    Excess Travel NP Arrs [3077]
      ESR Mapping - cc=###### sub=72700 sa1=1
    Local Ded    Net Overpayment [2631]
      ESR Mapping - cc=###### sub=##### sa1=0
    Local Grp Oa Arrs [3148]
      ESR Mapping - cc=###### sub=##### sa1=9
    Locally Agreed Grp 1 BP Double Time O/T BP [1932]
      ESR Costing - Standard Default
    Long Term Protect [717]
      ESR Mapping - cc=###### sub=##### sa1=9
    OMP Pay Arrs [3213]
      ESR Mapping - cc=###### sub=##### sa1=0
    Pay Protection Pay Protection [2382]
      ESR Mapping - cc=###### sub=##### sa1=9
    Phne Rent NP NT NNI [1266]
      ESR Mapping - cc=###### sub=72410 sa1=1

  WARNING: Target files are held awaiting approval

|
Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:
    GM.E.1yathsha.ESRInterfaces@nhs.net
```

## 5.5. ELEMENTS NOT TO BE MAPPED

The following elements should not be mapped. For a full explanation, please see Appendix F.
- Pension ER Undistributed
- NI Employers Undistributed
- Pension Adj ER Undistributed
- Pension ER Arrs Undistributed
- SMP/SPP/SSP
- Recovery Notional SMP/SPP/SSP

SMP/SPP/SMP rebate should be mapped as these reflect the 92% that can be offset on the Inland Revenue return.

## 5.6.    NEST PENSION ELEMENTS

The following elements should be mapped accordingly. For a full explanation, please see Appendix G.

Map the following elements with hashes in the ESR Mapping table:-

- Local Pension ER NEST

The Following elements are Balance Sheets Elements and should be mapped to the financial code required in the General Ledger System:-

- Local Pension EE NEST
- GLMAP Local Pension Scheme Employer*

\* The second element is a GLMAP element and requires the VPD to be included at the start of the code.

Please see screen shot below which explains how the identified elements above should be mapped:

## 5.7. EMERGENCY MAPPING

Once the costing process has been run in ESR and an issue is identified on the GL Interface File, it is not always appropriate to re-run the costing job in ESR just to correct the GL coding issues.

If an element has not been mapped in ESR prior to the GL interface file being run it is possible to map within the ESR NHS HUB and reprocess the GL file prior to transferring it to the Finance system.

**This is known as "Emergency Mapping".**

> ***"Only use Emergency Mapping in an Emergency"***
>
> The Emergency mapping facility is there to be used as a last resort. Any mappings that applied by the NHS Interface Hub will not be reflected in any reports on ESR.
>
> If you have to use the Emergency Mapping table, please apply the same mapping to ESR through ESR Mapping at the same time. Remove the Emergency Mapping from the NHS Interface Hub as soon as the file has been processed.

### 5.7.1. Checking the Emergency Mapping on the NHS Interface Hub



Select Edit on the Standard Lookup File and enter the elements that require mapping. Any element mapping held on the HUB will override the mapping within the ESR mapping table. The description used must exactly match the element name as shown on the source file. The element number must also be included. The element description and code number can also been seen on the Elements tab in the hub.
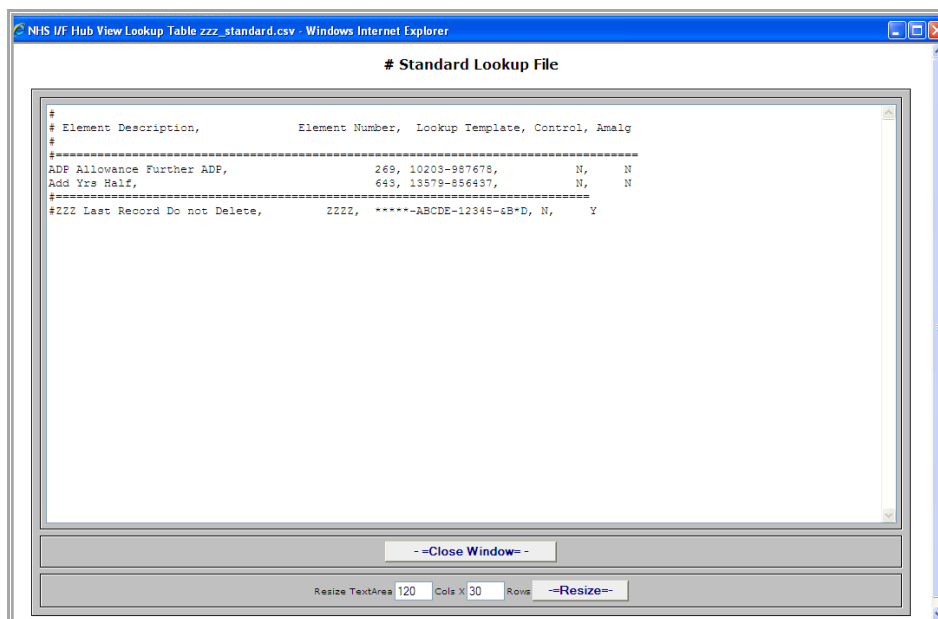
When making changes to the mapping within the HUB ensure that each column ends with a comma (i.e. four commas per line). Never delete the last line (marked last record do not delete)

## 5.8. REPROCESSING FILES

If changes are made to the hub mapping table and you wish these changes to be applied to a file that is already on the hub, then the file can be reprocessed. This does not involve any action to be taken in ESR.

If the required changes are completed in the hub mapping table go to the monitor screen. Hold your mouse pointer over the filename of the file you wish to reprocess and the filename will go red.

If you single click on this file it will tell you that you have selected this file for reprocessing and do you wish to continue.



Select OK and a message will be displayed to inform you that it has been placed in the queue. Click on the return tab and you will be returned to the monitor screen. The process usually only takes a few minutes to run depending on how many other files are queued and the number of transactions contained within the file.

Once the process is complete the new file will be available in the targets screen for your approval.

## 5.9.    ELEMENTS SCREEN

The Elements screen lists all the elements that have been used on a GL interface file for the organisation. If the element is mapped on either the ESR mapping table or the HUB emergency/temporary mapping table it will display the mapping value on this screen. The pay period of the last GL Interface file it was used on is also shown.

# 6. DELIVERY OF THE GL INTERFACE FILE

## 6.1. INTRODUCTION

The delivery of the GL interface file to the NHS Organisations finance system should be directly to a server at the NHS Organisation or to a location that the NHS Organisation has specified.

## 6.2. PROCESS

The NHS Interface Hub can be configured to execute the delivery of the GL Interface File to the NHS Organisation GL System in two different ways,
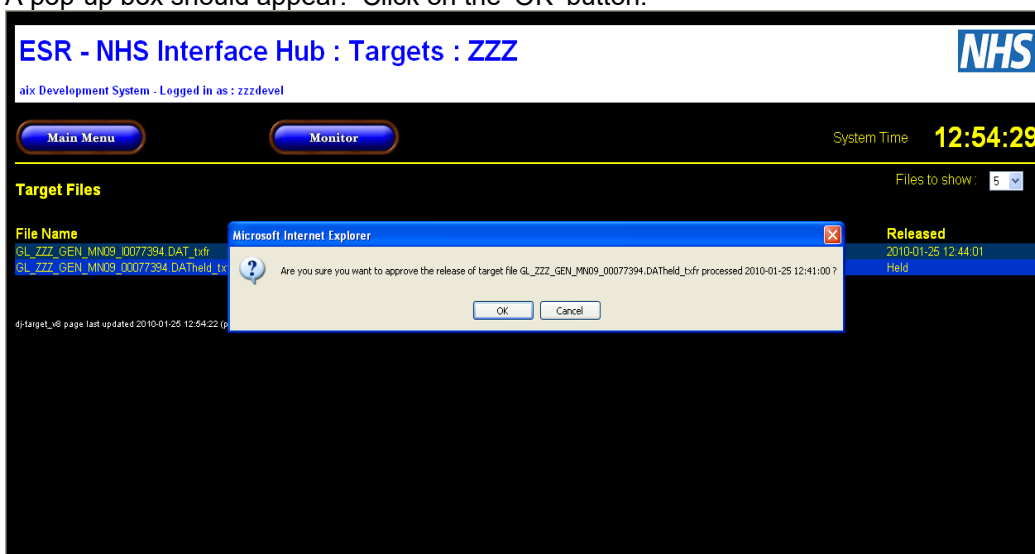
Direct delivery with no manual intervention
User is required to "release" the file from the NHS Interface Hub for delivery.

To access the NHS Interface Hub, see section 12. Once logged on, navigate to the Targets screen and to release the file, click on the 'Held' message against the relevant file.



A pop-up box should appear.  Click on the 'OK' button.

The file will then be released (this may take a few minutes) and a timestamp will show the date and time of release. This file will arrive at the server of the NHS Organisation or to a place the NHS Organisation has chosen within 15 minutes.



## 6.3. SECURITY OF DATA

To ensure your organisation is conforming to Department of Health and NHS England recommendations for security of data in transit, the ESR Systems Integration Team strongly suggests that your organisation enables delivery of the GL interface files by encrypted FTP.

If you are not sure whether files for your organisation are using a secure method, you should contact the NHS ESR Development and Operations Team via esr.interfaces@nhs.net

# 7. THE NHS INTERFACE HUB

The NHS Hub is a 'staging post' which sits between the ESR system and the organisations using ESR. It allows the ESR Systems Integration Team to process the GL Interface files and make them available to NHS Organisations.

The NHS Interface Hub receives the Source file from ESR and generates the Target file which is the version that is loaded into the Organisations GL system.

Source file – this file contains all data produced by the ESR system for a particular pay run. It contains all available data fields and that data is at the lowest level so can be used for financial analysis purposes.

Target file – this is the version of the Source file formatted in a particular way to enable upload to the organisation's General Ledger system. In some cases it may not contain all data produced by the ESR system for a particular pay run.

Other files available via the Hub are the Element Costing Summary and the NHS Gross to Net report which are reports generated as part of the payroll costing process

## 7.1. ACCESSING THE NHS INTERFACE HUB

The ESR NHS Hub is accessed at the following web address:

https://esrnhshub.mhapp.nhs.uk/

The appropriate username and password are required to gain access.

Section 12.5 describes how to create and maintain user accounts to the NHS Hub.

> **"Change the master password or delete the secondary access to the NHS Interface Hub each time someone leaves"**
>
> From an Audit perspective it is imperative that each time someone that has access to the NHS Interface Hub leaves the NHS Organisation or is no longer relevant to access the NHS Interface Hub, the master password should be changed or their secondary access to be deleted immediately.
>
> The NHS GL Hub master login includes the facility to change the passwords for the master and secondary access to the hub, without the need to log a Service Request (SR) or involving the NHS Systems Integration Team.

- On entering the Hub the following Main Menu screen will be seen
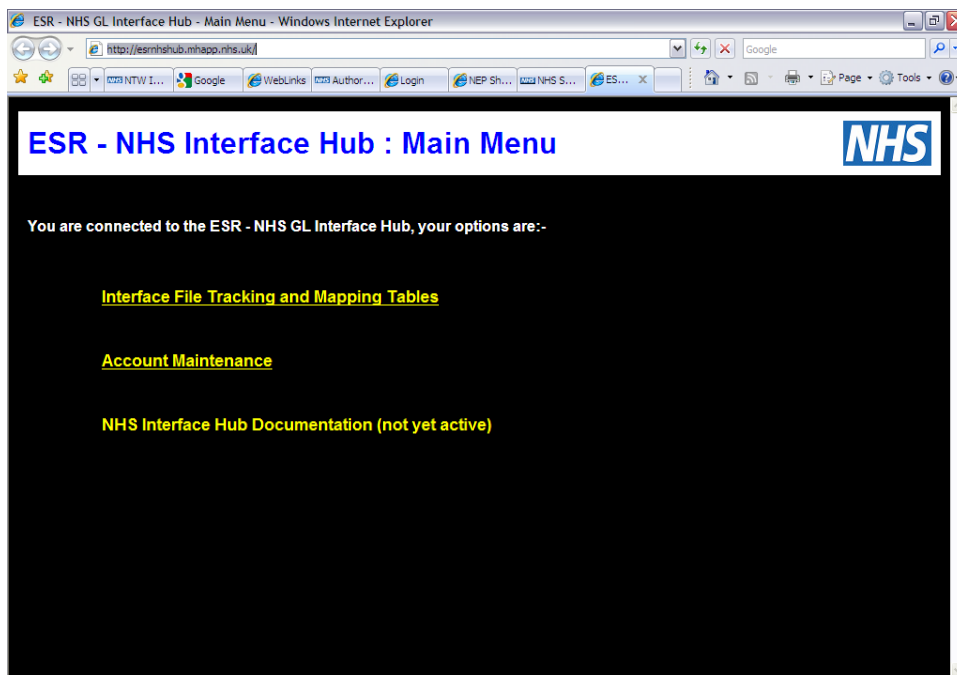


- The user should click on the **Interface File Tracking and Mapping Tables** link to progress to the **Monitor** screen
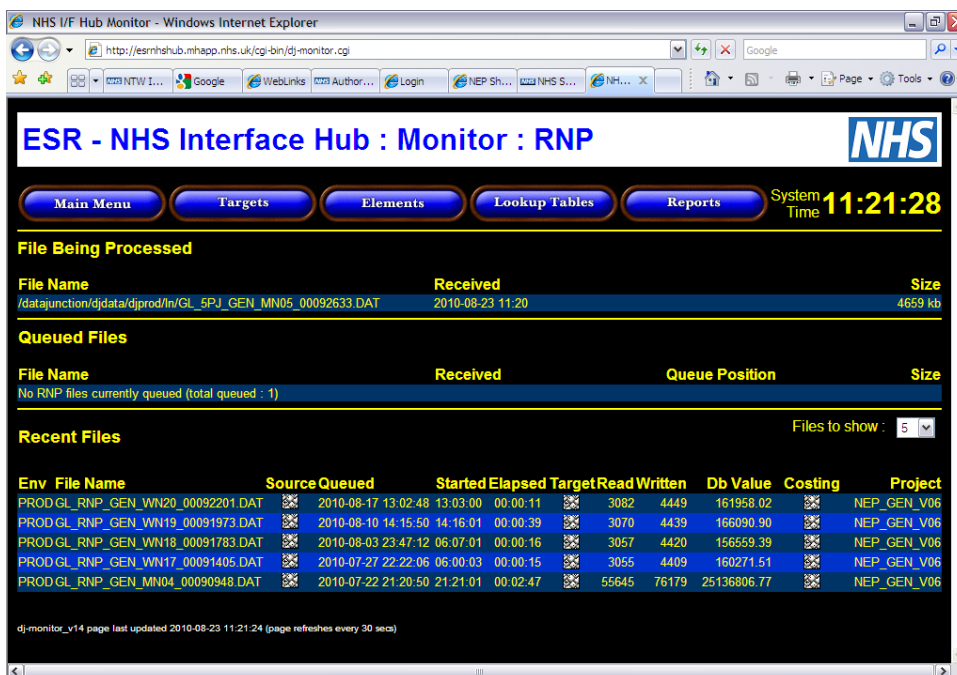
- The **Monitor** screen shows a number of buttons which provide access to the following:

- **Targets**: a list of the recently processed GL files in Target file format



- **Elements**: a list of Elements and their current financial code mappings

- **Lookup Tables**: further links to the maintenance files used for emergency mapping and email contacts



- **Reports**: details of reports processed or being processed.
  Any report files that are presented on this screen are tidied after 40 days, so users should make sure that they make a local copy of any report that they will require for more than 40 days.

## 7.2. NHS HUB NOTIFICATIONS

The Hub is able to hold email addresses of officers who are responsible for processing the GL Interface file. Those officers will be notified every time a new file appears for collection on the Hub.

The notification will look similar to this:
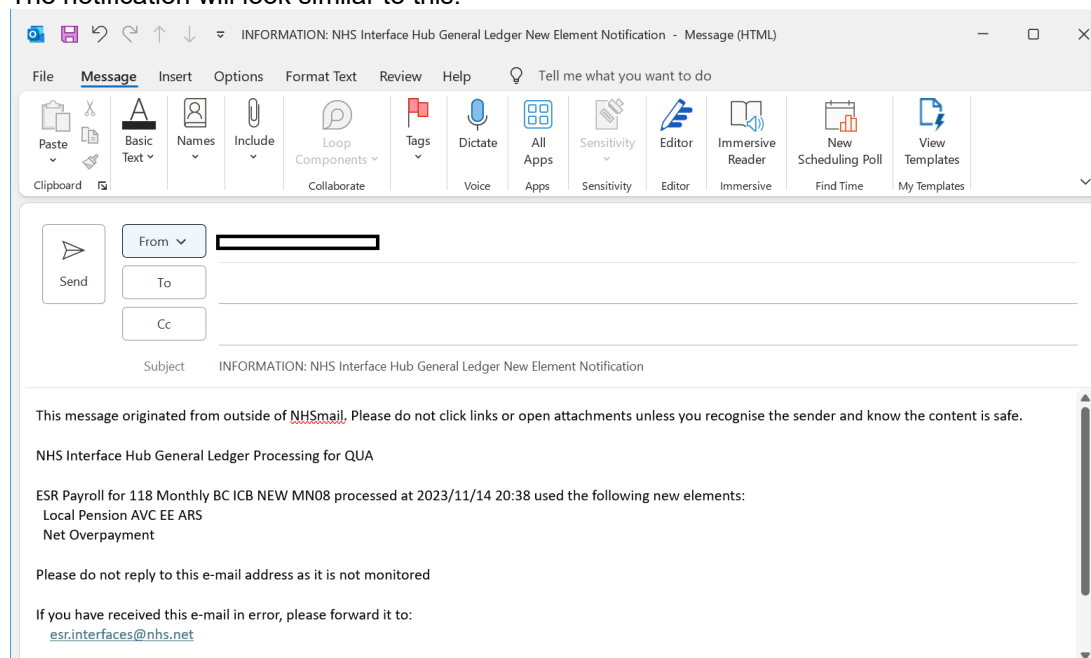


The above example indicates the file name and also the fact that there are a number of payroll elements that have been used for the first time.

Payroll elements are used to identify payments, allowances and deductions in ESR e.g. Basic Pay, Saturday Overtime, Beverages, and Travel Expenses. Each of these needs to be mapped to a financial code to provide a financial analysis in the general ledger when the GL Interface file is uploaded.

Where new elements are used, users will be notified of this fact prior to receiving the above notification in order that the required code mappings can be processed before the payroll is processed. It is the responsibility of the organisation to process the mappings. If for any reason the mappings cannot be processed the transactions will default to ESR system default codes. In these cases the codes may need to be changed as part of the error correction process (see below).

## 7.3. FILE DOES NOT ARRIVE ON THE NHS HUB

Should the expected GL Interface file not be visible on the NHS Interface Hub, it is likely that a problem occurred when the Costing or GL Interface Job was run in ESR. In this instance, you should contact the department that is responsible for running the Costing or GL Interface job in ESR.

## 7.4. FILE DOES NOT ARRIVE ON THE GL SYSTEM

Should the expected GL Interface file be visible on the NHS Interface Hub but does not appear in the GL system, it is likely that a problem occurred during the delivery of the GL Interface file.

A double check should be made on the NHS Hub that the file has been released by accessing the Targets file and checking the status of the file. If the file shows as released, but after 30 minutes it has still not arrived on the GL system, a call should be logged on the ESR Service Desk

## 7.5.    ACCOUNT MAINTENANCE

This is accessed via the "Account Maintenance" link on the main menu. This function allows the master user the ability to change the password of the master account and also to create and maintain secondary user accounts. Users are responsible for the passwords once they have been issued and are also advised to change the initial master password set by the ESR Systems Integration Team.  If the Master Account password is 'lost' then a Service Request (SR) should logged on the ESR Service Desk for the attention of the NHS ESR Development and Operations Team with the subject: "Please change the web access password to the NHS Interface Hub".

### 7.5.1.      Creating a Secondary User

To create a secondary user account, select the "Setup New User Account" icon and click on "Change".



The first section of the Username will be pre-populated with the three character entity code from the Master Account username. This must not, and therefore cannot, be changed.

The second section of the Username should be completed as required. Typically this might be the first initial and surname of the secondary account holder.

If the Master User is working in the development area of the NHS Hub, then the third section will be pre-populated with "devel", if the Master User is working in the production area of the NHS Hub, the third section will be blank. The third section must not, and therefore cannot, be changed.

The initial password for the new account should be entered in both the "Password" and "Confirm Password" fields. Please note: the password is case sensitive and must be a minimum of 8 characters and a maximum of 12. The password must contain characters from three of the following four groups:
- uppercase letter
- lowercase letter
- digit (0 – 9)
- special character any of (!.$%;&*-@#)

The expiry date allows the secondary user access to the account until the specified date. Please note: the date is pre-populated with 2099-12-31.

The 'Allow Release' indicator should be set to Y if the user account is allowed to release Target files or N if the user account is not allowed to release Target files.

Having input to all the relevant fields, click on update to request the new account.



Once the "Update" button has been selected the new user account is placed in the "Job Queued" list. The new account will normally become available within 2 minutes of the request being submitted. Pressing the refresh button on the Browser will show the status of the new account. Once it is displayed in the list of Secondary accounts, it is available for use.



Please be aware that any secondary account that is not used for 400 days will be permanently deleted.

## 7.5.2. Modifying a Secondary User

To modify the secondary account, select the icon next to the relevant "user account name" and click on "Change".



Details of the "Secondary User Account" are displayed. Modify the relevant data and click on "Update" to save the changes.



## 7.5.3. Deleting a Secondary User

To delete a secondary user account, select the icon next to the relevant "user account name" and click on "Change".

**ESR - NHS Interface Hub : Account Maintenance : ZZZ**  **NHS**

aix Development System - Logged in as : zzzdevel    Logout

Main Menu        Monitor        Reports        System Time **14:21:10**

Select User Account whose details you wish to change:

| User Account Name | Type | Expiry Date | Allow Release | Job Queued |
|---|---|---|---|---|
| ● zzzDAVIDdevel | Secondary | 2012-12-31 | Y | |
| ● zzzFREDdevel | Secondary | 2011-12-23 | Y | |
| ● zzzMIKEdevel | Secondary | 2099-12-31 | Y | |
| ● zzzdevel | Master | 2099-12-31 | Y | |
| ● Setup New User Account | Secondary | | | |

Change        Refresh

dj-usermaint_v1 page last updated 2012-01-11 14:21:04

The details of the "Secondary User Account" are displayed. Click on "Delete" to permanently remove the user account.



**ESR - NHS Interface Hub : Account Maintenance : ZZZ**  **NHS**

aix Development System - Logged in as : zzzdevel    Logout

Main Menu        Monitor        Reports        System Time **14:22:09**

Enter required changes to Password and/or Expiry Date and/or Allow Release and click 'Update' OR click 'Delete:'

User:  zzz  DAVID  devel  [?]

Password: [ ]  Confirm Password: [ ]  [?]

Expiry Date: 2012-12-31  [?]

Allow Release: Y  [?]

Update        Delete        Quit

dj-usermaint_v1 page last updated 2012-01-11 14:21:46

The NHS Hub will present a message to confirm that a job has been set up to delete the requested account.

To end the session, select "Logout".

Please note: if the secondary user is still logged onto the Hub at the time that the account is deleted; the secondary user will be logged off the Hub.



## 7.6. CHANGING THE NHS GL HUB MASTER AND SECONDARY ACCOUNT PASSWORD

### 7.6.1. 'Lost' Passwords

Master Accounts are managed by the ESR NHS Systems Integration Team, whereas Secondary Accounts are managed by the NHS Organisation.

If the Master Account password is 'lost' then a Service Request (SR) should be logged on the ESR Service Desk for the attention of the ESR NHS Systems Integration Team with the subject: "Please change the web access password to the NHS GL Interface Hub" as a priority 5. Please note that if the Master Account password is changed anyone accessing the master account will lose access until the new password has been provided.

If the Secondary Account password 'lost' then the user will need to contact the GL NHS Interface Hub Master Account Holder at the NHS Organisation.

### 7.6.2. Password Date Reached

In order to adhere to Information Governance best practice, passwords for user accounts on the NHS Hub are valid for a maximum of 365 days.

Any user that logs onto the system within 40 days of the expiry date will be prompted to change the password.

When the password is due to expire, the following prompt message will be displayed :-
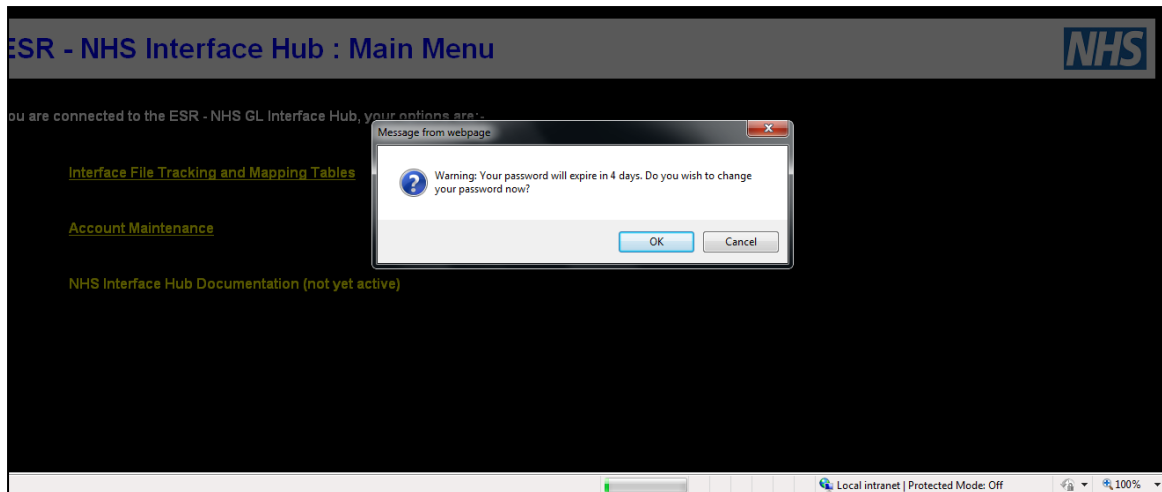
Pressing the "Cancel" button allows the user to continue to use the hub without changing the password.
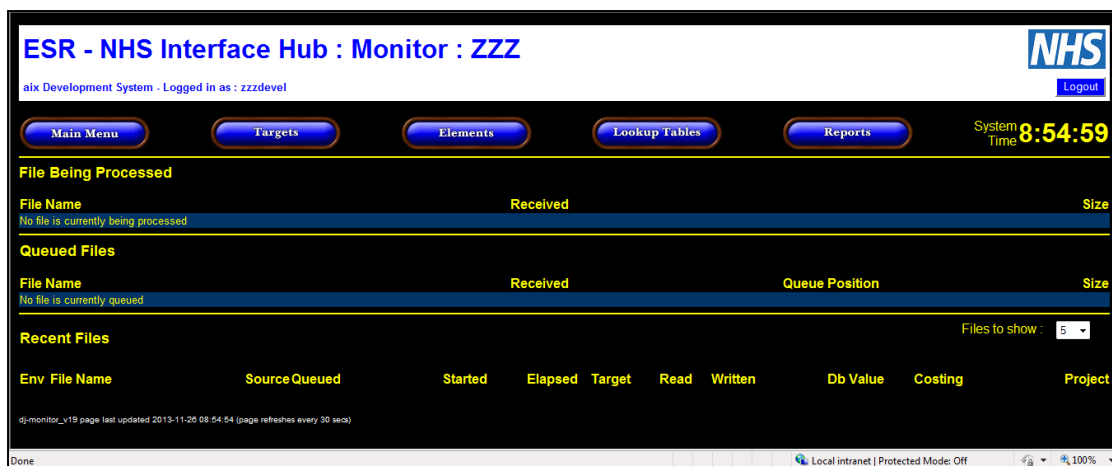


When the user accesses the hub again within the expiry date period, they will receive the same prompt message to change the password.
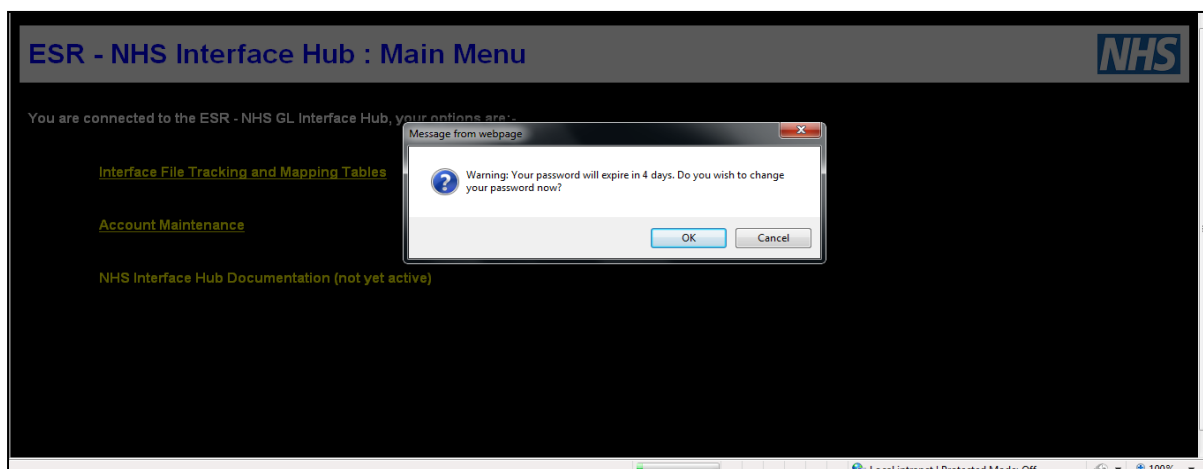


By selecting the "OK" button, the user is automatically taken to the Account Maintenance screen, where the password can be changed.

## 7.6.3.    Account Maintenance



The first section of the Username will be pre-populated with the three character entity code from the Account username. This must not, and therefore cannot, be changed.

The second section of the Username is required for the Secondary Account only.

If the Master or Secondary User is working in the development area of the NHS Hub, then the third section will be pre-populated with "devel", if the Master or Secondary User is working in the production area of the NHS Hub, the third section will be blank. The third section must not, and therefore cannot, be changed.

The password for the Master or Secondary account should be entered in both the "Password" and "Confirm Password" fields. Please note: the password is case sensitive and must be a minimum of 8 characters and a maximum of 12. The password must contain characters from three of the following four groups:
- uppercase letter
- lowercase letter
- digit (0 – 9)
- special character any of (!.$%;&*-@#)

The expiry date allows the Master or Secondary User access to the account until the specified date.

For the Master Account the date is pre-populated with 2099-12-31 This must not, and therefore cannot, be changed.

The Master Account Holder will specify the expiry date for the Secondary User Account when the account is created.

The expiry date is the date when the *username* expires NOT the date when the *password* expires

The 'Allow Release' indicator should be set to Y if the user account is allowed to release Target files or N if the user account is not allowed to release Target files. Please note: the 'Allow Release' is pre-populated with Y.  This must not, and therefore cannot, be changed.

Having input all the relevant fields, click on update to change the password.



Once the "Update" button has been selected the Master or Secondary User is placed in the "Job Queued" list. The new password will normally become active within 2 minutes of the request being submitted.

Pressing the "Refresh" button on the Browser will show the status of the new password.



Once the password has been changed the user should select Main Menu, Monitor or Reports screen.

## 7.6.4.    Password Not Changed Within Expiry Period

Where the password has not been changed within the expiry period, the following screen will be displayed.
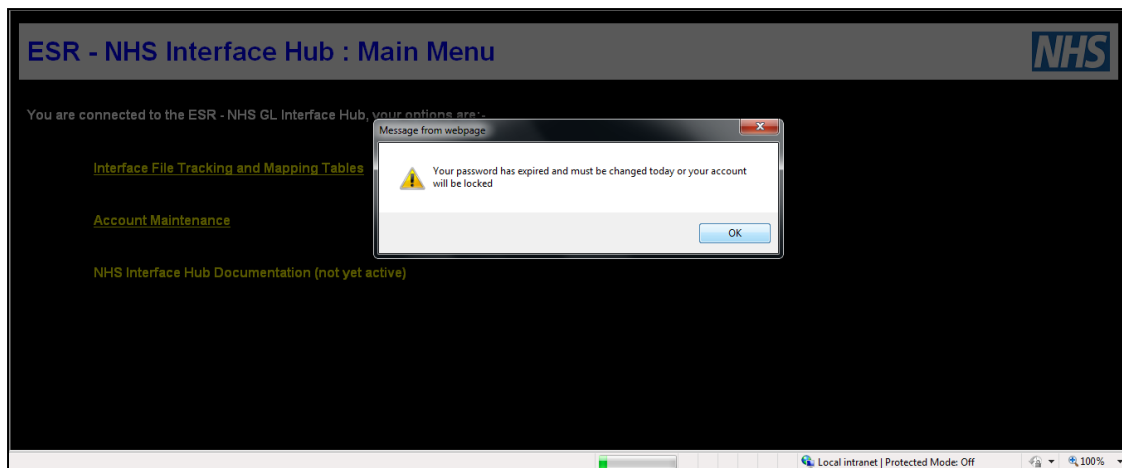


By selecting the "OK" button, the user is automatically taken to the Account Maintenance screen.
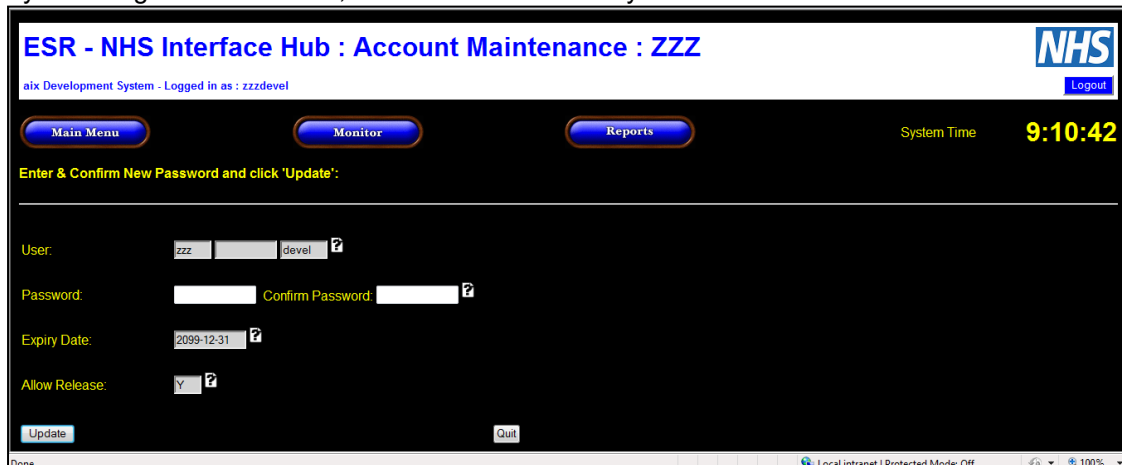
## 7.6.5. Account Locked

Where the password was not changed following the "Your password has expired and must be changed today or your account will be locked" message being displayed, the Master or Secondary User will be able to enter the appropriate username and password, but will not be able to select the Main Menu, Monitor or the Reports screens.

Where the account has been locked, the following screen will be displayed. In this instance please raise a service request via the ESR Service Desk for the attention of the ESR NHS Systems Integration Team with the subject: "Please change the web access password to the NHS GL Interface Hub" as a priority 5.
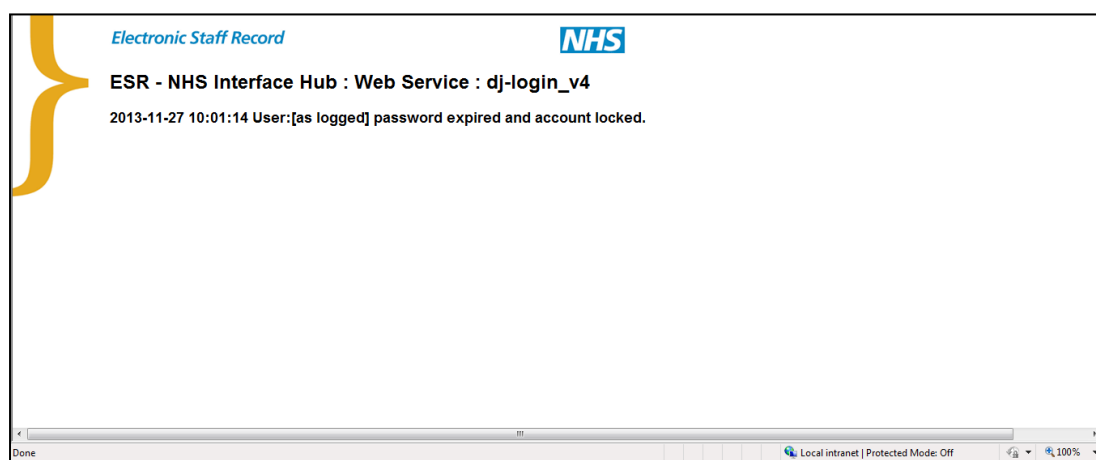


## 7.7. STANDARD REPORTS/REQUESTS

### 7.7.1. Element Costing Summary

Useful for reconciling control accounts if source file amalgamates certain elements (NI, Pensions etc.)

This report can be downloaded direct from the hub (should be done as soon as source file released to ensure it matches source file)



- Print the report (if required) in landscape as portrait method splits the amounts.

## 7.7.2. Gross to Net

Useful for:
- Reconciling payroll amounts when used in conjunction with source file from 'Hub'

How to access:
- The report should be sent monthly by your payroll provider. From ESR Release 9 (March 2011), there is an option for the report to be delivered directly to the NHS Interface Hub.

Tips & Tricks:
- If you do not receive the report on a regular basis speak to your payroll provider as they should be distributing it each month
- Do not re-run the report once received. This may result in the report not reconciling with the source file.

Failure to use:
- If the gross to net report is not run for each pay run discrepancies between payovers to third party organisations will not be identified promptly which would lead to inaccurate payments and problems reconciling the P35 data at the year end to the actual payments made.

## 7.8. GL SOURCE FILE

The source files are found on the ESR - NHS Interface Hub.



Click on the grey square to download the file then save to your network. Files are held on the hub for approximately three months.

The source file is a comma delimited file which contains all the data used to build the pay run. This includes non-financial information such as hours worked and hours paid. A source file is produced for every payroll run.



Convert the comma delimited file to columns of data using the Excel Data Text to Columns Wizard.

The resulting spreadsheet contains a number of lines of data for each employee. Each employee data set starts with an information line (Line Type IN). This line contains information such as contracted hours and personal data such as Location and Payslip delivery location.

There is a line of data for every Element Number/Allowance Deduction Code making up an individual's pay (Line Type TL). Each pay element can be broken down into basic pay, Employers NI and Employers Pension Cost. Once the source file has been set up in excel format it can be analysed using Excel functionality such as filtering, pivot tables etc.

**Source File Column Headings**
Record Type
Period Type
Process Type
Tax Period
Financial Period
Fiscal Year
Tax Period Reference
Org Code
Cost Centre
Subjective Code
Sub Analysis 1
Sub Analysis 2
Element Number
Spare
Gross Charge Amount
ER Pension Cost Ind
ER NI Cost Ind
ER Pension Cost
ER NI Cost
WTE Hrs Cont
WTE Hrs Wkd
WTE Hrs Paid
WTE Head Count
Hrs Contracted
Hrs/Units Wkd
Hrs/Units Paid
Allowance Deduction Code
Allowance Deduction Description
Employee ID
Title
Initials
Surname
Pay Scale & Point
Pay Scale Description
Occupation Code
Increment Date
Pension Code
Finance Code Split Ind
New Starter Ind
Leaver Ind
Salary
Gross Pay This Period
Gross Pay To Date
Payment Method
Cumulative ER's NI YTD
Cumulative ER's Pension YTD
Position Number
Control
Super Flex 1
Super Flex 2
Super Flex 3
Super Flex 4
National Insurance No
Assignment Start Date
Assignment Leave Date
Employee Latest Start Date

Employee Termination Date
Assignment Location Site
Assignment Location Dept
Assignment Paypoint
Assignment Job Title

# 8. APPENDIX F – EMPLOYEE ON COST ELEMENTS

This section describes an issue with the elements related to "NI employer" and "Pension ER" and how NHS organisations should map them.

In order to present the Gross Cost of an assignments pay, ESR normally distributes an assignments Employers' costs across all pay related elements present for an assignment. ESR generates the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" when there are no pay related elements present in the current pay period.

Typically this will occur when an Employer has adjusted the Employer's NI and/or Employers Pension Balances in a period where there is no normal pay. This may happen as part of a correction to balances when the employee is on no pay or after the employee has left the trust.

The default costing in ESR of the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" elements is to the employees normal account code, which is correct. However, the ESR Systems Integration Team have found examples where NHS organisations are mapping these elements to control accounts or other account codes.

This section shows an example of an assignment with normal pay and employer costs followed by an assignment where there are employer's costs but no "normal" pay in the period. This second example is where the "NI Employer Undistributed" and "Pension ER Undistributed" elements are present.

## Example of a normal pay period for an Assignment

Screen shot 1 is an example of the source GL interface file received from ESR for an assignment where there are Employers Costs and also Pay Related Elements in the same period.

The costs of the Employer's NI and Employer's Pension are distributed across any pay related items such as Basic Pay, Night Duty EN and Sunday EN.

In the example below, the Amount field in row 10 / column O contains the Actual amount which is the Basic Pay plus the part of the Employers NI and Employers Pension that is attributable to Basic Pay. The value in "10/O" minus the value from "10/R" and 10/S is therefore the net Basic Pay that the employee was paid.

Likewise, the amounts in "row 5" and "row 6" contain values that reflect the Weekday OT and Saturday Enhanced, with their part of the Employers Costs attached.

The total of Columns R and S for the assignment is then the total of the Employers NI and Pension ER for that assignment.

**Screen Shot 1**

This shows how normal elements such as "Basic Pay", "Sunday EN" and "Night Duty EN" are presented in the source file :-

Screen shot 1 (source GL Interface file)

| Record Type | Cost Centre | Subjective Code | Sub Analysis 1 | Sub Analysis 2 | Element Number | Spare | Amount | ER Pension Cost Ind | ER NI Cost Ind | ER Pension Cost | ER NI Cost | Allowance Deduction Code | Allowance Deduction Description | BL | BM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IN | 123012905 | 123827100 | | | 3680 | | 0 | N | N | 0 | 0 | 1547 | Standard Costing NHS | | |
| TL | NHS019542 | NHS242000 | | | 91 | | -34.4 | N | N | 0 | 0 | 91 | NI D | | |
| TL | NHS019544 | NHS242000 | | | 116 | | -57.4 | N | N | 0 | 0 | 116 | PAYE | | |
| TL | 123012905 | 123827100 | 1230002 | | 834 | | 5.51 | N | Y | 0 | 0.18 | 834 | Weekday OT | | |
| TL | 123012905 | 123827100 | 1230003 | | 1091 | | 41.71 | Y | Y | 4.98 | 1.18 | 1091 | Saturday EN | | |
| TL | NHS019540 | NHS252000 | | | 1360 | | -47.6 | N | N | 0 | 0 | 1360 | Pension | | |
| TL | 123013211 | 123471000 | | | 2115 | | -2 | N | N | 0 | 0 | 2115 | Staff Lottery Staff Lottery | | |
| TL | 123012905 | 123827100 | 1230001 | | 3911 | | 350.35 | Y | Y | 41.81 | 9.91 | 3911 | Add Basic Pay | | |
| TL | 123012905 | 123827100 | 1230001 | | 3959 | | 724.91 | Y | Y | 86.5 | 20.5 | 3959 | Basic Pay | | |

## Example of a pay period for an Assignment with no pay related items but with Employer Costs

Screen shot 2 is an example of the source GL Interface file from ESR for an assignment where there are Employer costs but no pay related items to attribute them to.

The assignment has £379.27 of Employers NI and £480.50 of Employers Pension. The assignment has no pay related elements to "attach" the employer's costs to, as it would do normally.

In these cases, ESR inserts the "dummy" elements "NI Employer Undistributed" and "Pension ER Undistributed" in the interface file and places the Employers costs in cells 4P and 6P respectively.

### Screen Shot 2



| Record Type | Cost Centre | Subjective Code | Sub Analysis 1 | Sub Analysis 2 | Element Number | Spare | Amount | ER Pension Cost Ind | ER NI Cost Ind | ER Pension Cost | ER NI Cost | Allowance Deduction Code | Allowance Deduction Description | BM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IN | 123013063 | 123801830 | | | 3680 | | 0 | N | N | 0 | 0 | 1547 | Standard Costing NHS | |
| TL | 123019542 | 123242000 | | | 91 | | 302.61 | N | N | 0 | 0 | 91 | NI D | |
| TL | 123018889 | 123801830 | 1230001 | | 88 | | 379.27 | N | Y | 0 | 379.27 | 88 | NI Employer Undistributed | | (A)
| TL | NHS019544 | NHS242000 | | | 116 | | 835.6 | N | N | 0 | 0 | 116 | PAYE | | (A)
| TL | 123012905 | 123801830 | 1230001 | | 778 | | 27.40 | Y | N | 27.40 | | 778 | Pension ER Undistributed | | (B)
| TL | 123013063 | NHS727000 | | | 1270 | | 127.4 | N | N | 0 | 0 | 1270 | Parking Costs NP NT | | (B)
| TL | NHS019540 | NHS252000 | | | 1360 | | 12.62 | N | N | 0 | 0 | 1360 | Pension | |
| TL | 123013063 | 12372 8100 | | | 1699 | | 257.4 | N | N | 0 | 0 | 1699 | Lease Car Miles NT | |
| TL | 123019558 | 123252000 | | | 2631 | | 1686.01 | N | N | 0 | 0 | 2631 | Local Ded 123 Net Overpayment | |
| TL | 123019424 | 123158000 | 1230000 | | 2687 | | -194.18 | N | N | 0 | 0 | 2687 | Sal Sac Grp 0 123 Family Lease Car | |
| TL | 123013063 | 123801830 | 1230001 | | 3006 | | -3970.42 | Y | N | -453.31 | 0 | 3006 | Basic Pay Arrs | |
| TL | 123019560 | 123252000 | | | 3284 | | 279.18 | N | N | 0 | 0 | 3284 | Sal Sac Grp 0 Arrs | |
| TL | NHS019540 | NHS252000 | | | 3482 | | 210.47 | N | N | 0 | 0 | 3482 | Pension Arrs | |
| | | | | | | | | | | -480.5 | | | | |
| CR | 123019543 | 123242000 | | | | | -845389 | N | N | 0 | 0 | 123242000 | NI Er s | | (C)
| CR | 123019541 | 123252000 | | | | | -1304772 | N | N | 0 | 0 | 123252000 | NHS Pension scheme Er s | | (C)

A.    Element: "NI Employer undistributed" value in source file.
B.    Element: "Pension ER undistributed" value in source file.
C.    Balance Sheet element values for "NI ER's" and "NHS Pension Scheme Ers" in source file.

The account codes attached by ESR to "NI Employer Undistributed" and "Pension ER Undistributed" are the same account codes that pay related elements would have been costed to, with their associated employer's costs; therefore there is no need to map these elements as they are already going to the correct account code.

When reconciling the GL interface file to the NHS Element Costing Summary report, the elements "NI Employer", "Pension ER", "Pension Adj ER" and "Pension ER Arrs" appear under the Employer Charges section.  These are not the totals of the "Undistributed" elements of the same name described above that

appear on the interface. Users should not be worried that the amounts are different to those against the element names on the Interface.

**Screen Shot 3**

The amounts on the report in the Employer Charges actually reflect the breakdown of the Employer charges. The following table shows how the values against the Pensions Employer Charges for the undistributed costs, plus the distributed costs, reconcile to the Pensions Control Account.

| Pension ER Arrs Undistributed | -142.47 |
|---|---|
| Pension ER Undistributed | 4,607.15 |
| Pension ER | 1,300,134.80 |
| Pensions ER Arrs | 172.67 |
| **Sub Total** | 1,304,772.15 |
| NHS Pension scheme ER's | 1,304,772.15 |



**Summary: -**

Always allow ESR to drive the costing of the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" elements, do not add them to your local mapping tables, unless you wish to override the Analysis 1 or Analysis 2 values.

Do not attempt to reconcile the values on the Element Costing Summary Report for these elements to those presented on the GL Interface Source File, as they are not the same entity.

If in doubt, please log an SR on the ESR Helpdesk (Remedy) asking for advice and have the call referred to the ESRNHSINT team.

# 9. APPENDIX G – NON NHS PENSION EMPLOYEE ELEMENTS

This section describes an issue with the elements related to Non NHS Pension Elements and how NHS Organisations should map them.

Unlike NHS Pension Scheme deductions which are distributed by default, deductions in respect of other pension schemes are presented in the General Ledger as "Undistributed" costs.

These pension deductions are dealt with in a similar manner to the "Pension ESR Undistributed" (see Appendix F).

**The ESR elements which start with** "**Local Pension EE"** record the amount deducted from the gross cost of an assignment, and should be mapped to the Control Account which holds Employee Non NHS Pension deductions.

Employer costs are shown by a pair of elements, which will balance to zero across the payroll.

**The ESR elements which start with** "**Local Pension ER"** record the employer cost of the Non NHS Pension Scheme. It is an addition to the gross cost of an assignment, and should be mapped to reflect this.

The default costing in ESR of elements which start with "Local Pension ER" is incorrect.  NHS Organisations are advised to map these elements to "hashes" in the cost centre field. That is, to default to the employees cost centre account code.

At a subjective level, most NHS Organisations should map these elements to "hashes" in the subjective code field. That is, to default to the employees subjective account code. ISFE Clients should map these elements to "####3###"" in the subjective code field.

**The GLMAP Local Pension Scheme Employer** element, will act as a payroll level contra to all elements which start with "Local Pension ER" within the ledger. As the element records the amounts deducted from gross cost of an assignment, it should be mapped to the Control Account that holds the Employer Non NHS Pension Deductions.

This section shows an example of an assignment, paying into a Non NHS Pension Scheme;

| Gross | NI Cost | Element |
|---|---|---|
| 2988.55 | 284.68 | Basic Pay |
| 22.31 | 0 | Local Pension ER NEST |
| -246.94 | 0 | NI A |
| -388.40 | 0 | PAYE |
| -17.85 | 0 | Local Pension EE NTR NEST |
| -284.68 | 0 | NI Er s |
| -22.31 | 0 | Local Pension Scheme Employers |
| -2050.7 | 0 | Net Pay BACS Tape |

The elements highlighted with a blue background are the employers gross cost of an assignment and should be mapped to the assignment cost centre.

The elements highlighted with a green background are the contras to the gross pay bill that is not part of the gross pay of an assignment. These elements attribute the costs to the relevant control account in the General Ledger. Deducting the elements highlighted with a green background from those elements highlighted with a blue background gives the gross pay of an assignment.

The elements highlighted with an orange background are the deductions from the employee gross pay, to give the net pay. These elements attribute the deductions to the relevant control accounts in the General Ledger.

NHS Organisations should particularly note the following;

1) NHS Organisations which use bespoke software to produce their Target GL Interface files as an Assignment Balancing file may find that their GL file does not balance once the NEST Pensions elements are in use. To resolve this issue, please log an SR on the ESR Helpdesk (Remedy) asking for this issue to be resolved and have the call referred to the ESRNHSINT queue.  There is a charge from the NHS ESR Development and Operations Team to resolve this issue.

2) The mapping above will only attribute the costs to the employee home cost centre. Where distribution of costs is required (typically bank staff), NHS Organisations will need to introduce or upgrade a facility known as "apportionment" processing on the NHS GL Interface Hub. To introduce or upgrade the apportionment process, please log an SR on the ESR Helpdesk (Remedy) asking for apportionment to be introduced/upgraded on the NHS GL Interface Hub and have the call referred to the ESRNHSINT queue.  There is a **no charge** from the NHS ESR Development and Operations Team to resolve this issue.

*End of Document*