

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0191 Standard (Non-BI) Reports Guide

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# Document Control

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05/07/11	James Haddon	11.0	Updated inline with Release 11
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03/01/14	James Haddon	21.0	Updated inline with Release 21
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01/04/22	Matt Madya	39	Annual Review
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# Contents

DOCUMENT CONTROL .....	2
<b>CHANGE RECORD .....</b>	<b>2</b>
<b>REVIEWERS .....</b>	<b>2</b>
<b>DISTRIBUTION .....</b>	<b>2</b>
CONTENTS .....	3
ABM 1.1.1 NHS Bank Annual Leave Report .....	6
ABM 1.1.2 NHS Maternity Entitlement Letter .....	7
ABM 1.1.3 NHS Generic Absence Inbound Interface Report .....	10
ABM 1.1.4 NHS Generic Attendance Inbound Interface Report .....	11
ABM 1.2.1 Absences Report .....	12
ABM 1.2.2 Open Sickness Absence Report .....	13
ABM 1.2.3 Statutory Adoption Pay Report .....	14
ABM 1.2.4 Statutory Maternity Pay Report .....	16
ABM 1.2.5 Statutory Paternity Pay Adoption Report .....	18
ABM 1.2.6 Statutory Paternity Pay Birth Report .....	20
ABM 1.2.7 Statutory Sick Pay Report .....	22
ABM 1.2.8 NHS Open Absence Report .....	24
CAM 2.1.1 NHS Percentage Competence Requirement Report .....	26
CAM 2.1.2 NHS NMC Professional Registrations Requirements .....	27
EDL 3.1.1 NHS Enrolment Detail Report .....	28
EDL 3.2.1 Attendance Signature Sheet Report .....	29
EDL 3.2.2 Learner Sign-In Sheet .....	30
EDL 3.2.3 Registration Report .....	31
EDL 3.2.4 OLM Course Evaluation Report .....	32
EDL 3.2.5 OLM Certification Report .....	33
EDL 3.2.6 OLM Forum Report .....	35
EDL 3.2.7 OLM Chat Report .....	36
FIN 4.1.1 NHS Costing Breakdown Report .....	37
FIN 4.1.3 NHS Cumulative Mileage Report .....	39
FIN 4.1.4 NHS Gross to Net Summary Report (Payroll Frequency) .....	41
FIN 4.1.5 NHS Element Costing Summary Report .....	46
FIN 4.1.6 NHS Cost Breakdown for Date Range or Costing Run .....	48
FIN 4.1.7 NHS Calculate Assignment Budget Values .....	52
FIN 4.1.8 NHS Annual Pennies from Heaven Contributions Report .....	54
FIN 4.1.9 NHS Cost of Outstanding Annual Leave for IFRS Report by Organisation .....	55
HUR 5.1.1 NHS Professional Registrations and Memberships Report .....	57
HUR 5.1.3 NHS AFC Increments Due for a Given Date Range .....	59
HUR 5.1.4 NHS Payslip Address Report .....	61
HUR 5.1.7 NHS Emergency Planning Report .....	63
HUR 5.1.8 NHS Employee Professional Registration Requirements Report .....	65
HUR 5.1.9 NHS IAT Operations Tracking Report .....	67
HUR 5.1.10 NHS IAT PDS Full Details Report .....	69
HUR 5.1.11 NHS IAT PDS Exception Report .....	71
HUR 5.1.12 NHS IAT Audit Report .....	73
HUR 5.1.13 NHS Diary Reminder Report .....	75
HUR 5.1.14 NHS Delete Personal Records Report .....	77
HUR 5.2.1 Assignment Status Report .....	78
HUR 5.2.3 Full Person Details Report .....	80
HUR 5.2.4 Full Assignment Details Report .....	82
HUR 5.2.5 Full Work Details Report .....	84
HUR 5.2.6 Head Count Detail Report .....	86
HUR 5.2.7 Job and Position Skills Matching Report .....	88
HUR 5.2.8 Multiple Assignments Report .....	90
HUR 5.2.9 Organisation Hierarchy Report .....	92
HUR 5.2.11 Salary Review Report .....	94
HUR 5.2.17 Terminations Report .....	96
HUR 5.2.18 Worker Organisation Movements Report .....	98
HUR 5.2.19 Worker Summary Report .....	100
HUR 5.2.20 Requisition Summary Report .....	102

HUR 5.2.21 NHS GDPR Data Portability Extract .....	104
HUR 5.2.22 NHS GDPR Subject Access Request Report.....	106
HUR 5.2.23 NHS Merge Validation - Staff Details Report .....	109
OH 1.1.1 NHS OH Data Extract Report .....	111
OH 1.1.2 NHS OH EPP Gap Analysis Report.....	113
OH 1.1.3 NHS OH EPP/OH Review Summary by Date Report.....	114
OH 1.1.4 NHS OH Individual Employee Summary Report .....	116
OH 1.1.5 NHS OH Staff List by EPP Status Report.....	119
OH 1.1.6 NHS OH Staff List by Individual Test or Immunisation .....	120
OH 1.1.7 NHS OH Staff List by Medical Clearance Report .....	122
PAY 6.1.1 NHS BACS Report .....	124
PAY 6.1.2 NHS Cheque Report .....	126
PAY 6.1.3 NHS Detail Element Report .....	128
PAY 6.1.4 NHS Duplicate Bank Account Details Report .....	130
PAY 6.1.5 NHS Element Batch Details Report .....	132
PAY 6.1.8 NHS Impending Retro Payments Report .....	134
PAY 6.1.10 NHS Post Increment Report.....	137
PAY 6.1.11 NHS Pre-Increment Report .....	138
PAY 6.1.12 NHS Pre Payroll Exception Report (Payroll Frequency).....	140
PAY 6.1.13 NHS Summary Element Report .....	143
PAY 6.1.14 NHS Tax Return Report – P46 Car.....	145
PAY 6.1.15 NHS Third Party Element Listing Report .....	147
PAY 6.1.16 NHS Union Deductions .....	149
PAY 6.1.19 NHS Transferred Employees Report .....	151
PAY 6.1.20 NHS Maximum SSP Weeks.....	153
PAY 6.1.21 NHS Assignments Unavailable for Processing (Payroll Frequency) .....	155
PAY 6.1.22 NHS Element Result Listing (Payroll Frequency) .....	157
PAY 6.1.24 NHS Pre Payroll Exception Report - Restricted.....	160
PAY 6.1.25 NHS Out of Period Actions Report (Payroll Frequency) .....	162
PAY 6.1.26 NHS Tax and NI Aggregation Report.....	164
PAY 6.1.27 NHS Invalid NI Numbers Report .....	166
PAY 6.1.28 NHS Invalid Tax Codes Report .....	167
PAY 6.1.29 NHS Payroll Exception Report.....	168
PAY 6.1.30 NHS Periodic Payment Summary Report .....	170
PAY 6.1.31 NHS Payment History Report .....	172
PAY 6.1.32 NHS New Joiners Report .....	174
PAY 6.1.33 NHS Assignments not Worked in Period .....	178
PAY 6.1.34 NHS Hours Worked Report.....	180
PAY 6.1.35 NHS Union Subscription Report.....	181
PAY 6.1.36 NHS Leavers Report .....	183
PAY 6.1.37 NHS Payroll Checking Report - Travel Expenses.....	185
PAY 6.1.38 NHS Payroll Checking Report - Non Recurring Entries.....	187
PAY 6.1.39 NHS Payroll Checking Report - Absence Entries .....	189
PAY 6.1.55 NHS Payroll Checking - Permanent Changes .....	191
PAY 6.1.40 NHS GTN Assignment Detail Report .....	197
PAY 6.1.41 NHS Local GRR Table Report .....	199
PAY 6.1.42 NHS Assimilation Report.....	200
PAY 6.1.43 NHS Salary History Report .....	202
PAY 6.1.44 NHS Copy Pay Advice .....	204
PAY 6.1.45 NHS LGPS Band Allocation Report .....	207
PAY 6.1.46 NHS Local Pension Scheme A to Z Report .....	209
PAY 6.1.47 NHS Payroll Message Report .....	211
PAY 6.1.50 NHS P45 Submit Report .....	213
PAY 6.1.51 NHS LGPS A to Z Report.....	214
PAY 6.1.54 NHS NI Contributions Report.....	216
PAY 6.1.55 NHS Bank Inactivation Concurrent Process .....	218
PAY 6.1.56 NHS Pensions Automatic Enrolment Report .....	219
PAY 6.1.57 NHS Pensions Automatic Enrolment - Qualifying Scheme Exists.....	220
PAY 6.1.58 NHS Pensions Automatic Enrolment - Enrolment Not Applied .....	222
PAY 6.1.59 NHS P11D List Report .....	224
PAY 6.1.60 NHS RTI Year to Date Reconciliation Report .....	225
PAY 6.1.62 NEST Pension Contributions Report .....	227
PAY 6.1.63 NHS RTI Validation Report (Frequency).....	228

PAY 6.2.1 Advance Pay Listing (PDF) .....	230
PAY 6.2.4 Employee Payroll Movements Report.....	232
PAY 6.2.5 NHS Employee Run Results Summary Report (GB) .....	234
PAY 6.2.9 NI Car Detail Report (new) .....	236
PAY 6.2.12 P11D Gaps & Overlaps Report .....	238
PAY 6.2.13 P45(3) & P46 Exceptions Report .....	240
PAY 6.2.14 Payments Summary Report (GB) .....	242
PAY 6.2.16 SPP Adoption Element Results.....	244
PAY 6.2.17 SPP Birth Element Results .....	246
PAY 6.2.18 SSP Element Results .....	248
PAY 6.2.20 Void Payments Report .....	250
PAY 6.2.21 Year End Reconciliation Report .....	252
PAY 6.2.22 SAP Element Results .....	253
PAY 6.2.23 SMP Element Results .....	255
PAY 6.2.24 P11D Reports (PDF) .....	257
PAY 6.2.27 P45 Issued for Active Assignments Report.....	258
PAY 6.2.28 NHS BIK Validation Report .....	260
PAY 6.2.29 NHS RTI FPS Car Reconciliation Report.....	261
PAY 6.2.30 NHS RTI FPS Amendments Run Reconciliation Report .....	263
PAY 6.2.31 GB Apprenticeship Levy Costing Sheet.....	265
PEN 7.1.1 NHS Annual Pension List Report.....	266
PEN 7.1.3 NHS Pensionable Pay Report.....	268
PEN 7.1.4 NHS Monthly Summary for Pension Schemes .....	270
PEN 7.1.5 NHS Periodic Pension List Report .....	272
PEN 7.1.6 NHS Pension Annual Benefit Statement (Non Members) .....	274
PEN 7.1.7 NHS Pensions Agency NINO and Start Date Discrepancy Report .....	275
PEN 7.1.8 NHS Pensions Agency Inbound Interface: Report.....	276
PEN 7.1.9 NHS Pension Band Allocation Report .....	277
PEN 7.1.10 NHS Pensions Data Exceptions Report .....	279
PEN 7.1.11 NHS Pensions Payment Exceptions Report.....	282
PEN 7.1.12 NHS Pensions Automatic Re-Enrolment Report .....	284
PEN 7.1.13 NHS Pensions Report - DB Scheme Postponement applied .....	285
PEN 7.1.14 NHS Pensions Report - Enrolment Opt In .....	286
PEN 7.1.15 GB Pensions Report (Automatic Re-enrolment Applied).....	287
PEN 7.1.16 NHS Pension Changes and Highlights – Payroll Period .....	288
PEN 7.1.17 NHS Pension Changes and Highlights – Update Date.....	289
PEN 7.1.18 NHS Local Pension Contributions Report.....	290
PEN 7.1.19 NHS Pensions Automatic Enrolment - Employee Letters.....	291
REC 8.1.1 NHS E-Recruitment Inbound Interface Exception .....	292
REC 8.2.1 Full Applicant Details Report .....	294
SEC 9.1.1 NHS Active Responsibilities.....	296
SEC 9.1.2 NHS Signon Audit Unsuccessful Logins.....	298
SEC 9.1.3 NHS Signon Audit Users.....	300
SEC 9.1.4 NHS Users of a Responsibility .....	302
SEC 9.1.6 NHS User Responsibilities Report .....	304
SEC 9.1.7 NHS User Roles Report.....	305
SEC 9.1.9 NHS Workflow Summary Report .....	306
SEC 9.1.10 NHS Workflow Detail Report.....	307
SEC 9.1.11 NHS Absence Workflow Work In Progress Report.....	308

## ABM 1.1.1 NHS Bank Annual Leave Report

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The NHS Bank Annual Leave Report provides details of bank work undertaken at an employee assignment level, and any associated annual leave details. It also reflects leave details from the assignment start date up to and including the last completed payroll for the assignment.

Frequency: Weekly & Ad Hoc

Expected Runtime: 6-20 Minutes

User Responsibility:

xxx Bank Administration  
xxx Finance Reporting  
xxx Payroll Administration  
xxx Payroll Audit  
xxx Payroll Data Entry  
xxx Payroll Super Administration  
xxx Vehicle Administration & Payroll Data Entry

Parameters

Organisation

Accrual Divisor

Columns

Employee number

Employee name

Assignment number

Position

Post start date

Bank hours worked

Annual leave hours accrued

Annual leave hours taken

Annual leave hours outstanding

## ABM 1.1.2 NHS Maternity Entitlement Letter

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The NHS Maternity Entitlement Letter provides details of Maternity Entitlement and Maternity Pay due to an employee. This can only be produced once the Maternity Evidence has been entered against the relevant Maternity Absence.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Absence Administration

### Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a section 'Run this Request' with a 'Copy' button. Below this are three input fields: 'Name' (containing 'NHS Maternity Entitlement Letter'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains five input fields: 'Employee Name', 'Contact Name', 'Contact Phone Number', 'Signatory Name', and 'Signatory Title'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

### Text of letter

NHS Maternity Entitlement

Report Parameters

Person: Arkwright25, Mrs. Debra

Contact Name:

Contact Number:

Signatory Name:

Signatory Title

504 ESR Training  
Warwick Business Park  
Warwick Training  
Warwick  
Warwickshire

Date: 30-JAN-2023  
Payroll Ref No:20006895

Contact Name:  
Contact Phone No:

Dear Mrs. D Arkwright25

I am writing to confirm your entitlement to Maternity Leave, which is based on the information that you provided.

Your entitlement is set out below, the average weeks pay is calculated at the 15th week prior to your expected week of confinement and I have calculated this to be GBP 625.00 . I give below details of the information that has been used to make the calculations.

---

Employment commenced with this Organisation on: 01-JAN-2010  
With another NHS Organisation on: 01-JAN-2010  
Expected week of confinement (Sunday): 21-MAY-2023  
Statutory Maternity Pay Qualifying Week: 05-FEB-2023  
Under the regulations the earliest date you can cease work: 05-MAR-2023  
Maternity Pay commences: 08-MAY-2023  
Occupational Maternity Pay ceases: N/A  
Statutory Maternity Pay ceases: 04-FEB-2024

I give below details of the paid leave entitlement:

0 weeks at Full Pay @ GBP 0.00 per week  
0 weeks at Half Pay @ GBP 0.00 per week  
6 weeks at 9/10 of Average Earnings for SMP @ GBP 562.50 per week  
Plus 33 weeks of Statutory Maternity Pay @ GBP 156.66 per week  
Expected Date of Return to Duty: Unknown  
Curtailement Date: Unknown (Where entered this will be the date on which the OMP will cease)

Unpaid leave from N/A to N/A

I enclose a schedule of the payments that are due to you and the pay period they will be processed in.

If you are a member of the pension scheme, contributions will continue throughout your maternity absence and will be based on the payments you actually receive until all paid maternity leave has expired.

However, during unpaid leave and to protect your pension rights, contributions will accrue based on the rate of pay at the final week of paid leave.

If you have any queries or require any further information please do not hesitate to contact me.

Yours sincerely

12/06/23	18/06/23	SMP	562.50
19/06/23	25/06/23	SMP	156.66
26/06/23	02/07/23	SMP	156.66
03/07/23	09/07/23	SMP	156.66
10/07/23	16/07/23	SMP	156.66



NHS Maternity Entitlement

Report Parameters

Person: Sweet, Miss Sarah

Contact Name:

Contact Number:

Signatory Name:

Signatory Title

□

298 Leeds Teaching Hospitals NHS Trust  
Beckett Street  
LEEDS  
LS9 7TF

Date: 21-DEC-2006

Contact Name:

Payroll Ref No:20002369

Contact Phone No:

Dear MISS S Sweet

I am writing to confirm your entitlement to Maternity Leave, which is based on the information that you provided.

Your entitlement is set out below, the average weeks pay is calculated at the 15th week prior to your expected week of confinement and I have calculated this to be GBP 494.81 . I give below details of the information that has been used to make the calculations.

Employment commenced with this Organisation on: 01-APR-2006  
With another NHS Organisation on: 01-APR-2006  
Expected week of confinement (Sunday): 15-JUL-2007  
Statutory Maternity Pay Qualifying Week: 01-APR-2007  
Under the regulations the earliest date you can cease work: 29-APR-2007  
Maternity Pay commences: 10-JUL-2007

Occupational Maternity Pay ceases: N/A  
Statutory Maternity Pay ceases: 07-JAN-2008

I give below details of the paid leave entitlement:

0 weeks at Full Pay @ GBP 0.00 per week  
0 weeks at Half Pay @ GBP 0.00 per week  
6 weeks at 9/10 of Average Earnings for SMP @ GBP 445.33 per week  
Plus 20 weeks of Statutory Maternity Pay @ GBP 108.85 per week  
Expected Date of Return to Duty: Unknown  
Unpaid leave from N/A to N/A  
I enclose a schedule of the payments that are due to you and the pay period they will be processed in.

If you are a member of the pension scheme, contributions will continue throughout your maternity absence and will be based on the payments you actually receive until all paid maternity leave has expired.

However, during unpaid leave and to protect your pension rights, contributions will accrue based on the rate of pay at the final week of paid

If you have any queries or require any further information please do not hesitate to contact me.

Yours sincerely

□

Date From	Date To	Element	Full Days	Half Days	Unpaid	OMP Full Amount	OMP Half Amount	SMP Amount
10/07/07	14/07/07	SMP						445.33
17/07/07	21/07/07	SMP						445.33
24/07/07	28/07/07	SMP						445.33
31/07/07	04/08/07	SMP						445.33
07/08/07	11/08/07	SMP						445.33

## ABM 1.1.3 NHS Generic Absence Inbound Interface Report

---

The NHS Generic Absences Inbound Interface Report provides details on the data provided by the Absence Interface

Where an invalid Employee number is supplied, the invalid number is output in the 'Assignment Number' column of the report.

The 'Organisation' and 'Employee Name' columns will remain empty as without a valid Employee number these cannot be derived.

The following error will appear in the 'Error Message' column:  
"VALIDATION ERROR: Invalid Employee Number"

**Frequency: Ad hoc**

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Payroll Super Administration

Parameters

Interface File ID

Columns

Unfortunately due to the date specific nature of this report there is no output available for this item

## ABM 1.1.4 NHS Generic Attendance Inbound Interface Report

---

The NHS Generic Attendance Inbound Interface Report provides details on the data provided by the Attendance Interface

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Payroll Super Administration

**Parameters:**

Interface File ID

Columns

**Unfortunately due to the date specific nature of this report there is no output available for this item**

## ABM 1.2.1 Absences Report

---

The Absences Report displays information about employee absences during a specified time period. The report can show individual employee absences or list all the employees absent in an organisation, for all types of absence or for a particular type. The report summarises the information as totals for each absence type since the employee start date.

### **Frequency: Ad hoc**

Expected Runtime: Over 20 Minutes

**User Responsibility:** xxx Absence Administration

xxx Absence Data Entry  
xxx HR Administration  
xxx HR Management  
xxx Payroll Administration  
xxx Payroll Audit  
xxx Payroll Super Administration

### Parameters

Effective Date  
Organisation Unit  
Employee  
Date From  
Date To  
Absence Type 1  
Absence Type 2  
Absence Type 3  
Absence Type 4  
Absence Type 5  
Absence Type 6  
Absence Type 7  
Absence Type 8  
Absence Type 9  
Absence Type 10

### Columns

Type  
Reason  
Start date  
End Date  
Length of days  
Total amount days  
Total amount hours  
Occurrences  
Balance details     – element name  
                          - input value  
                          - type

# ABM 1.2.2 Open Sickness Absence Report

The Open Sickness Absence Report allows you to produce a list of personnel under a particular payroll name who currently have an open sickness absence.

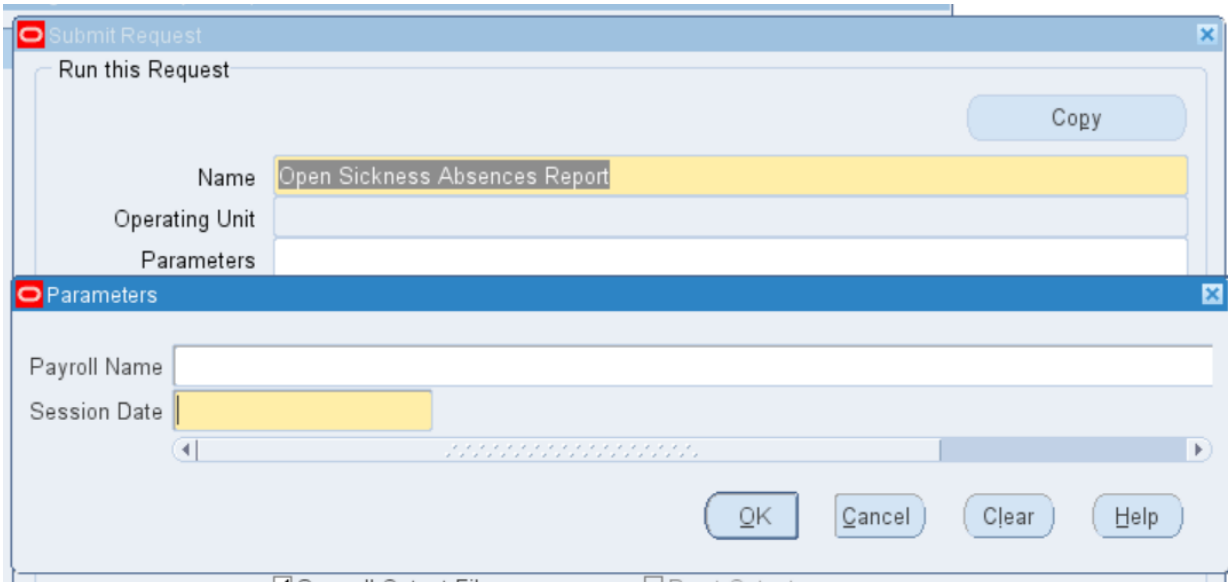
**Frequency:** Monthly

**Expected Runtime:** Less than 2 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration

**Parameters**



**Columns**

- Name
- Number
- Absence Start
- Sickness type

NHS Business Group		Effective Date : 31-JAN-2023	
Open Sickness Absences Report		Report Date : 31-JAN-2023 11:09	
Report Parameters			
Business Group : NHS Business Group			
Payroll : 504 MonthlyT00			
NHS Business Group		Effective Date : 31-JAN-2023	
Open Sickness Absences Report		Report Date : 31-JAN-2023 11:09	
		Page : 1 of 1	
Payroll: 504 MonthlyT00			
Name	Number	Absence Start	Sickness Type
-----	-----	-----	-----
Lane02, Mr. Chris	20006055	10-DEC-2022	Sickness
Total : 1			
Report Total : 1			

## ABM 1.2.3 Statutory Adoption Pay Report

The Statutory Adoption Pay Report provides information on the statutory payment history, including payment period dates and payment stoppages, for a specified period for each employee included in the report. You can run the report for all employees, a specified payroll, or for an individual employee.

**Frequency:** Every Payroll

**Expected Runtime:** 6-20 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes. The top one is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'Statutory Adoption Pay Report'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains input fields for 'Start Date', 'End Date', 'Payroll Name', 'Session Date', and 'Person Name'. At the bottom of this dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Columns**

- Employee:
- Name
- Number
- NI Number
- SAP details:
- Expected placement date
- Matching week
- Start date
- End date
- Actual placement date
- Average earnings
- Exclusions:
- From date
- To date
- Reason
- Overridden

Element entries:

Week

Commencing

Amount

Recoverable

Period

Processed

Correction

## ABM 1.2.4 Statutory Maternity Pay Report

The Statutory Maternity Pay Report provides information on the statutory payment history, including payment period dates and payment stoppages, for a specified period for each employee included in the report. You can run the report for all employees, a specified payroll, or for an individual employee.

**Frequency:** Every Payroll

**Expected Runtime:** Less than 2 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a section 'Run this Request' with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'Statutory Maternity Pay Report'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several input fields: 'Start Date', 'End Date', 'Payroll Name', 'Session Date', and 'Person Name'. At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Columns**

- Employee:
- Name
- Number
- NI Number
- MPP Details:
- EWC
- Qual week
- Start Date
- End Date
- Birth Date
- Average Earnings
- Lump Sum
- Exclusions:
- From date
- To date



Reason  
Overridden  
Element entries:  
Week  
Commencing  
Amount  
Recoverable  
Period  
Processed  
Correction

# ABM 1.2.5 Statutory Paternity Pay Adoption Report

The Statutory Paternity Pay Adoption Report provides information on the statutory payment history, including payment period dates and payment stoppages, for a specified period for each employee included in the report. You can run the report for all employees, a specified payroll, or for an individual employee.

**Frequency:** Every Payroll

**Expected Runtime:** 6-20 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The screenshot shows a 'Submit Request' dialog box with two panes. The top pane, 'Run this Request', has a 'Copy' button and fields for 'Name' (filled with 'Statutory Paternity Adoption Pay Report'), 'Operating Unit', and 'Parameters'. The bottom pane, 'Parameters', contains fields for 'Start Date', 'End Date', 'Payroll Name', 'Session Date', 'Person Name', and 'Report Type' (set to '0 Ordinary Paternity'). At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Columns**

- Employee:
- Name
- Number
- NI Number
- SPPA details:
- Expected placement date
- Matching week
- Start date
- End Date
- Actual placement date
- Average earnings
- Lump sum
- Exclusions:

From date  
To date  
Reason  
Overridden  
Element entries:  
Week  
Commencing  
Amount  
Recoverable  
Period  
Processed  
Correction

## ABM 1.2.6 Statutory Paternity Pay Birth Report

The Statutory Paternity Pay Birth Report provides information on the statutory payment history, including payment period dates and payment stoppages, for a specified period for each employee included in the report. You can run the report for all employees, a specified payroll, or for an individual employee.

**Frequency:** Every Payroll

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping windows from a software application. The top window is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'Statutory Paternity Birth Pay Report'), 'Operating Unit', and 'Parameters'. The bottom window is titled 'Parameters' and contains several input fields: 'Start Date', 'End Date', 'Payroll Name', 'Session Date', 'Person Name', and 'Report Type' (set to 'A'). A dropdown menu for 'Additional Paternity' is also visible. At the bottom of the 'Parameters' window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Columns**

- Employee:
- Name
- Number
- NI Number
- SPPB details:
- EWD
- Qual week
- Start date
- End Date
- Actual placement date
- Average earnings
- Lump sum
- Exclusions:

From date  
To date  
Reason  
Overridden  
Element entries:  
Week  
Commencing  
Amount  
Recoverable  
Period  
Processed  
Correction

## ABM 1.2.7 Statutory Sick Pay Report

The Statutory Sick Pay Report provides information about the SSP payment history for a specified period for every employee included in the report. The report provides information, for each employee included, about periods of incapacity for work, payment stoppages and reasons for exclusions and SSP payment entries. You can run the report for all employees, a specified payroll, or for an individual employee.

**Frequency:** Every Payroll

**Expected Runtime:** Not Currently Benchmarked

### User Responsibility:

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

### Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'Statutory Sick Pay Report'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains input fields for 'Start Date', 'End Date', 'Payroll Name', 'Session Date', and 'Person Name'. At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

### Columns

- Employee:
- Name
- Number
- NI Number
- Linked PIW start
- Average earnings
- SSP1L weeks
- SSP1L date
- Qualifying patterns:
- From date
- To date
- Name
- PIW details:

Absence start  
Absence end  
Sickness start  
Sickness end  
Type  
SSP1 issued  
Exclusions:  
From date  
To date  
Reason  
Overridden  
Element entries:  
From date  
To date  
Qual date  
Waiting days  
Withheld days  
SSP days  
SSP weeks  
Rate  
Amount  
Period  
Proc

# ABM 1.2.8 NHS Open Absence Report

To help Organisations obtain a staff list whilst the ESR BI data is either unavailable or being refreshed, a “real-time” 6i report is available.

The report is available to export to Excel. However, we ask users to be mindful of the wider user base who will wish to also use these functions and ask that they do not repeatedly export large files that may impact on wider performance.

The report is designed to return all open absence only as at the Effective Date (default: Current Date) entered into the parameters. Users should make use of the additional parameters as required specifically when reporting on Coronavirus (COVID 19) absences.

*Note: Where Payroll Name is left blank, all Payroll Names will be returned.*

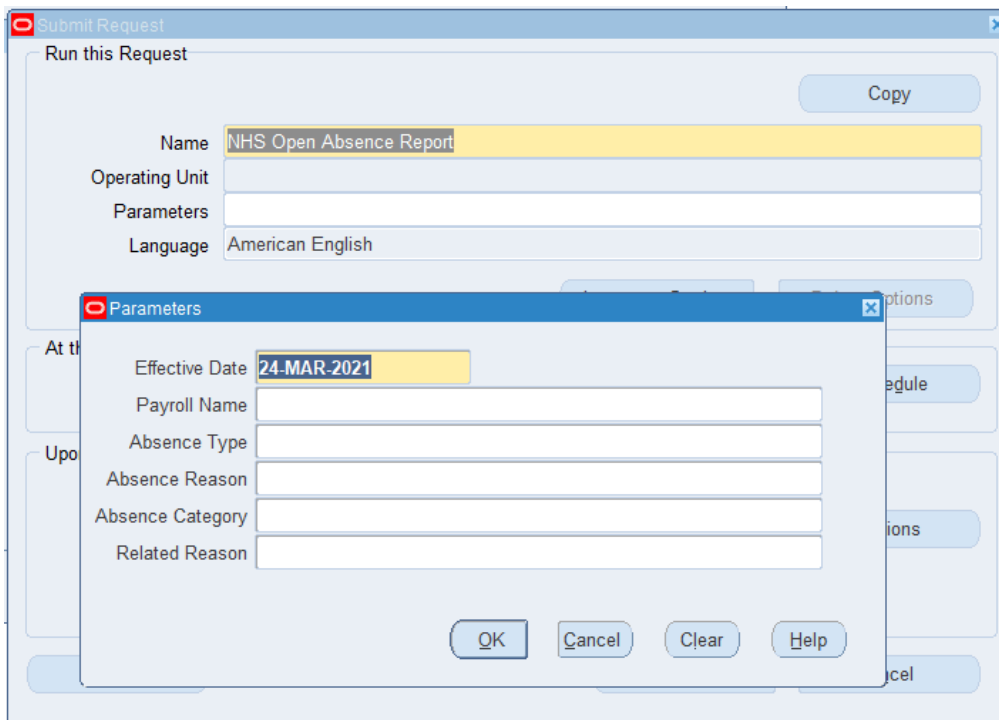
The report is available to the following User Responsibility Profiles under the menu option for Requests:

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration

This report was designed to support users with the increased pressure on live absence reporting during the current Coronavirus crisis. The ESRBI NHS Standard Dashboards should remain the primary source of Absence reporting in ESR.

All absence types are included in the output and the following fields and parameters are available to help filter the output:

## Parameters



## Report fields

Employee Name



Employee Number  
Assignment Number  
Absence Start Date  
Absence Type  
Absence Reason  
Level 2 Sickness Reason  
Absence Category  
Related Reason  
Organisation  
Staff Group  
Job Role  
Position Name  
Position Number  
Supervisor  
Supervisor Assignment Number

# CAM 2.1.1 NHS Percentage Competence Requirement Report

---

This new report lists percentage competence requirements compliance, broken down by Organisation and Staff Group.

**Frequency:** Ad hoc

**Expected Runtime:** Not yet benchmarked

**User Responsibility:** XXX HR Administrator

XXX HR Manager

XXX Learning Administration

XXX Recruitment and Applicant Enrolment Administration

XXX Recruitment and Applicant Enrolment Data Entry

XXX Recruitment Data Entry

Parameters

Report Effective Date

Organisation hierarchy

Starting organisation

Organisation

Organisation type

Staff Group

Essential flag

Competence 1

Competence 2

Competence 3

Competence 4

Competence 5

Competence 6

Competence 7

Competence 8

Competence 9

Competence 10

Competence 11

Competence 12

Competence 13

Competence 14

Competence 15

Columns

Organisation

Staff Group

No of Asg requiring competences

No of Asg with the required competences

Percentage of Asg with the required

## CAM 2.1.2 NHS NMC Professional Registrations Requirements

---

This report has a row for all employees/applicants which meet the report parameters. For each row, the NMC requirements as defined on the position, will be listed along with the NMC Registration Parts and Recorded Qualifications attained by the employee/applicant.

A 'Compliant' field will also be populated to give an indication of the compliant levels in the results. Where the employee has attained all the registration parts marked as required on their position then this will return 'Yes' for the Compliant field and the background colour will be Green.

Where the employee has attained all the registration parts marked as required on their position but at least one of the required parts has 'Refer to NMC' as part of the name then this will return 'Refer to NMC' for the Compliant field and the background colour will be Amber.

Where the employee has no registration parts marked as required on their position (or has no position) then this will return 'Query' for the Compliant field and the background colour will be Amber. All other scenarios will return 'No' for the compliant field and the background colour will be Red.

### **Available to:**

XXX HR Administration

XXX HR Data Entry

XXX HR Management

XXX Recruitment & Applicant Enrolment Administration

XXX Recruitment & Applicant Enrolment Data Entry

### Parameters

Report effective date

Organisation hierarchy

Starting organisation

Organisation

Job role

Person type

### Columns

Organisation

Location

First name

Last name

Title

Professional registration number

Employee number

Applicant number

Assignment number

Job role

Position number

Position title

# EDL 3.1.1 NHS Enrolment Detail Report

---

This report lists details for delegate enrolments onto classes meeting the selection criteria entered. There is a row for all delegates but external delegates will not have certain fields populated.

**Frequency: Weekly**

Expected Runtime: Overnight

**User Responsibility:** xxx Learning Administration

Parameters

Course  
 Enrolment status  
 Date from  
 Date to

Note – this report will be placed into an over-night running queue, so even if it is kicked off during the day the output will not normally be available until the next morning (this queue becomes active outside of core business hours).

Columns

First Name Last Name Preferred Name Title Employee Number Delegate Email Position Title Organisation Termination Date Supervisor First Name Supervisor Last Name Supervisor Preferred Name Supervisor Title Supervisor Position Title Supervisor Organisation Supervisor Email Enrolment ID Class ID Class Name Max Enrolments	Course Name Class Start Date Class End Date Class Start Time Class End Time Primary Venue Enrolment Status Enrolment Change Reason Location Name Location Address Line 1 Location Address Line 2 Location Address Line 3 Location Town Location County Location Post Code
---	---

## EDL 3.2.1 Attendance Signature Sheet Report

---

The Attendance Signature Sheet Report provides the user with a report detailing a list of students enrolled against the selected class, with blank fields available for students to sign in upon attendance.

**Frequency: Ad Hoc**

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Learning Administration

### Parameters

Class  
Training centre  
Class start date  
Class end date  
Enrolment number  
Optional column heading  
Display payment confirmation  
Display trainer signature

### Columns

Learner name  
Company/employee ID  
Number  
Paid  
Signature

## EDL 3.2.2 Learner Sign-In Sheet

---

The Learner Sign-In Sheet provides the user with a report detailing a list of students enrolled against the selected class, with blank fields available for students to sign in upon attendance, sorted by organisation.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Learning Administration

### Parameters

Class  
Training centre  
Class start date  
Class end date  
Enrolment number  
Optional column heading  
Display payment confirmation  
Display trainer signature

### Columns

Learner name  
Emp ID  
Number  
Paid  
Signature

## EDL 3.2.3 Registration Report

---

The Registration Report provides the user with a list of students enrolled against the selected class, detailing their contact details and enrolment status.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** XXX Learning Administration

### Parameters

Class

Class type

Training centre

Class start date

Class end date

### Columns

Learner name

Phone number

Contact name

Phone number

Enrolment status

Finance header

Payment status

## EDL 3.2.4 OLM Course Evaluation Report

---

This report enables Administrators to report on evaluation responses by Course, by Class, by Responses type (Text/Non Text) and within a time period.

### **Parameters:**

Course Name  
Class Name  
Answer Type  
Date From  
Date To

### Data Items

Class Name  
Course Name  
Section Name  
Question Text  
Choice Text  
Number of Answers



## EDL 3.2.5 OLM Certification Report

This report is designed to provide users with a list of delegates that have subscribed to a learning certification.

### Parameters

The image shows two overlapping dialog boxes. The top dialog, titled "Submit Request", has a "Run this Request..." label and a "Copy..." button. It contains the following fields: "Name" (OLM Certification Report), "Operating Unit", "Parameters", and "Language" (American English). The bottom dialog, titled "Parameters", contains the following fields: "Certification Name", "Subscription Status", "Learner Name", "From Date", "To Date", "Expiry Date From", and "Expiry To Date". At the bottom of the "Parameters" dialog are buttons for "OK", "Cancel", "Clear", and "Help".

## Example Output

Report Parameters	
Certification Name	
Subscription Status	
Learner Name	
Subscription Date From	
Subscription Date To	
Expiry Date From	
Expiry Date To	

Learner Name	Certification Name	Subscription Status	Date	Expiry Date
Leese10, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese11, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese12, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese13, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese14, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese15, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese16, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese17, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese18, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016
Leese19, <u>Mrs.</u> Vivian	504 Customer Relations for All Staff (Yearly)	Subscribed	06-AUG-2014	05-AUG-2016

# EDL 3.2.6 OLM Forum Report

This report is designed to enable users to export the activity from within a forum

## Parameters

The image shows two overlapping dialog boxes. The top one is titled 'Submit Request' and contains a text area for 'Run this Request...' with a 'Copy...' button. Below this are fields for 'Name' (containing 'OLM Forum Report'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). The bottom dialog is titled 'Parameters' and contains input fields for 'Forum Name', 'Author', 'Message', 'From Date', and 'To Date'. At the bottom of the 'Parameters' dialog are 'OK', 'Cancel', 'Clear', and 'Help' buttons. Below the 'Submit Request' dialog are 'Help (C)', 'Submit', and 'Cancel' buttons.

## Example Output

The screenshot shows the output of the report. At the top left is the Oracle Learning Management logo. In the center is the title 'Forum Report'. At the top right, it says 'Report Date Aug 6, 2014' and 'Page 1 of 1'. Below this is a table titled 'Report Parameters' with the following columns: Forum Name, Author, String in Message, Posted Date From, and Posted Date To. At the bottom of the page is a header row for the report data with columns: Author, Message, Original Message, Topic Name, Forum Name, and Date.

# EDL 3.2.7 OLM Chat Report

This report enables users to export activity within chats in OLM

## Parameters

The image shows two overlapping dialog boxes. The top one is titled 'Submit Request' and contains a text area for 'Run this Request...' with a 'Copy...' button. Below are input fields for 'Name' (containing 'OLM Chat Report'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). There are 'Language Settings...' and 'Debug Options' buttons at the bottom. The bottom dialog is titled 'Parameters' and contains input fields for 'Chat Name', 'Message Start Date', 'Message End Date', and 'Content Type'. It has 'OK', 'Cancel', 'Clear', and 'Help' buttons. At the very bottom of the screenshot are 'Help (H)', 'Submit', and 'Cancel' buttons.

## Example Output

		<b>Chat Report</b>	Report Date Aug 6, 2014 Page 1 of 1										
<table border="1"> <thead> <tr> <th colspan="2">Report Parameters</th> </tr> </thead> <tbody> <tr> <td>Chat Name</td> <td></td> </tr> <tr> <td>Posted Date From</td> <td></td> </tr> <tr> <td>Posted Date To</td> <td></td> </tr> <tr> <td>Report Type</td> <td>Content</td> </tr> </tbody> </table>				Report Parameters		Chat Name		Posted Date From		Posted Date To		Report Type	Content
Report Parameters													
Chat Name													
Posted Date From													
Posted Date To													
Report Type	Content												
<p>Content Report</p> <table border="1"> <thead> <tr> <th>Chat Name</th> <th>Posted Date</th> <th>Chat Content</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Chat Name	Posted Date	Chat Content							
Chat Name	Posted Date	Chat Content											

# FIN 4.1.1 NHS Costing Breakdown Report

The NHS Costing Breakdown Report identifies costing applied to payroll run results over a given date range.

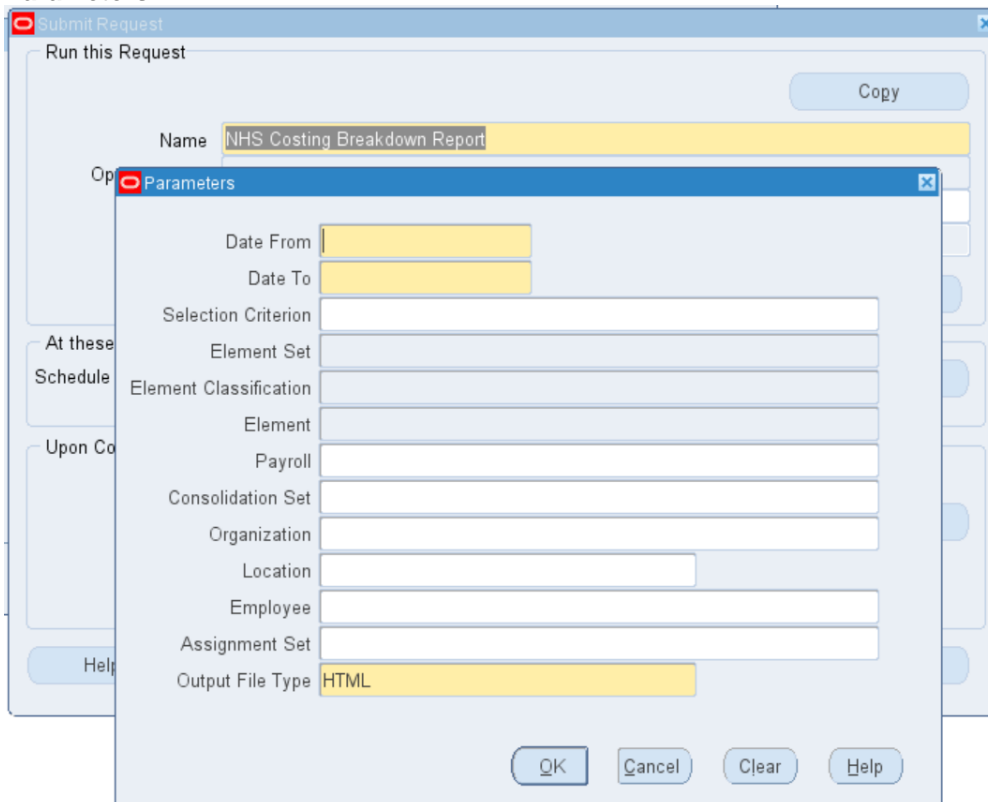
**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Super Administration
- xxx Payroll Audit

**Parameters**



**Columns**

- Consolidation Set Name
- Payroll name
- Last name
- First name
- Middle name
- Effective date
- Element name
- Input value
- Cost allocation segments
- Credit amount
- Debit amount
- Entity
- Charitable marker
- Cost centre
- Subjective
- Sub analysis 1
- Sub analysis 2

Element number  
Organisation name  
Location Name  
NI Number  
Employee Number  
Assignment Number

### Example Output

```
<HTML><HEAD> <CENTER> <H1> <B>NHS Costing Detail Report</B></H1></CENTER></HEAD>
<body>
<table border=1>
<tr>
<td><b> Consolidation Set Name</b></td><b> Payroll Name</b></td><b> Last Name</b></td><b> First Name</b></td><b> Middle Name</b></td><b> Effective date</b></td><b> Element Name</b></td><b> Input Value</b></td><b> Cost
Allocation Segments</b></td><b> Credit Amount</b></td><b> Debit Amount</b></td><b> Entry</b></td><b> Charitable Marker</b></td><b> Cost Centre</b></td><b> Subject</b></td><b> Sub Analysis 1</b></td><b> Sub Analysis
2</b></td><b> Element Number</b></td><b> Organization Name</b></td><b> Location Name</b></td><b> NI Number</b></td><b> Employee Number</b></td><b> Assignment Number</b></td>
</tr>
<tr>
<td>504 TrainMonthly</td><td>504 MonthlyT00</td><td>Admin1</td><td>Anthony</td><td></td><td>31-JAN-2023</td><td>Basic Pay</td><td>Pay Value</td><td>|N|50451290|NHS5649|||98</td><td>128.5</td><td></td><td>
<td>50451290</td><td>NHS5649</td><td></td><td>504 Acute Nurse Management</td><td>ESRH</td><td>A8504031A</td><td>20005574</td><td>20005574</td><td>
<tr>
<td>504 TrainMonthly</td><td>504 MonthlyT00</td><td>Admin1</td><td>Anthony</td><td></td><td>31-JAN-2023</td><td>Pension ER</td><td>Pay Value</td><td>|N|NHS99999|NHS625|||738</td><td>242.9</td><td></td><td>
<td>NHS99999</td><td>NHS625</td><td></td><td>504 Acute Nurse Management</td><td>ESRH</td><td>A8504031A</td><td>20005574</td><td>20005574</td><td>
<tr>
<td>504 TrainMonthly</td><td>504 MonthlyT00</td><td>Admin1</td><td>Anthony</td><td></td><td>31-JAN-2023</td><td>Basic Pay</td><td>Pay Value</td><td>|N|50451290|NHS5649|||738</td><td>242.9</td><td></td><td>
<td>50451290</td><td>NHS5649</td><td></td><td>504 Acute Nurse Management</td><td>ESRH</td><td>A8504031A</td><td>20005574</td><td>20005574</td><td>
<tr>
<td>504 TrainMonthly</td><td>504 MonthlyT00</td><td>Admin1</td><td>Anthony</td><td></td><td>31-JAN-2023</td><td>PAYE</td><td>Pay Value</td><td>|NHS99999|NHS9540|||116</td><td>304.6</td><td></td><td>
<td>NHS99999</td><td>NHS9540</td><td></td><td>504 Acute Nurse Management</td><td>ESRH</td><td>A8504031A</td><td>20005574</td><td>20005574</td><td>
```

## FIN 4.1.3 NHS Cumulative Mileage Report

---

The NHS Cumulative Mileage Report provides details of those employees who have claimed mileage during the period specified.

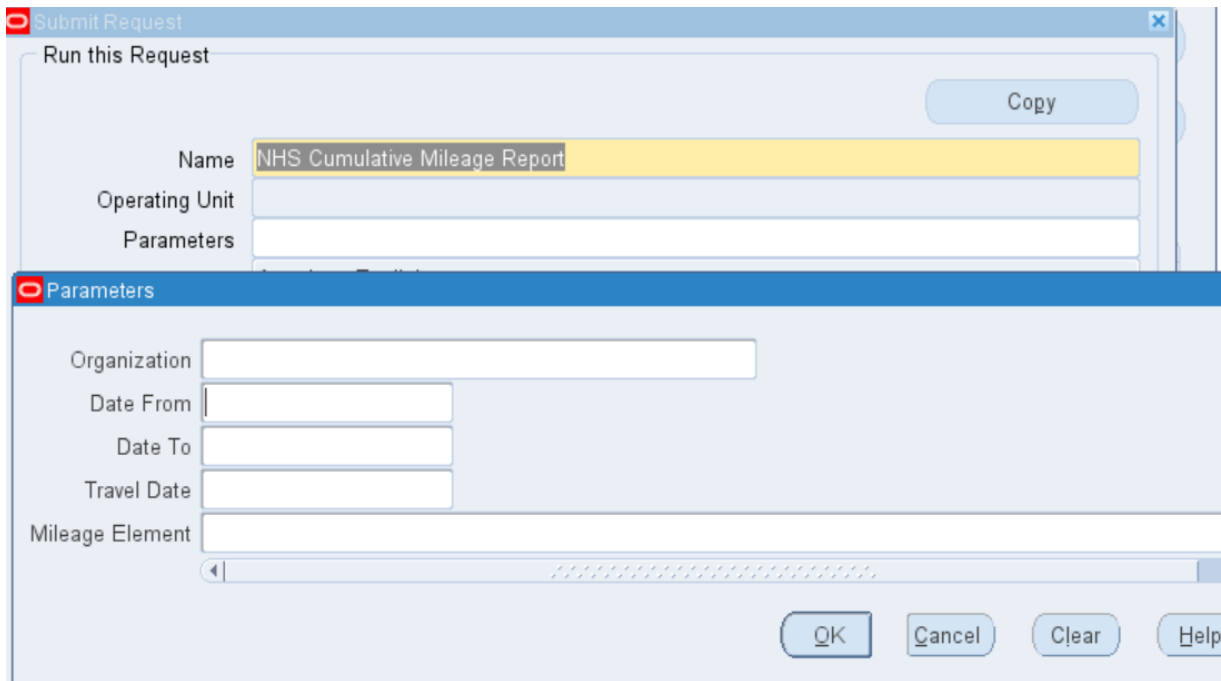
**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Payroll Data Entry
- xxx Vehicle Administration & Expenses

**Parameters**



**Columns**

- Employee name
- Employee number
- Main staff group
- Role
- Manager
- Element
- Mileage claimed
- Days claimed

**Example Layout**

NHS Business Group Report Date: 10-MAR-2023 15:25

T R A V E L & S U B S I S T E N C E  
Cumulative Mileage Report

Report Parameters

Organization : All Organisations  
 Date From : 01-JAN-2023  
 Date To : 31-MAR-2023  
 Element : All Mileage Elements  
 Travel Date :

NHS Business Group

Report Date: 10-MAR-2023 15:25  
Page: 1 of 1

Cumulative Mileage Report

Employee Name	Employee Number	Main Staff Group	Role	Manager	Element	Mileage Claimed	Days Claimed
=====	=====	=====	=====	=====	=====	=====	=====



## FIN 4.1.4 NHS Gross to Net Summary Report (Payroll Frequency)

---

The NHS Gross to Net Summary Report validates and gives control totals of amounts being paid and deducted in a specified pay period. It is a high-level summary report for Organisation/Payroll as specified with details of certain employees.

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

This report is an essential part of the payroll reconciliation analysis required each month.

The 'Transfer Output to Hub?' parameter has a default value of 'No' but if set to 'Yes' it will enable a copy of the report output to be sent to the NHS Hub.

The file that is sent to the NHS Hub will be named as follows:

GL\_VPD\_GTN\_PPNN\_MMDDHHMI\_12345678.EXT

Where:

GL is the file type

VPD is the VPD code of the trust that ran the report.

GTN is a new subtype for GTN report

PPNN is the period type and number e.g. WN17 is Week 17/MN04 is Month 4

MMDDHHMI is the date the request was submitted (month, day, hour and min)

12345678 are the last 8 digits of the concurrent request that produced the output file i.e. the child job of the job submitted by the user.

EXT is the file extension and this will depend on the format selected by the user when they submit the report.

For example:

GL\_999\_GTN\_WN17\_07291705\_44556677.XLS is the Gross to Net Report output in EXCEL format for Week 17 in trust 999. This was submitted at 17:05 on 29-Jul and the concurrent request id of the output file was 44556677.

The default output format is PDF, however alternative output formats are available including Excel , which can be selected via the Format parameter.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** Over 20 Minutes

### **User Responsibility:**

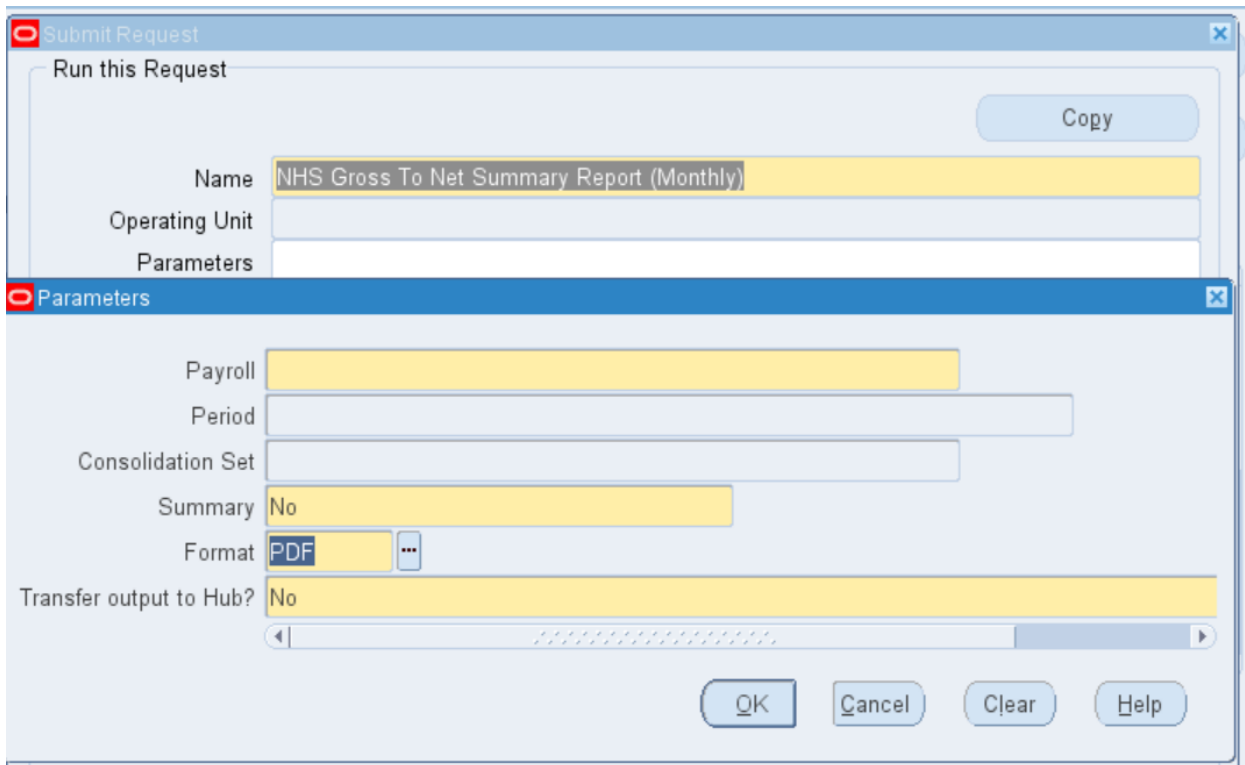
XXX Finance Reporting

XXX Payroll Administration

XXX Payroll Audit

XXX Payroll Super Administration

### **Parameters**



**Items**

Earnings:

Less deductions:

NI

PAYE

Pre Tax Deductions

Total deductions

Net payment

Total direct payments

Total payment

Employer charges:

Total employer charges

Total cost

Entered Units

Total number of employees

Number of new joiners

Number of leavers

Number of active assignments

No of employee unpaid in period (excl casual/bank)

**Example Output:**



## NHS Gross To Net Summary Report

NHS Business Group

Report Date : 16-FEB-2023 09:58

---

### User SRS Parameters

**Business Group :** NHS Business Group

**Payroll Name :** 504 MonthlyT00

**Time Period :** 10 2023 Calendar Month

**Consolidation Set Name :**

**Summary :** Y

504 ESR Training

Report Date : 16-FEB-2023 09:58

Earnings	
<hr/>	
Basic Pay	3,054,171.14
Basic Pay Arrears	6,024.29
	<hr/>
	3,060,195.43
Gross Pay	<hr/> <hr/>
LESS Deductions	
NI	
<hr/>	
NI A	222,270.49
	<hr/>
	222,270.49
PAYE	
<hr/>	
PAYE	572,421.60
	<hr/>
	572,421.60
Pre Tax Deductions	
<hr/>	
NHS Pension	197,541.83
	<hr/>
	197,541.83
Total Deductions	<hr/>
	992,233.92
Net Payment:	<hr/> <hr/>
	2,067,961.51
Total Direct Payments	<hr/>
	0.00
Total Payment:	<hr/> <hr/>
	2,067,961.51
Employer Charges	
<hr/>	
NI Employer	309,439.30
Pension ER	289,862.76
	<hr/>
	599,302.06
Total Employer Charges	<hr/>
	599,302.06
Total Cost:	<hr/> <hr/>
	3,659,497.49
NHS_EXTERNAL_TAXABLE_PAY	<hr/> <hr/>
	0.00

During the Payroll time period 10 2023 Calendar Month  
for Payroll 504 MonthlyT00

Total Number of Employees was 1233



## NHS Gross To Net Summary Report

Page: 3 of 3

### 504 ESR Training

Report Date : 16-FEB-2023 09:58

---

Number of New Joiners was	0
Number of Leavers was	1
Number of Active Assignments was	1237

No. of employees unpaid in period (excl.Casual/Bank): 3

\*\*\*\*\* END OF REPORT \*\*\*\*\*

# FIN 4.1.5 NHS Element Costing Summary Report

---

The NHS Element Costing Summary Report can be run as a standalone process, or is produced as part of the NHS Costing process. It summarises payments that have been made in total, breaking down the deductions of PAYE, National Insurance and Pension. It also states the Employer charges including the recovery of SMP etc.

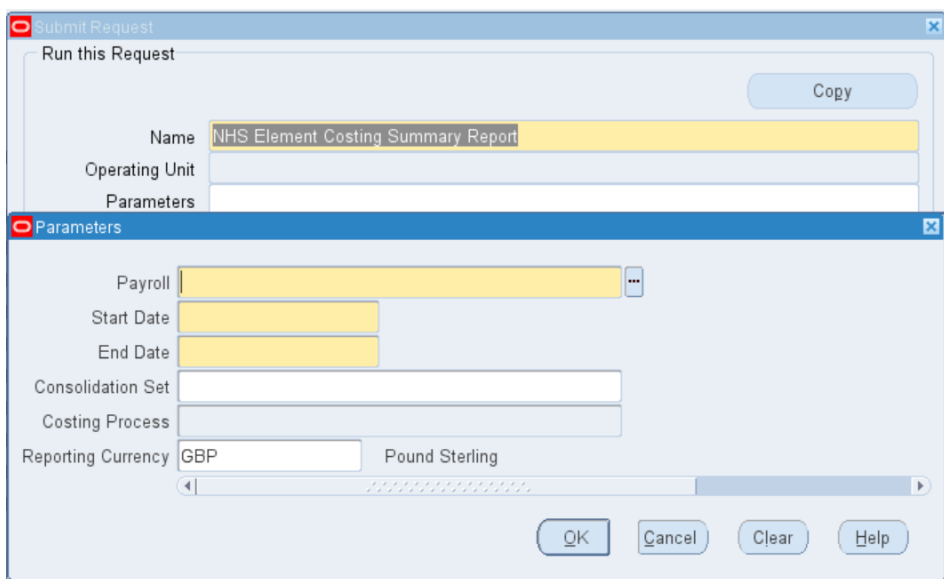
**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**



**Example Output**

NHS Element Costing Summary Report

Report Parameters:

Payroll Name: 504 MonthlyT00  
 Start Date: 01-JAN-2023  
 End Date: 31-JAN-2023  
 Consolidation Set:  
 Costing Process:

NHS Business Group  
 NHS Element Costing Summary Report

Date: 28-FEB-2023 11:48  
 Page: 1

Earnings

Allowance / Deduction Type Element Name	Gross Amount	Net Amount	Total Gross	Total Net	Local Mapping Rule
Basic Pay			3,651,775.56	3,054,171.14	
Basic Pay Arrears	3,651,775.56	3,054,171.14			
	7,721.93	6,024.29	7,721.93	6,024.29	
		Total - Earnings	3,659,497.49	3,060,195.43	

NI

Allowance / Deduction Type Element Name	Gross Amount	Net Amount	Total Gross	Total Net	Local Mapping Rule
NI A	-222,270.49	-222,270.49	-222,270.49	-222,270.49	
		Total - NI	-222,270.49	-222,270.49	

PAYE

Allowance / Deduction Type Element Name	Gross Amount	Net Amount	Total Gross	Total Net	Local Mapping Rule
PAYE	-572,421.60	-572,421.60	-572,421.60	-572,421.60	
		Total - PAYE	-572,421.60	-572,421.60	

Pre Tax Deductions

Allowance / Deduction Type Element Name	Gross Amount	Net Amount	Total Gross	Total Net	Local Mapping Rule
NHS Pension	-197,541.83	-197,541.83	-197,541.83	-197,541.83	
		Total - Pre Tax Deductions	-197,541.83	-197,541.83	
		Report Total	2,667,263.57	2,067,961.51	

Employer Charges

Element Name	Amount	Local Mapping Rule
NI Employer	309,439.30	
Pension ER	289,862.76	
Total	599,302.06	

Control Accounts :

	Amount	Local Mapping Rule
Net Pay	2,067,961.51	
NI'Er's	309,439.30	
NHS Pension scheme Er's	289,862.76	
Total	2,667,263.57	

Payments :

	Amount	Local Mapping Rule

NHS Business Group  
 NHS Element Costing Summary Report

Date: 28-FEB-2023 11:48  
 Page: 2

Employer Charges

Element Name	Amount	Local Mapping Rule
Total		

End Of Report

## FIN 4.1.6 NHS Cost Breakdown for Date Range or Costing Run

The NHS Cost Breakdown for Date Range or Costing Run Report assesses summarised costing totals for a specified costing process and the distribution of payroll calculation results plus corresponding General Ledger and labour cost details and assesses summary cost totals for all costing runs within a given date range.

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Finance Reporting

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are three input fields: 'Name' (containing 'NHS Cost Breakdown for date Range or Costing Run'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several input fields: 'Start Date', 'End Date', 'Consolidation Set', 'Payroll', 'Costing Run', 'Reporting Currency' (set to 'GBP' with 'Pound Sterling' as a label), 'Include Accrual', and 'Sort By'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.



**Example output for the NHS Cost Breakdown for Date Range or Costing Run Report**

Costing Breakdown Summary

Report Parameters:

Start Date: 01-JAN-2023  
 End Date: 31-JAN-2023  
 Consolidation Set:  
 Payroll Name: 504 MonthlyT00  
 Reporting Currency: GBP  
 Include Estimate:  
 Sort By:

NHS Business Group  
 Costing Breakdown Summary

Date: 28-FEB-2023 11:52:09  
 Page: 1

Reporting Currency : GBP

Account	Debit Amount	Credit Amount	Accrual Type
N 504A1702 NHS5024  1547	.00	.00	
N 504A1702 NHS5024  3549	136,547.40	.00	
N 504A1702 NHS5024  738	19,635.60	.00	
N 504A1702 NHS5024  98	15,705.60	.00	
N 504A1732 NHS5268  1547	.00	.00	
N 504A1732 NHS5268  3549	82,335.00	.00	
N 504A1732 NHS5268  738	11,839.80	.00	
N 504A1732 NHS5268  98	8,224.20	.00	
N 504M1113 NHS5658  1547	.00	.00	
N 504M1202 NHS5236  1547	.00	.00	
N 504M1202 NHS5236  3549	101,469.90	.00	
N 504M1202 NHS5236  738	14,591.40	.00	
N 504M1202 NHS5236  98	10,864.80	.00	
N 504M1203 NHS5268  1359	6,024.29	.00	
N 504M1203 NHS5268  1547	.00	.00	
N 504M1203 NHS5268  3549	2,964.33	.00	
N 504M1203 NHS5268  738	1,292.56	.00	
N 504M1203 NHS5268  98	1,240.43	.00	
N 504M1203 NHS5658  1547	.00	.00	
N 504M1203 NHS5658  3549	50,675.10	.00	
N 504M1203 NHS5658  738	7,287.00	.00	
N 504M1203 NHS5658  98	3,855.00	.00	
N 504M1203 NHS5672  1547	.00	.00	
N 504M1203 NHS5672  3549	53,295.00	.00	
N 504M1203 NHS5672  738	7,663.80	.00	
N 504M1203 NHS5672  98	4,216.50	.00	
N 504M1470 NHS5269  1547	.00	.00	
N 504M1470 NHS5269  3549	57,942.60	.00	
N 504M1470 NHS5269  98	4,857.90	.00	
N 504S1209 NHS5232  1547	.00	.00	
N 504S1209 NHS5232  3549	101,469.90	.00	
N 504S1209 NHS5232  98	10,864.80	.00	
N 504S1209 NHS5268  1547	.00	.00	
N 504S1209 NHS5268  3549	88,929.90	.00	
N 504S1209 NHS5268  738	12,788.10	.00	
N 504S1209 NHS5268  98	9,134.10	.00	
N 504S1209 NHS5269  1547	.00	.00	

N	504S1260	NHS5236	98	21,729.60	.00
N	504S1260	NHS5269	1547	.00	.00
N	504S1260	NHS5269	3549	57,942.60	.00
N	504S1260	NHS5269	738	8,332.20	.00
N	504S1260	NHS5269	98	4,857.90	.00
N	504S1290	NHS5024	1547	.00	.00
N	504S1290	NHS5024	3549	119,180.10	.00
N	504S1290	NHS5024	98	13,308.60	.00
N	504S1290	NHS5236	1547	.00	.00
N	504S1290	NHS5236	3549	10,146.99	.00
N	504S1290	NHS5236	738	1,459.14	.00
N	504S1290	NHS5236	98	1,086.48	.00
N	504S1290	NHS5649	1547	.00	.00
N	504S1290	NHS5649	3549	50,675.10	.00
N	504S1290	NHS5649	738	7,287.00	.00
N	504S1290	NHS5649	98	3,855.00	.00
N	504W1231	NHS5236	1547	.00	.00
N	504W1231	NHS5236	3549	101,469.90	.00
N	504W1231	NHS5236	738	14,591.40	.00
N	504W1231	NHS5236	98	10,864.80	.00
N	504W1231	NHS5672	1547	.00	.00
N	504W1231	NHS5672	3549	53,295.00	.00
N	504W1231	NHS5672	98	4,216.50	.00
N	504W1381	NHS5236	1547	.00	.00
N	504W1381	NHS5236	3549	202,939.80	.00
N	504W1381	NHS5236	738	29,182.80	.00
N	504W1381	NHS5236	98	21,729.60	.00
N	504W1386	NHS5236	1547	.00	.00
N	504W1386	NHS5236	3549	101,469.90	.00
N	504W1386	NHS5236	98	10,864.80	.00
N	504W1390	NHS5024	1547	.00	.00
N	504W1390	NHS5024	3549	119,180.10	.00
N	504W1390	NHS5024	738	17,138.10	.00
N	504W1390	NHS5024	98	13,308.60	.00
N	NHS999999	NHS9540	3549	.00	3,054,171.14
N	NHS999999	NHS9550	116	.00	572,421.60
N	NHS999999	NHS9555	98	.00	309,439.30
N	NHS999999	NHS9560	81	.00	222,270.49
N	NHS999999	NHS9620	1360	.00	197,541.83
N	NHS999999	NHS9625	738	.00	289,862.76
N	NHS5021	1547		.00	.00
N	NHS5021	3549		326,310.00	.00
N	NHS5021	738		46,923.60	.00
N	NHS5021	98		38,754.60	.00
N	NHS999999	NHS9540	116	572,421.60	.00
N	NHS999999	NHS9540	1359	.00	6,024.29

NHS Business Group  
Costing Breakdown Summary

Date: 28-FEB-2023 11:52:09  
Page: 3

Reporting Currency : GBP

Account	Debit Amount	Credit Amount	Accrual Type
NHS999999 NHS9540 1360	197,541.83	.00	
NHS999999 NHS9540 1547	.00	.00	
NHS999999 NHS9540 81	222,270.49	.00	
<b>Total</b>	<b>4,651,731.41</b>	<b>4,651,731.41</b>	

## FIN 4.1.7 NHS Calculate Assignment Budget Values

The NHS Calculate Assignment Budget Values request can be run to re-calculate FTE, where the FTE is incorrect for employees. FTEs can be updated for selected employees from the Trust.

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Payroll Super Administration

### Parameters

The screenshot displays a 'Submit Request' dialog box with the following fields and values:

- Name:** NHS Calculate Assignment Budget Values (UK)
- Operating Unit:** (Empty)
- Parameters:** (Empty)
- UOM:** Full Time Equivalent (Selected)
- Effective Date:** (Empty)
- Employee Number:** (Empty)
- Assignment Number:** (Empty)
- Payroll:** (Empty)
- Contract:** (Empty)

The 'Parameters' sub-dialog is also visible, showing the same fields with 'Full Time Equivalent' selected for UOM. The sub-dialog has buttons for OK, Cancel, Clear, and Help.

## Example output for the NHS Calculate Assignment Budget Values

Status	UOH	Employee Number	Assignment Number	Effective Date	Budget Value - Before Change	Change Type	Budget Value - After Change	Message
Processed (No Change)	FTE	20005957	20005957	01-JAN-2016	1		1	
Processed (No Change)	FTE	20005958	20005958	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20005959	20005959	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20005960	20005960	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20005961	20005961	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20005962	20005962	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20005963	20005963	01-JAN-2016	1	CORRECTION	1	
Processed (No Change)	FTE	20006044	20006044	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006045	20006045	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006046	20006046	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006047	20006047	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006048	20006048	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006049	20006049	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006050	20006050	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006051	20006051	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006052	20006052	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006053	20006053	01-JAN-2015	1	CORRECTION	1	
Processed (No Change)	FTE	20006054	20006054	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006055	20006055	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006056	20006056	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006057	20006057	01-JAN-2010	1	UPDATE_OVERRIDE	1	
Processed (No Change)	FTE	20006057	20006057	15-JAN-2023	.8	CORRECTION	.8	
Processed (No Change)	FTE	20006058	20006058	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006059	20006059	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006060	20006060	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006061	20006061	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006062	20006062	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006063	20006063	01-JAN-2010	1	UPDATE_OVERRIDE	1	
Processed (No Change)	FTE	20006063	20006063	15-JAN-2023	.8	CORRECTION	.8	
Processed (No Change)	FTE	20006060	20006060-2	26-JAN-2023		INSERT	1	
Processed (No Change)	FTE	20006061	20006061-2	01-APR-2022	1	CORRECTION	1	
Processed (No Change)	FTE	20006064	20006064-2	01-JAN-2023	0	CORRECTION	0	
Processed (No Change)	FTE	20006144	20006144	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006145	20006145	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006146	20006146	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006147	20006147	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006148	20006148	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006149	20006149	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006150	20006150	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006151	20006151	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006152	20006152	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006153	20006153	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006154	20006154	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006155	20006155	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006156	20006156	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006157	20006157	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006158	20006158	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006159	20006159	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006160	20006160	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006161	20006161	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006162	20006162	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006163	20006163	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006224	20006224	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006225	20006225	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006226	20006226	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006227	20006227	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006228	20006228	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006229	20006229	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006230	20006230	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006231	20006231	01-JAN-2010	1	CORRECTION	1	
Processed (No Change)	FTE	20006232	20006232	01-JAN-2010	1	CORRECTION	1	

## FIN 4.1.8 NHS Annual Pennies from Heaven Contributions Report

The report will enable Trusts to review the annual contributions of individuals to the charity 'Pennies From Heaven'. At the end of the report there will be a summary of total contributions. The Trust will be able to report by Tax Year or over a specified time period by Payroll and Payroll Periods. If users run the report by Tax Year all trust contributions will be reported, however if the report is run by payroll and payroll period then the output will be limited by the parameters entered.

Note that when the Payroll Parameter is used it will include Assignments if the Payroll on which they were most recently processed (within the time period) matches the Payroll selected.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

Users can also choose whether to report the address or not by changing the Template Name from the Options tab.

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Payroll Super Administration

### Parameters

The screenshot shows a 'Submit Request' window with a 'Parameters' dialog box overlaid. The dialog box has the following fields:

- Tax Year: [ ]
- Payroll: [ ]
- Start Payroll Period: [ ]
- End Payroll Period: [ ]

Buttons at the bottom of the dialog include OK, Cancel, Clear, and Help.

### Example Layout

<u>NHS Annual Pennies From Heaven Contributions Report</u>							
Tax Year	Payroll	Start Time Period	End Time Period	Trust	Date/Time Run		
Employee Number	Title	Surname	Forenames	Contribution (GBP)	House Name / Number	Address	Post Code
<b>Summary of Total Contributions</b>							

## FIN 4.1.9 NHS Cost of Outstanding Annual Leave for IFRS Report by Organisation

Designed with input from the National Finance SIG, the Cost of Outstanding Annual Leave for IFRS reports are designed to support organisations with their IFRS (International Finance Reporting Standards) reporting in respect of the cost of outstanding annual leave.

This report can only be run during the period 15-Mar to 30-Apr and will be for the leave year that ends on 31-Mar in the current year. The report requires the use of annual leave accrual plans against individual employee assignments to return information

It is assumed that all relevant leave has been entered into the system at the time the report is run. Where employee assignments do not have a leave year that ends on '31-Mar', either because they have overridden the Accrual Start Date on the assignment DFF or the Accrual Plan they are using does not have a default leave year from '01-Apr' to '31-Mar' (medical staff for example), then they should be excluded from the report as their figures will be inaccurate for the cost of outstanding leave as at 31-Mar. Input of the correct override accrual start dates for assignments is a local responsibility

Frequency: Annual

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** XXX Finance Reporting  
XXX Finance Reporting and Hub Mapping

### Parameters

The screenshot shows a 'Submit Request' window with the following details:

- Run this Request...** (with a 'Copy...' button)
- Name:** NHS Cost of Outstanding Annual Leave for IFRS Report by Organisation
- Parameters:** American English
- Parameters Dialog:**
  - Organisation Hierarchy:** 060 North East Wales
  - Starting Organisation:** (empty)
  - Organisation:** (empty)
  - Staff Group:** (empty)
  - Accrual Unit:** Hours
- Buttons:** OK, Cancel, Clear, Help (in Parameters dialog); Help (C), Submit, Cancel (in main dialog)

The report lists the following for each employee assignment linked to an accrual plan and where the annual leave outstanding/over-taken is non-zero:

- Organisation
- Staff Group
- Employee Name
- Assignment Number

- Paypoint
- Accrual Start Date
- Absence Accrual Start Date Overridden ('Yes' where value set on the assignment DFF)
- Previous Years Carryover
- Annual Leave Entitlement
- Leave Taken
- Leave Outstanding/Overtaken i.e. (Carryover + Leave Entitlement) –
- Leave Taken
- Hourly / Daily rate as at 31-Mar, hourly or daily rate depends on the plan type

Total Cost of Leave i.e. Leave Outstanding \* Rate Values may be negative where leave has been overtaken. Where an Employing Authority has a combination of hours and days based accrual plans then they will have to run the report separately for each type of plan.

The hourly / daily rate used in the report is estimated from the latest payroll run for the assignment in the year, typically that for March. If the assignment had zero pay in their latest payroll run then the hourly/daily rate used will be zero and so the cost of any outstanding leave will also be zero.

The report is designed to be run by the Finance department so that they can include the figures in their annual financial returns. As these reports can only be run for the most recent leave Year End, Users are advised that if year on year comparisons are required then they should save copies of the output locally for use in subsequent years. This report will round the values that are displayed in each detail row to 2 decimal places.

For increased accuracy the 'Total Cost of Leave' column will be calculated from the actual (unrounded) values and displayed rounded to 2 decimal places. In some cases this can lead to the Total Cost of Leave that is displayed being slightly different to the product of the hourly rate and hours outstanding as displayed in the report. This is a result of the rounding being used and is not a calculation error. The 'Total Cost of Leave' figure that is displayed is always the more accurate of the two.



# HUR 5.1.1 NHS Professional Registrations and Memberships Report

The NHS Professional Registrations and Memberships Report displays those employees who have professional registrations and memberships, and details the specific registrations and memberships that are due to expire, or have expired on or before a particular date.

**Frequency:** Ad hoc

**Expected Runtime:** Less than 2 Minutes

**User Responsibility:** xxx HR Administration

- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Recruitment & Applicant Enrolment Administration

## Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled "Submit Request" and contains a "Run this Request..." section with a "Copy..." button. Below this are four input fields: "Name" (containing "NHS Professional Registrations and Memberships Report"), "Operating Unit", "Parameters", and "Language" (set to "American English"). The bottom dialog box is titled "Parameters" and contains three input fields: "Organization", "Registration/Membership Body", and "Expiry Date" (with a date picker). At the bottom of this dialog are buttons for "OK", "Cancel", "Clear", and "Help". Below the "Parameters" dialog, there is a "Print to" field set to "noprint" and a "Help (C)" button. At the very bottom of the screenshot are "Submit" and "Cancel" buttons.

Example output for the NHS Professional Registrations and Memberships Report

Employee Number	Employee Name	Date of Birth	Position	Registration / Membership Body	Prof. Reg. Number	Expiry Date	Reval. Date	Attribute	Value
20055144	Jackson05 SS	11-NOV-1956	84661 Sister/Charge Nurse Band 7 N6A Surgery	Y Nursing and Midwifery Council	56Y1122E	31-OCT-2005		First Part of the Register Second Recorded Qualification Third Recorded Qualification Fourth Recorded Qualification Fifth Recorded Qualification Conditions Apply Cautions Apply	Nu

## HUR 5.1.3 NHS AFC Increments Due for a Given Date Range

The NHS AfC Increments Due for a Given Date Range Report shows a list of the AfC increments for an organisation within a specified date range, including identifying assignments which are not progressing through a pay impacting step due to not meeting the necessary criteria in line with the Pay Progression policy changes applicable to AfC Terms and Conditions (Annex 23). It also highlights when an increment will occur, but the increment is not pay affecting.

**Frequency:** Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'NHS AFC Increments Due for a given Date Range'), 'Operating Unit', and 'Parameters'. The bottom dialog, titled 'Parameters', contains several input fields: 'From Date', 'To Date', 'Increment Type', 'Organisation', and 'Supervisor'. At the bottom of this dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Columns:**

- Organisation
- Employee
- Employee Number
- Assignment Number
- Grade
- Increment Date
- Pay Progression
- Spinal Step Current
- Spinal Step Projected
- Spinal Step Next Gateway
- Spinal Point Value Current
- Spinal Point Value Projected
- Spinal Point Value Next Gateway
- Additional Information

The additional info column provides information that may affect the processing of the increment process i.e.: - Occurrence where progression has been restricted due to ceiling point reached or if any future changes exist then no updates will be made.

The report identifies which assignments are not progressing as the new pay progression rules apply and not having a positive Appraisal EIT recorded in the last year. For assignments that apply the following information message will be displayed: 'No successful Pay Progression Meeting in the last year' will be added for this case.

The following further message will be displayed to highlight where an increment will occur, but the increment is not pay affecting: 'Increment is not pay affecting'.

### Example output of an NHS AFC Increments Due for a Given Date Range

NHS Business Group Report Date: 31-JAN-2023 12:46

NHS AFC Increments Due For A Given Date Range

Report Parameters

Period: 01-DEC-2022 - 31-JAN-2023  
 Increment Type:  
 Organization:  
 Supervisor:

NHS Business Group Report Date: 31-JAN-2023 12:46  
Page: 1 of 2

NHS AFC Increments Due For A Given Date Range

Organisation:504 Ward 9

Employee	Employee Number	Assign Number	Grade	Increment Date	Pay Progression	<----- Spinal Step ----->			<----- Spinal Point Value ----->		
						Current	Projected	Next Gateway	Current	Projected	Next Gateway
Lane01,Chris	20006054	20006054	NHS [XR05] Review Body Band 5	15-JAN-2023		190	210	320	23,177.00	0.00	32,934.00
Additional Information: No successful Pay Progression Meeting in the last year.											
						TOTAL for 504 Ward 9:			23,177.00	0.00	32,934.00

NHS Business Group Report Date: 31-JAN-2023 12:46  
Page: 2 of 2

NHS AFC Increments Due For A Given Date Range

						<----- Spinal Point Value ----->					
						Current	Projected	Next Gateway			
GRAND TOTALS:						23,177.00	0.00	32,934.00			

# HUR 5.1.4 NHS Payslip Address Report

The NHS Payslip Address Report shows a list of addresses for employees subject to the criteria set in the Parameters.

The default format for this report output is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

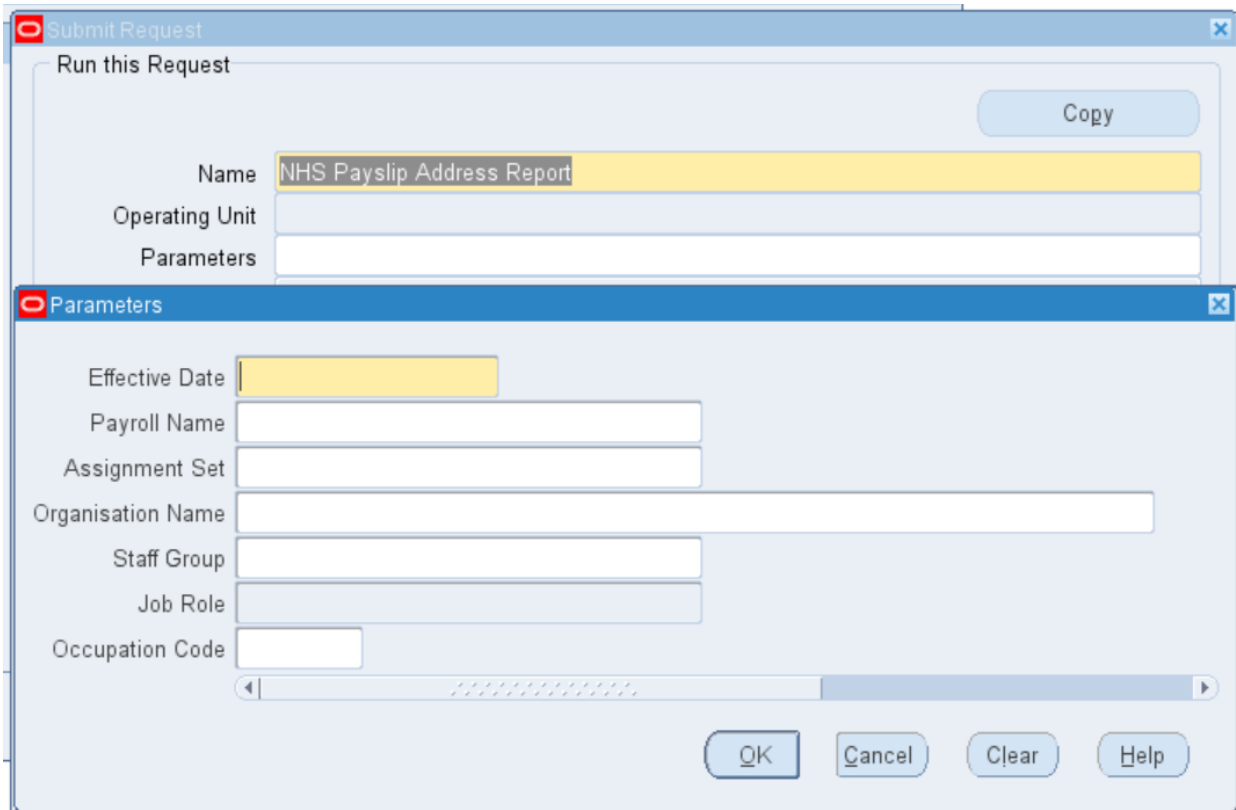
**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx HR Administration
- xxx HR Management
- xxx Payroll Super Administration

**Parameters**



# Example output of an NHS Payslip Address Report

NHS Business Group

Report Date: 31-JAN-2023 13:00

## NHS Payslip Address Report

**Parameters:**

Effective Date: 31-JAN-2023  
 Payroll Name: 504 MonthlyT00  
 Assignment Set:  
 Organisation Name:  
 Staff Group:  
 Job Role:  
 Occupation Code:

Organisation	Payroll	Staff Group	Role	Full Name	Employee Number	Position	Assignment Internal Address	Location Code	Location Address Line 1	Location Address Line 2	Location Address Line 3	Town	County	Post Code
504 A & E Department	504 MonthlyT00	Nursing and Midwifery Registered	Sister/Charge Nurse	Leeth01, Mr. Joseph	20006174	79808(Sister/Charge Nurse Band 7 - Emergency		Default Home	11 Peachtree Avenue			Warwick	Warwickshire	CV34 6NZ
504 A & E Department	504 MonthlyT00	Nursing and Midwifery Registered	Sister/Charge Nurse	Leeth02, Mr. Joseph	20006175	79808(Sister/Charge Nurse Band 7 - Emergency		Default Home	11 Peachtree Avenue			Warwick	Warwickshire	CV34 6NZ
504 A & E Department	504 MonthlyT00	Nursing and Midwifery Registered	Sister/Charge Nurse	Leeth03, Mr. Joseph	20006176	79808(Sister/Charge Nurse Band 7 - Emergency		Default Home	11 Peachtree Avenue			Warwick	Warwickshire	CV34 6NZ
504 A & E Department	504 MonthlyT00	Nursing and Midwifery Registered	Sister/Charge Nurse	Leeth04, Mr. Joseph	20006177	79808(Sister/Charge Nurse Band 7 - Emergency		Default Home	11 Peachtree Avenue			Warwick	Warwickshire	CV34 6NZ
504 A & E Department	504 MonthlyT00	Nursing and Midwifery Registered	Sister/Charge Nurse	Leeth05, Mr. Joseph	20006178	79808(Sister/Charge Nurse Band 7 - Emergency		Default Home	11 Peachtree Avenue			Warwick	Warwickshire	CV34 6NZ

# HUR 5.1.7 NHS Emergency Planning Report

---

This will list details for all employee assignments meeting the selection criteria. The selection may be carried out for employees with certain combinations of Competencies and Professional Registrations.

Please note: This report will be run overnight. Should users require it to be run during the day, then a P2 SR will need to be raised to justify that requirement.

Frequency: Ad Hoc

Expected Runtime: Not Currently Benchmarked

Available to URPs: XXX HR Administration  
 XXX HR Management

### Parameters

- Report Effective Date
- Organisation Hierarchy
- Starting Organisation
- Organisation
- Staff Group
- Job Role
- Area of Work
- Primary Assignments Only
- Assignment Category
- Assignment Status
- Employee Person Type
- Location
- Competencies Required
- Competence 1
- Competence 2
- Competence 3
- Competence 4
- Competence 5
- Competence 6
- Professional Registration Required
- Professional Registration
- Home Address Postcode

### Columns

Assignment Number	Primary Assignment	DBS Type
Last Name	Contracted Hours	DBS Received
First Name	WTR Opt Out	Attribute Type
Title	Supervisor Name	Attribute Name
Gender	Address Line 1	Attribute Level
Organisation Name	Address Line 2	Attribute Expiry Date
Location	Address Line 3	
Position	Town	
Staff Group	County	
Job Role	Post Code	
Area of Work	Home Phone	
Grade	Mobile	
Assignment Status	Work Phone	
Assignment Category	Dependants	
Person Type		

### Competencies and Professional Registrations

Where no Competencies are entered on the Competence parameters then no selection will occur based on the competencies and no competencies will be listed in the output.

Where no Prof Registration is entered on the Prof Registration parameter then no selection will occur based on Prof Registration and no Prof Registration will be listed in the output.

Where one or more Competencies have been entered on the Competence parameters and the Competence Required parameter is set to Mandatory then only employees with all the listed Competencies are returned in the report.

Where a Prof Registration has been entered on the Prof Registration parameter and the Prof Registrations Required parameter is set to Mandatory then only employees with the listed Prof Registration are returned in the report.

Where both Competencies and a Prof Registration are entered on the parameters then there are 4 scenarios as follows

Mandatory / Mandatory (employee must have all the listed Comps AND the Prof Reg. Display all the listed Comps and the Prof Reg for each employee)

Mandatory / Optional (employee must have all listed Comps. Display all the listed Comps and the Prof Reg, where the employee also has this.)

Optional / Mandatory (employee must have the listed Prof Reg. Display the Prof Reg and any of the listed Comps, where the employee also has these.)

Optional / Optional (employee must have one of the listed Comps OR the listed Prof Reg. Display any listed Comps or Prof Reg where the employee has these.)

Where only Competencies are entered on the parameters then there are 2 scenarios as follows

Mandatory / <Any> (employee must have all the listed Comps. Display all the listed Comps for each employee)

Optional / <Any> (employee must have at least one of the listed Comps. Display any listed Comps for each employee)

Where only a Prof Registration is entered on the parameters then there are 2 scenarios as follows

<Any> / Mandatory (employee must have the listed Prof Registration. This will be listed for each employee)

<Any> / Optional (No restriction on Prof Registration but this will be displayed for each employee where they have it.)

## Example Output

Assignment	Last Name	First Name	Title	Gen	Organisation Name	Location	Position	Staff Group	Job Role	Area Of Work	Grade	Assignment Status
20055144	Jackson05	Sam	Mr.	M	504 Ward 10	504 ESR Hospital	84661 Sister/Charge	Nursing and Midwifery	Sister/Charge	Surgery	NHS XR07 Review Body Band	Active Assignment
20055145	Edwards05	Samuel	Mr.	M	504 Human Resources	504 ESR Hospital	84328 Special Project	Administrative and	Senior Manager	Human	NHS XR06 Review Body Band	Active Assignment
20055146	Singh05	Smita	Mrs.	F	504 ESR Hospitals	Default Home		Nursing and Midwifery	Sister/Charge			Active Assignment
20055147	Khan14	Smita	Mrs.	F	504 ESR Hospitals	Default Home		Nursing and Midwifery	Director of Nursing			Active Assignment
20055148	Dixon03	Simon	Mr.	M	504 Ward 10	504 ESR Hospital	84639 Sister/Charge	Nursing and Midwifery	Sister/Charge	Surgery	NHS NF46 Nurse - Scale G	Active Assignment
20055149	Dalziel15	Maureen	Dr.	F	504 Trust Board	504 ESR Hospital	84476 Director of	Administrative and	Finance Director	Financial	504WSMA Senior Managers	Active Assignment
20055150	Leese12	Vivian	Mrs.	F	504 Trust Board	504 ESR Hospital	84699 Director of	Nursing and Midwifery	Director of Nursing	Administration	NHS AK11 ASC Scale E	Active Assignment
20055151	Tuller04	Lily	Mrs.	F	504 Ward 2	504 ESR Hospital	84351 Staff Nurse Band	Nursing and Midwifery	Staff Nurse	Medicine	NHS XR03 Review Body Band	Active Assignment
20055152	Ayres14	Pamela	Mrs.	F	504 Ward 7	504 ESR Hospital	84872 Staff Nurse Band	Nursing and Midwifery	Staff Nurse	Surgery	NHS XR06 Review Body Band	Active Assignment
20055153	Steele07	Kery	Mrs.	F	504 Ward 9	504 ESR Hospital	84278 Staff Nurse Band	Nursing and Midwifery	Staff Nurse	Surgery	NHS XR03 Review Body Band	Active Assignment
20055154	Steele03	Kery	Mrs.	F	504 Ward 9	504 ESR Hospital	84278 Staff Nurse Band	Nursing and Midwifery	Staff Nurse	Surgery	NHS XR03 Review Body Band	Active Assignment
20055155-2	Craddock1	Stuart	Mr.	M	504 Ward 1	504 ESR Hospital	84157 Sister/Charge	Nursing and Midwifery	Sister/Charge	Medicine	NHS XR08 Review Body Band	Active Assignment

Assignment Category	Employee Person Type	Primary Assignment	Contracted Hours	Wtr Opt Out	Supervisor Name	Address Line 1	Address Line 2	Address Line 3	Town
Permanent	Employee	Y	37.5 Week			1 Berkeley Crescent	Frimley		CAMBERLEY
Fixed Term Temp	Employee	Y	12 Week		Atkins25, Mrs. Kerry May	Flat 2, 17 Market Place			WARWICK
	Employee	Y	37.5 Week						
	Employee	Y	37 Week						
Permanent	Employee	Y	37.5 Week		Atkins25, Mrs. Kerry May				
Permanent	Employee	Y	37 Week			1 Aqua House	Leicester Street		LEAMINGTON SPA
Permanent	Employee	Y	37 Week			1 Wellington Avenue			ALDERSHOT
Permanent	Employee and Applicant	Y	37.5 Week		Atkins25, Mrs. Kerry May	1 Colham Avenue			WEST DRAYTON

County	Post Code	Home Phone	Mobile	Work Phone	Dependants	Crb Type	Crb Received	Attribute Type	Attribute Name	Attribute Level	Attribute Expiry Date
Shurrey	GU16 8YN	01252 848801		01251 227198							
	CV34 4SA	01926222444									
						Standard	01-Dec-99				
Warwickshire	CV32 4UB	01926 778866	07764	01926 987654							
Hampshire	GU11 1SD	01252 877361	07973	01252 377366							



# HUR 5.1.8 NHS Employee Professional Registration Requirements Report

---

This report lists all the assignments meeting the parameters which have a professional registration requirement listed on their position along with details of their current state of compliance.

Frequency: Ad Hoc

Expected Runtime: Not Currently Benchmarked

**Available to URPs:** XXX Local Workstructures Administration  
XXX Recruitment Data Entry  
XXX Recruitment & Enrolment Administration  
XXX Recruitment & Enrolment Data Entry  
XXX HR Data Entry  
XXX HR Administration  
XXX HR Management

## Parameters

Parameters

Report Effective Date: 22-DEC-2009

Organisation Hierarchy: 504 Kingston PCT

Starting Organisation:

Organisation:

Person Type: E Employees

Staff Group:

Job Role:

Professional Body:

OK Cancel Clear Help

Please note that this report will be placed into an over-night running queue, so even if it is requested during the day the output will not be available until the following morning.

Example Output

Applicant Number	Assignment Number	Organisation Name	Staff Group	Job Role	Position Number	Position Title	Required Professional Body	Required Membership Sub-Type	Professional Body	Membership Sub-Type	Professional Registration Number	Expiry Date	Compliant
	20055144	504 Ward 10	Nursing and Midwifery Registered	Sister/Charge Nurse	84661	Sister/Charge Nurse Band 7			Nursing and Midwifery Council	Nurses Sub-Part 1	56Y1122E	31-Oct-05	Yes
10753	20055151	504 Ward 2	Nursing and Midwifery Registered	Staff Nurse	84351	Staff Nurse Band 5			Nursing and Midwifery Council	Nurses Sub-Part 1	46Y1234E	30-Sep-05	Yes
10753		504 Ward 10	Nursing and Midwifery Registered	Staff Nurse	84608	Staff Nurse Band 6			Nursing and Midwifery Council	Nurses Sub-Part 1	46Y1234E	30-Sep-05	Yes
	20055152	504 Ward 7	Nursing and Midwifery Registered	Staff Nurse	84872	Staff Nurse Band 6			Nursing and Midwifery Council	Nurses Sub-Part 1	85Y1234E	31-Aug-05	Yes
	20055155-2	504 Ward 1	Nursing and Midwifery Registered	Sister/Charge Nurse	84157	Sister/Charge Nurse Band 8			Nursing and Midwifery Council	Nurses Sub-Part 1	60Y5467E	30-Apr-05	Yes
	20055156	504 Ward 9	Nursing and Midwifery Registered	Enrolled Nurse	84855	Staff Nurse Band 5			Nursing and Midwifery Council	Nurses Sub-Part 2	64Y2233D	31-Oct-05	Yes
	20055157	504 Ward 7	Nursing and Midwifery Registered	Sister/Charge Nurse	84662	Sister/Charge Nurse Band 7			Nursing and Midwifery Council	Nurses Sub-Part 1	95E1234D	30-Sep-07	Yes

# HUR 5.1.9 NHS IAT Operations Tracking Report

This report enables a Trust to report upon the NHS IAT Operations EIT, both current and historic, by way of an effective date parameter. Other parameters for this report enable the report data set to be restricted by organisation, staff group and IAT status.

Frequency: Ad Hoc

Expected Runtime: Not Currently Benchmarked

- Available to URPs:
- XXX IAT Initiation
  - XXX IAT Approval
  - XXX HR Manager
  - XXX HR Administration
  - XXX HR Administration (with RA)
  - XXX HR Data Entry
  - XXX HR Data Entry (with RA)
  - XXX Payroll Super Administration
  - XXX Payroll Administration
  - XXX Payroll Data Entry
  - XXX Payroll Audit
  - XXX Pensions Administration
  - XXX Occupational Health Administrator

Parameters:

The screenshot shows a 'Submit Request' dialog box. The main dialog has a title bar 'Submit Request' and a close button. Below the title bar is a section 'Run this Request...' with a 'Copy...' button. The 'Name' field contains 'NHS IAT Operations Tracking Report' and the 'Parameters' field is empty. A 'Parameters' sub-dialog is open, showing the following fields: 'Starting Organization' (empty), 'Main staff group1' (empty), 'Main staff group2' (empty), 'Status 1' (empty), 'Status 2' (empty), and 'Effective Date' (02-MAR-2010). The sub-dialog has 'OK', 'Cancel', 'Clear', and 'Help' buttons. The main dialog has 'Help (C)', 'Submit', and 'Cancel' buttons.

Example Output:



## NHS Inter Authority Transfer (IAT) Report IAT Operations Tracking

Starting Org : T19 Medical Directorate

Effective Date: 28-Jan-2010

Staff Group 1 : All Staff Groups

IAT Status 1 : All IAT Statuses

Staff Group 2 : N/A

IAT Status 2 : N/A

### T19 Information Management Qemc

Person Type	Number	First & Last Names	Staff Group	Initiating User	Approving Trust	Eligible for OH processing	Recruitment Source	Last Update	
								Operation	Date / User
Employee	20000280	Test01 CCN534	Administrative and Clerical	T19CCN534I NIT1	T18	Yes	NHS Organisation	PDS Applied	28-Jan-2010 T19CCN534INIT1
	20000283	Test04	Administrative	T19CCN534I	T18	Yes	Private	PDS Requested	08-Feb-2010

## HUR 5.1.10 NHS IAT PDS Full Details Report

This report enables an Employing Authority to report upon the content of a recently completed IAT PDS copy process. Personal details will show the values from the source VPD and Target VPD and indicate whether the value was updated by the PDS copy. Other data areas will report the details of items copied across, or give an indication that no data was available for a given data area.

Frequency: Ad Hoc

Available to URPs:       XXX IAT Initiation  
                              XXX IAT Approval  
                              XXX HR Manager  
                              XXX HR Administration  
                              XXX HR Data Entry

Parameters:

The screenshot shows a 'Submit Request' dialog box. The main window has a title bar with a close button. Inside, there's a section 'Run this Request...' with a 'Copy...' button. Below that, 'Name' is 'NHS IAT PDS Full Details Report', 'Parameters' is empty, and 'Language' is 'American English'. A 'Parameters' sub-dialog is open, showing 'IAT Person' as empty. At the bottom of the main dialog, there's a section 'Open completion...' with a checked 'Save all Output Files' checkbox, 'Layout' set to 'NHS IAT Portable Data Set Details Report', 'Notify' empty, and 'Print to' set to 'noprint'. There's an 'Options...' button. At the very bottom are 'Help (C)', 'Submit', and 'Cancel' buttons.

The report output is collected by data area, as follows:

Personal Data

Address Data

Sickness Absence (OSP)

Portable Special Leave

Training History

E-Learning data – National Learning Path subscriptions

E-Learning data – National Enrolments (current)

E-Learning data – National Enrolments (history)

Competences

Qualifications

Most recent previous employment

Previous Employment History

Payroll Element Information

Person Extra Information (Registration & Memberships)

For Personal Data, the data items for both the source and destination trusts will be shown side-by-side with an indication of whether the item was updated in the PDS copy. For all other data areas, records copied across to the destination as part of the PDS copy will be shown.

Where no data exists within the source trust for a given data area then a simple message indicating that no data was supplied for that data area will be printed.

Details will only be available to be reported upon for a period of 45 days from the successful completion of the PDS Copy process. A house-keeping process will automatically remove the data from the reporting storage area once 45 days have elapsed.

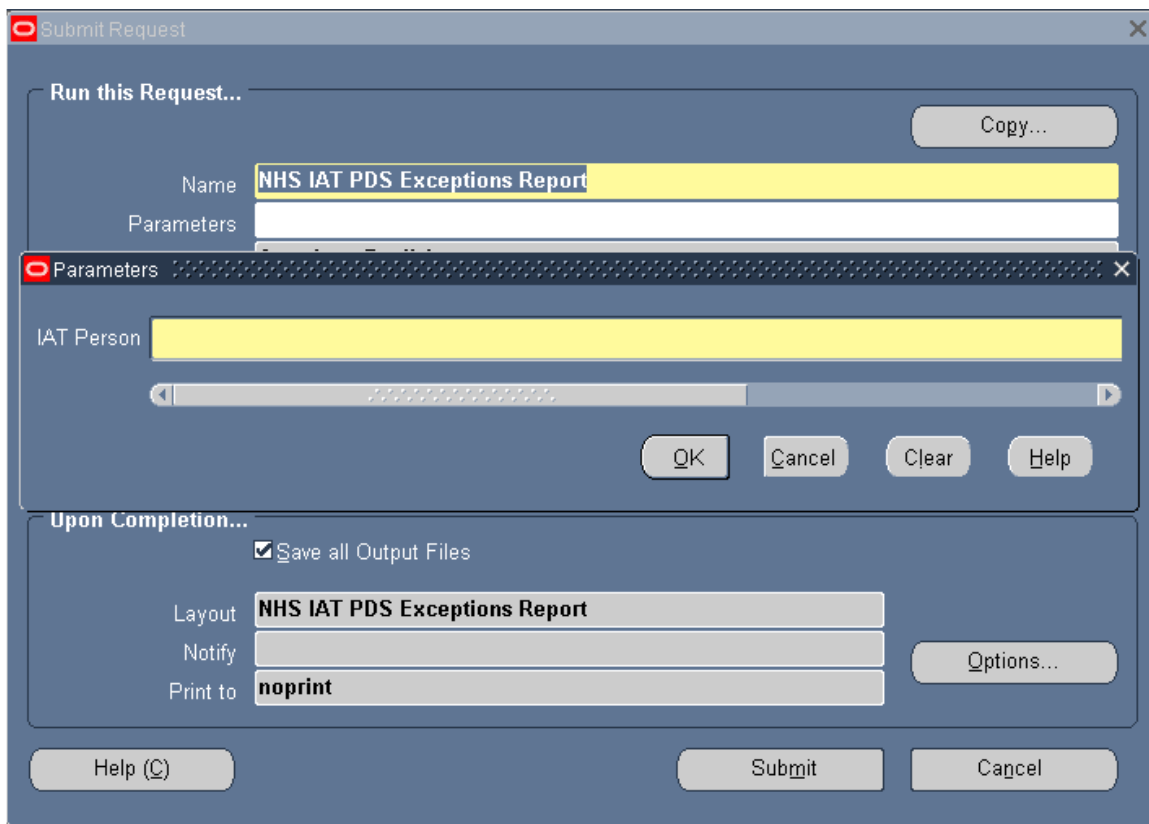
# HUR 5.1.11 NHS IAT PDS Exception Report

This report enables an Employing Authority to report upon the content of a recently completed IAT PDS copy process. Personal details will show the values from the source VPD and Target VPD and indicate whether the value was updated by the PDS copy. Other data areas will report the details of items copied across, or give an indication that no data was available for a given data area.

Frequency: Ad Hoc

**Available to URPs:** XXX IAT Initiation  
XXX IAT Approval  
XXX HR Manager  
XXX HR Administration  
XXX HR Data Entry

Parameters:



Example Output:



## NHS Inter Authority Transfer (IAT) Report Portable Data Set Exceptions

**Report for:** CCN534, Dr CSD2 30day (Gill)  
**Source Trust:** T18 Good Hope Hospital NHS Trust

The following exception report contains data provided by the source trust as part of the IAT process, but which has not been used to update the person record in the target trust. Exceptions will not include any data items found in the source trust that have an exact match in the target trust. Refer to the Full PDS report for details about all data items transferred.

### Personal data

The following personal data was provided by the source trust but has not been used to update the person record in the target trust. However the value that was provided is different to the value already in the target trust.

Data Item	Value as supplied by Source Trust	Value in Target Trust
Title	Mr	Dr



# HUR 5.1.12 NHS IAT Audit Report

This report will enable an organisation to monitor on both inbound IATs (requests from other trusts) and outbound IATs (requests sent) and whether these were done using the new automated IAT process. Historical data will be held for 2 years.

## Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog, titled "Submit Request", contains a "Run this Request..." section with a "Copy..." button. Below this are input fields for "Name" (containing "NHS IAT Audit Report"), "Operating Unit", "Parameters", and "Language" (set to "American English"). The bottom dialog, titled "Parameters", features date pickers for "Date From" (01-DEC-2011) and "Date To" (17-JAN-2012), and a dropdown for "IAT Type" (BOTH) with a tooltip that reads "Inbound and Outbound IAT". It includes "OK", "Cancel", "Clear", and "Help" buttons. At the bottom of the overall interface are "Notify" and "Print to" (set to "noprint") fields, along with "Help (C)", "Submit", and "Cancel" buttons.

**Example Output**

<b>NHS</b>													
<b>NHS IAT Audit Report</b>													
Report run: 17-Jan-2012 15:21:28													
<b>Parameters</b>													
Date From:	01-Jan-2011												
Date To:	17-Jan-2012												
IAT Type:	Inbound and Outbound IAT												
<b>Inbound IAT</b>													
Last Name	First Name	Title	Employee Number	Applicant Number	Date IAT Initiated	IAT Initiator Name	Source Trust	Destination Trust	Date IAT Approved	IAT Approver Name	Date PDS Copied	PDS Copied by	Auto IAT Approval?
Thorne	Richard	MR.	20100256		28-Oct-2011	Leese01, Mrs. Vivian	504 Easy Hospital s NHS Trust	504 Easy Hospital s NHS Trust	28-Oct-2011	Leese01, Mrs. Vivian	28-Oct-2011	Leese01, Mrs. Vivian	Yes
<b>Outbound IAT</b>													
Last Name	First Name	Title	Employee Number	Applicant Number	Date IAT Initiated	IAT Initiator Name	Source Trust	Destination Trust	Date IAT Approved	IAT Approver Name	Date PDS Copied	PDS Copied by	Auto IAT Approval?
Thorne	Richard	MR.	20100255		28-Oct-2011	Leese01, Mrs. Vivian	504 Easy Hospital s NHS Trust	504 Easy Hospital s NHS Trust	28-Oct-2011	Leese01, Mrs. Vivian	28-Oct-2011	Leese01, Mrs. Vivian	Yes

# HUR 5.1.13 NHS Diary Reminder Report

This report enables users to list Diary Reminder events for a given time period based on either the Due Date or Review Date of the event. The report is available to the following URPs:

- NHS HR Data Entry
- NHS HR Management
- NHS HR Administration
- NHS Payroll Data Entry
- NHS Payroll Administration
- NHS Payroll Super Administration (incl. SVL versions)
- NHS Payroll Audit
- NHS Recruitment Data Entry
- NHS Recruitment & Application Enrolment Data Entry
- NHS Recruitment & Application Enrolment Administration

## Parameters

Submit Request

Run this Request...

Copy...

Name NHS Diary Reminder Report

Parameters

Start Date 01-JUN-2013

End Date 30-JUN-2013

Based On Date Due

Include Null Dates No

Level

Item

Status

OK Cancel Clear Help

## Example Output

**Title** NHS Diary  
**Date** 23/05/2013 10:41

**Parameters**  
**Start Date** 01-Jun-13  
**End Date** 30-Jun-13  
**Based On** Date Due  
**Include Null** No  
**Level**  
**Item**  
**Status**

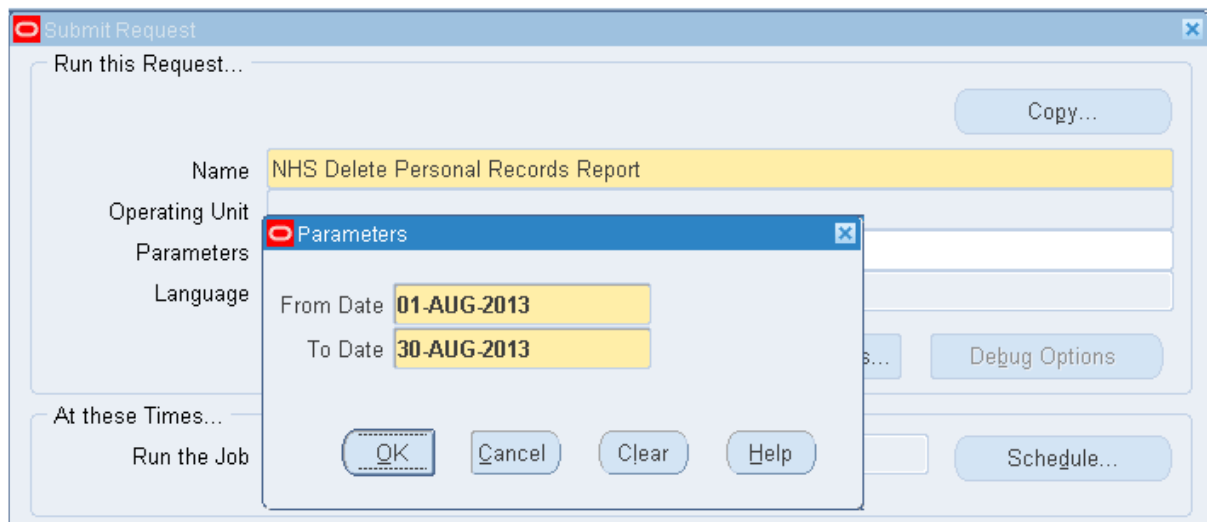
Last Name	First Name	Title	Employee Number	Applicant Number	Assignment Number	Item	Status	Date Due	Review Date	Date Done	Notes
Test	Test	Mr	20000341			Personal	Awaiting Reply	30-Jun-13	28-Jun-13	01-Jun-13	Check that information reques

## HUR 5.1.14 NHS Delete Personal Records Report

This report provides users with details of person records that have been purged using the 'Purge Person' functionality.

The report provides the following data:

- Full Name
- Date of Birth
- NI Number
- Employee Number
- Person Type
- User Name of person who deleted record
- Full Name of person who deleted record
- Date and Time record deleted



### Example Output

**Title** NHS Person Delete Report  
**Date** 19-AUG-2013  
**From Date** 01-AUG-2013  
**To Date** 30-AUG-2013  
**Person Type**

Full Name	Date of Birth	NI Number	Person Type	Employee Number	Action taken by User Name	Action taken by Full Name	Date of Change
Ayres, Miss Pamela	01-Jan-1973	NB741258A	Employee	20001668	SFISHER	Steele, Mrs. Kerry	19-AUG-2013 13:21:21

# HUR 5.2.1 Assignment Status Report

The Assignment Status Report lists people assigned to particular organisations, positions, jobs and grades, with specific assignment statuses. The report will print out in two sections, if you select both employees and applicants as person types, otherwise, it prints for the person type you select.

### Frequency: Ad hoc

Expected Runtime: 2 – 5 Minutes

- User Responsibility:
- xxx HR Administration
  - xxx HR Management
  - xxx Payroll Administration
  - xxx Payroll Audit
  - xxx Payroll Super Administration
  - xxx Recruitment & Applicant Enrolment Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog. The main dialog has a 'Name' field containing 'Assignment Status Report' and a 'Copy...' button. The 'Parameters' dialog contains the following fields:

- Effective Date: 07 APR 2005
- Organization Structure: [Empty]
- Version: [Empty]
- Parent Organization: [Empty]
- Group: [Empty]
- Job: [Empty]
- Position: [Empty]
- Grade: [Empty]
- Payroll: [Empty]
- Primary: [Empty]
- Person Type: Both
- Assignment Status 1: [Empty]
- Assignment Status 2: [Empty]
- Assignment Status 3: [Empty]
- Assignment Status 4: [Empty]

Buttons at the bottom of the 'Parameters' dialog include OK, Cancel, Clear, and Help.

Example output for the Assignment Status Report

NHS Business Group		Assignment Status Report				Effective Date:	
Report Parameters						Report Date:	
Organization Hierarchy:							
Version:							
From:							
To:							
Organization:							
Group:							
Job:							
Position:							
Grade:							
Payroll:							
Primary:							
Assignment Status:							
Person Type: Both							
NHS Business Group		Assignment Status Report				Effective Date:	
Employees						Report Date:	
						Page:	
-----		-----Assignment Information-----				-----Status Information-----	
Name	Employee Number	Mgr	Primary Organization	Location	Status	---Effective Dates---	
						From	To
007Lane, Mrs. Sarah	20015998	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	
007Lawrence, Mrs. Mary	20015786	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	
007Lewis, Miss Sarah	20016051	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	
007Neville, Mrs. Chrstine	20015742	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	
007Smith, Mr. Ben	20015652	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	15-JUL-2003	
008Holloway, Mr. Simon	20016156	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	
008Lawrence, Mrs. Mary	20015769	No	Yes 436 Ward 9	436 70 ESRH	Active Assignment	01-JAN-2001	

# HUR 5.2.3 Full Person Details Report

The Full Person Details Report lists addresses and information entered in the Person window such as name, date of birth, nationality and work telephone number for one employee.

Frequency: Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx HR Administration

xxx HR Data Entry  
xxx HR Management

## Parameters

**Submit Request**

Run this Request... Cogy...

Name **Full Person Details Report**

Parameters **01-JUN-2006.Sweet, Miss Susan (20000278)**

**Parameters**

Effective Date **01-JUN-2006**

Employee **Sweet, Miss Susan (20000278)**

Save all Output Files

Layout

Notify

Print to **noprint** Options...



# Example output for the Full Person Details Report

NHS Business Group

Full Personal Details Report  
Full Person Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:57

## Report Parameters

Person Name: Susan Sweet

## Contents

-----

Personal Information  
Addresses  
Contacts

DNHS Business Group

Full Personal Details Report  
Full Person Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:57  
Page: 1 of 3

Personal Information:                      Effective Start Date: 01-MAR-2006                      Effective End Date: 31-MAR-2006  
-----

Name: Miss Susan Sweet  
Middle Names:  
Known As:  
Gender: Female  
Previous Last Name:  
Disabled: No  
Date Of Birth: 13-JAN-1976  
Town Of Birth:  
Region Of Birth:  
Country Of Birth: United Kingdom  
Marital Status: Single  
Nationality: British  
Employee Number: 20000278  
Applicant Number:  
Work Telephone:  
Mail To:  
Email:

## Additional Personal Details:

284

## Further Personal Details:

LJ.....

## Comments:

DNHS Business Group

Full Personal Details Report  
Full Person Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:57  
Page: 2 of 3

Personal Information:                      Effective Start Date: 01-APR-2006                      Effective End Date:  
-----

Name: Miss Susan Sweet  
Middle Names:  
Known As:  
Gender: Female  
Previous Last Name:  
Disabled: No  
Date Of Birth: 13-JAN-1976  
Town Of Birth:  
Region Of Birth:  
Country Of Birth: United Kingdom  
Marital Status: Single  
Nationality: British  
Employee Number: 20000278

# HUR 5.2.4 Full Assignment Details Report

The Full Assignment Details Report lists assignment information including periods of service, payment methods and element entries for one employee.

Frequency: Ad hoc

**Expected Runtime:** Over 20 Minutes

**User Responsibility:** xxx HR Administration

xxx HR Data Entry

xxx HR Management

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** section:
  - Name:** Full Assignment Details Report
  - Parameters:** (empty text field)
  - Copy...** button
- Parameters** section:
  - Effective Date:** 01 JUN 2006
  - Employee:** (empty text field)
  - OK**, **Cancel**, **Clear**, **Help** buttons
- Save all Output Files:**
- Layout:** (empty text field)
- Notify:** (empty text field)
- Print to:** noprint
- Options...** button
- Help (C)**, **Submit**, **Cancel** buttons at the bottom

# Example output for the Full Assignment Details Report

NHS Business Group

Full Personal Details Report  
Full Assignment Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:51

## Report Parameters

Person Name: Susan Sweet

## Contents

-----  
Period of Service  
Employee Assignments  
Secondary Statuses  
Grade Step Placements  
Assignment Further Information  
Statutory Information  
Payment Methods  
Element Entries  
DNHS Business Group

Full Personal Details Report  
Full Assignment Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:51  
Page: 1 of 17

Periods of Service: Start Date: 01-MAR-2006  
-----

Leaving Reason:  
Notified:  
Projected Termination Date:  
Actual Termination Date:  
Last Standard Proc Date:  
Final Process Date:  
Termination Accepted By:

Comments:

Additional Information:  
DNHS Business Group

Full Personal Details Report  
Full Assignment Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:51  
Page: 2 of 17

Periods of Service: Start Date: 01-MAR-2006  
-----

Assignments: Effective Start Date: 02-APR-2006 Effective End Date:  
-----

Number: 20000278  
Status: Active Assignment  
Organization: 298 Hospital D  
Group: Default Home|||  
Job: Nursing and Midwifery Registered|Nurse Manager  
Position:  
Grade: NHS|XN06|Non Review Body Band 6  
Payroll: 298\_Monthly Payroll  
Location: 298\_Location\_D  
Supervisor: Ashiani, Mr. Bobby  
Reason:  
Length of Probation Period:  
Units:  
End of Probation Period:  
Working Hours: 37.5  
Frequency: Week  
Start Time:  
End Time:

# HUR 5.2.5 Full Work Details Report

The Full Work Details Report lists miscellaneous work information including special information, absences, recruitment activities and contacts for one employee.

**Frequency:** Ad hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:** xxx HR Administration  
xxx HR Data Entry

xxx HR Management

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** section:
  - Name: Full Work Details Report
  - Parameters: (empty text box)
  - Copy... button
- Parameters** section:
  - Effective Date: 01-JUN-2006
  - Employee: (empty text box with dropdown arrow)
  - Buttons: OK, Cancel, Clear, Help
- Save all Output Files
- Layout: (empty text box)
- Notify: (empty text box)
- Print to: noprint
- Options... button
- Bottom buttons: Help (C), Submit, Cancel

# Example output for the Full Work Details Report

NHS Business Group

Full Personal Details Report  
Full Work Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 12:02

Report Parameters

Person Name: Susan Sweet

Contents

- 
- Personal Analyses
- Absence Attendances
- Absence Attendance Further Information
- Replacement for Absence/Attendances
- Replacement for Authoriser
- Referrer of Applications
- Recruiter to Assignments
- Contact Relationships
- Recruitment Activity Authoriser
- Recruitment Activity Internal Contact
- Period of Service Termination Acceptor
- Raiser of Requisition
- Recruiter to a Vacancy (Manager of)
- Location Contact (Designated Receiver)

ONHS Business Group

Full Personal Details Report  
Full Work Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 12:02  
Page: 1 of 13

Personal Analysis:

ONHS Business Group

Full Personal Details Report  
Full Work Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 12:02  
Page: 2 of 13

Absence Attendances:

Type	Occurr- ence	Notification Date	Date	Projected			Actual			Duration Time	Days	Hours
				Start Time	Date	End Time	Start Time	Date	End Time			
Sickness	1	02-APR-2006					02-APR-2006		31-MAY-2006	60		
ONHS Business Group									Effective Date: 01-JUN-2006			
									Report Date: 12-JUN-2006 12:02			
									Page: 3 of 13			

Absence Attendances Further Information:

Type	Occurr- ence	Category	Reason	Authorised By	Replaced By	Comments	Additional Information
-----	-----	-----	-----	-----	-----	-----	-----

# HUR 5.2.6 Head Count Detail Report

The Head Count Details Report allows you to produce a report showing the head count across an organisation hierarchy

**Frequency:** Ad Hoc

**Expected Runtime:** Less the 2 Minutes

**User Responsibility:** xxx HR Administration

xxx HR Data Entry

xxx HR Management

## Parameters

**Submit Request**

Run this Request... Copy...

Name: **Head Count Detail Report**

Parameters: **01-JAN-2006:30-JUN-2006:298 Leeds Teaching Hospitals:298 Leeds Teaching Hospital**

---

**Parameters**

Date From: **01-JAN-2006**

Date To: **30-JUN-2006**

Organization Hierarchy: **298 Leeds Teaching Hospitals**

Top Organization: **298 Leeds Teaching Hospitals NHS Trust**

Worker Type: **Employee**

Roll Up: **Yes**

Budget: **HEAD** Head Count

Include Top Organization: **Yes**

Include Assignment Type: **A** Active

Days Prior to End Date: **31**

OK Cancel Clear Help

## Example Output for the Headcount Details Report

Head/FTE Count Detail Report (Employees)

Business Group : NHS Business Group  
 Report Date From : 01-JAN-2006  
 Report Date To : 30-JUN-2006  
 Report Date : 12-JUN-2006  
 Organization Hierarchy : 298 Leeds Teaching Hospitals  
 Top Organization : 298 Leeds Teaching Hospitals NHS Trust  
 Worker Type : E  
 Roll Up : Y  
 Budget : HEAD  
 Include Top Organization : Y  
 Include Assignment Type : A  
 Days Prior To End date : 31

Page 2

Head/FTE Count Detail Report (Employees)

12-JUN-2006 01-JAN-2006 TO 30-JUN

Organization Hierarchy : 298 Leeds Teaching Hospitals Version Number : 1  
 Date From : 01-JAN-2006 Date To : 30-JUN-2006  
 Top Organization : 298 Leeds Teaching Hospitals NHS Trust

Division	Ending	Change	Rev/ NonRev	Beginning	Permanent	FixedTerm	NewHires	Transfer		Offers	
								In	Out	Open	Accepted
Head/FTE			Head/FTE	Count			Last 31	Cumulative			
Count							Days				

298 AHP Bank LGI R				0	0	0	0	0	0	0	0
--------------------	--	--	--	---	---	---	---	---	---	---	---

# HUR 5.2.7 Job and Position Skills Matching Report

The Job and Position Skills Matching Report shows the skills matching between job and position for a particular person type.

Frequency: Ad hoc

Expected Runtime: Over 20 Minutes

**User Responsibility:** xxx HR Administration

xxx HR Management

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and values:

- Name:** Job and Position Skills Matching Report
- Parameters:** 01-JAN-2006...Both.D
- Effective Date:** 01-JAN-2006
- Job:** (empty)
- Position:** (empty)
- Person Type:** Both
- Required Level of Matching:** D

A sub-dialog titled 'Parameters' is overlaid on the main dialog, showing a slider for 'Any Matching'.

Buttons visible in the dialog include: Copy..., OK, Cancel, Clear, Help, Print to (noprint), Options..., Help (C), Submit, and Cancel.



## Example of a Job and Position Skills Matching Report

NHS Business Group		Jobs or Position Skills Matching Report	Effective Date: 01-JUN-2006
			Report Date: 12-JUN-2006 12:29
Report Parameters			
Required Level of Matching: All Essential and One or More Desirable Skills Matched			
Applicants/Employees/Both: Applicants			
NHS Business Group		Jobs or Position Skills Matching Report	Effective Date: 01-JUN-2006
			Report Date: 12-JUN-2006 12:29
			Page: 1 of 1
Required Level of Matching: All Essential and One or More Desirable Skills Matched			
Applicants/Employees/Both: Applicants			
Special Information Type	Requirements		Essential
-----	-----		-----
No Data Found			

# HUR 5.2.8 Multiple Assignments Report

The Multiple Assignments Report lists employees who have been marked for multiple assignment processing, and indicates where Priority Processing Type is not set and cannot be defaulted.

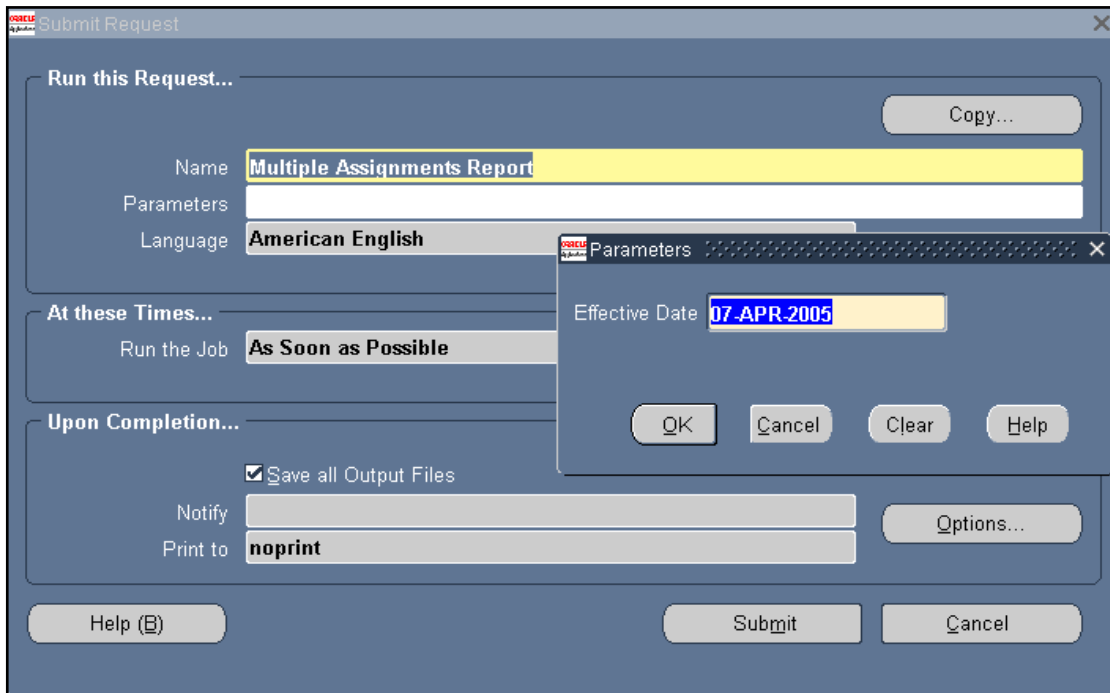
**Frequency: Ad Hoc**

**Expected Runtime:** Less than 2 Minutes

User Responsibility: xxx Finance Reporting

- xxx HR Administration
- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration & Payroll Data Entry

### Parameters



### Example Output for the Multiple Assignments Report

Multiple Assignment Report										
Effective_date 2005/04/1400:00:00										
Employee No	Name	Assignment No	Payroll Name	Tax District Reference	Cat	Pension	Priority Period Type	Tax Code	Status	
20015717	Lewis01	20015717	436 WeeklyT01	123/K123	D	CO	default (Week)	BR	invalid	
		20015717-2	436 MonthlyT00	123/K123	D	CO	default (Calendar Month)	BR	invalid	
20015748	Johnson14	20015748	436 MonthlyT14	123/K123	D	CO	default (Calendar Month)	BR		
		20015748-2	436 MonthlyT00	123/K123	D	CO	default (Calendar Month)	BR		
20015751	Lewis02	20015751	436 WeeklyT01	123/K123	D	CO	default (Week)	BR	invalid	
		20015751-2	436 MonthlyT00	123/K123	D	CO	default (Calendar Month)	BR	invalid	
20015784	Lewis03	20015784	436 WeeklyT01	123/K123	D	CO	default (Week)	BR	invalid	
		20015784-2	436 MonthlyT00	123/K123	D	CO	default (Calendar Month)	BR	invalid	
20015787	Johnson01	20015787	436 MonthlyT01	123/K123	D	CO	default (Calendar Month)	567L		

# HUR 5.2.9 Organisation Hierarchy Report

The Organisation Hierarchy Report allows you to produce a hierarchy diagram for an organisation.

**Frequency: Ad hoc**

Expected Runtime: 6 – 20 Minutes

**User Responsibility:** xxx Finance Reporting

- xxx HR Administration
- xxx HR Management
- xxx Local Work Structures Administration

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** section with a **Copy...** button.
- Name:** Organization Hierarchy Report
- Parameters:** (empty text field)
- Parameters** sub-dialog box (pop-up) containing:
  - Effective Date:** 28 JUN 2006
  - Organization Structure:** (empty text field)
  - Version:** (empty text field)
  - Parent Organization:** (empty text field)
  - Managers Shown:** Yes
  - Buttons: OK, Cancel, Clear, Help
- Print to:** noprint
- Buttons: Help (C), Submit, Cancel, Options...

# Example of an Organisation Hierarchy Report

NHS Business Group

Organization Hierarchy Report

Effective Date: 01-JAN-2006  
Report Date: 28-JUN-2006 14:14

Report Parameters

Organization Hierarchy: 298 Leeds Teaching Hospitals  
Version: 1  
From: 01-JAN-1951  
To:  
Parent Organization: 298 Leeds Teaching Hospitals NHS Trust  
Managers Shown: Yes  
DNHS Business Group

Effective Date: 01-JAN-2006  
Report Date: 28-JUN-2006 14:14  
Page: 1 of 5

Organization Hierarchy Report

Organization Hierarchy: 298 Leeds Teaching Hospitals  
Parent Organization: 298 Leeds Teaching Hospitals NHS Trust  
Managers Shown: Yes

9 Subordinates

```
-----
| Name: 298 Leeds Teaching Hospitals NHS Trust |
| Type: Trust |
-----
```

No Subordinates

```
-----
| Name: 298 AHP Bank LCI |
|-| Type: Bank |
-----
```

7 Subordinates

```
-----
| Name: 298 Trust D |
|-| Type: Division |
-----
```

7 Subordinates

```
-----
| Name: 298 Trust D |
| Type: Division |
-----
```

1 Subordinate

```
-----
| Name: 298 Chief Executives Office |
|-| Type: Directorate |
-----
```

No Subordinates

```
-----
| Name: 298 Hospital D |
|-| Type: Health Centre |
-----
```

1 Subordinate

```
-----
| Name: 298 Human Resources |
|-| Type: Directorate |
-----
```

1 Subordinate

```
-----
| Name: 298 Ward D |
|-| Type: Ward |
-----
```

1 Subordinate

```
-----
| Name: 298 Human Resources |
| Type: Directorate |
-----
```

No Subordinates

```
-----
| Name: 298 ESR Services |
|-| Type: Department |
-----
```

# HUR 5.2.11 Salary Review Report

The Salary Review Report produces a report showing the details of a particular job within an organisation.

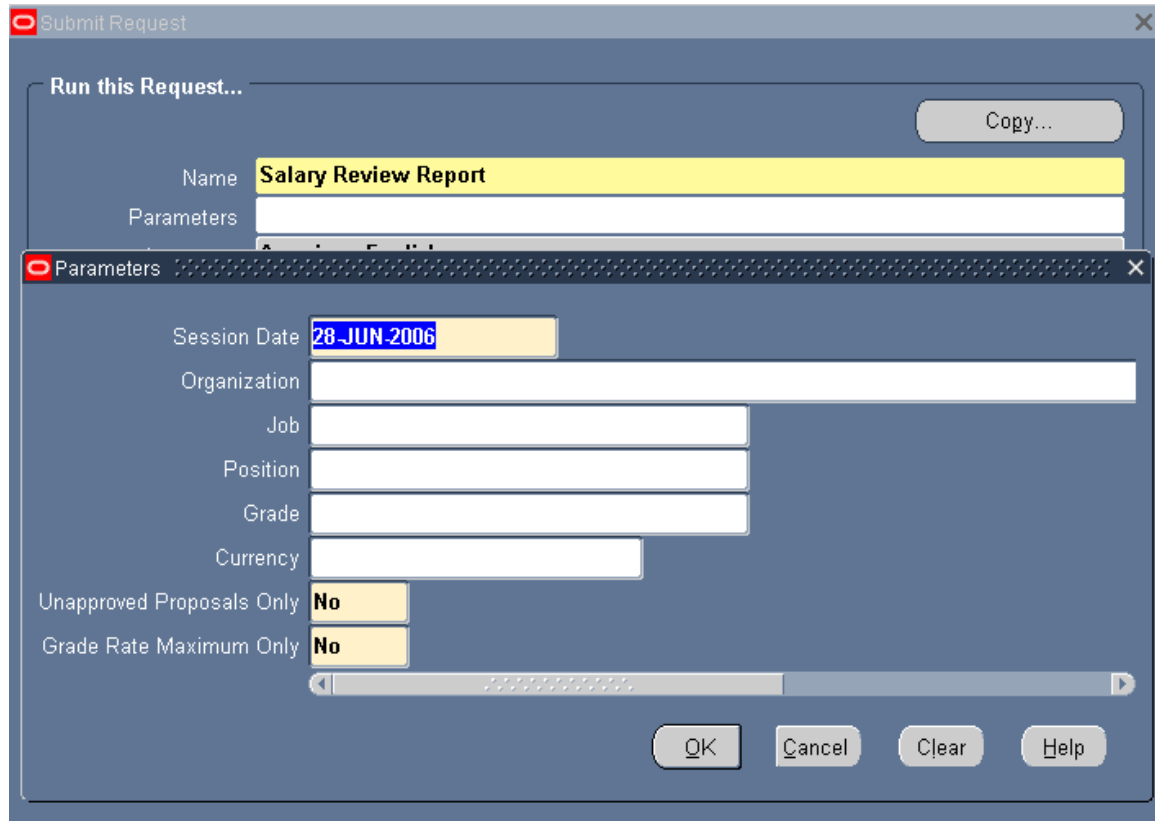
**Frequency:** Ad hoc

**Expected Runtime:** Over 20 Minutes

**User Responsibility:** xxx HR Administration

xxx HR Management  
xxx Payroll Super Administration

## Parameters



### Example of a Salary Review Report

NHS Business Group	S A L A R Y   R E V I E W   R E P O R T	
Report Parameters:		
Effective Date:	01-MAR-2004	
Organization:	434 A & E Department	
Position:		
Job:	Additional Clinical Services Assistant Psychologist	
Grade:	NHS AK91 ASC Scale E	
Unapproved Proposals Only:	No	
Grade Rate Maximum Only:	No	
Currency Code:	GBP	
□		
NHS Business Group	S A L A R Y   R E V I E W   R E P O R T	Report Date: 08-MAY
		Page: 1    d

# HUR 5.2.17 Terminations Report

The Terminations Report lists the number of employees and reasons why employees left your organisation within a specified period.

**Frequency:** Ad hoc

**Expected Runtime:** Les than 2 Minutes

User Responsibility: xxx HR Administration

- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Vehicle Administration & Payroll Data Entry

## Parameters

**Submit Request**

Run this Request... Copy...

Name **Terminations Report**

Parameters

---

**Parameters**

Effective Date **01-JUN-2006**

Organization Structure

Version

Parent Organization

Date From

Date To

Termination Reason 1

Termination Reason 2

Termination Reason 3

Termination Reason 4

Termination Reason 5

Termination Reason 6

OK Cancel Clear Help



## Example output for the Terminations Report

NHS Business Group		Terminations Report		Effective Date: 01-JUN-2006				
				Report Date: 12-JUN-2006 14:42				
Report Parameters								
Termination Reason:		Death in Service, Dismissal - Conduct, End of Fixed Term						
		Contract, Voluntary Early Retirement - n, Voluntary Resignation -						
		Promot, Redundancy - Compulsory						
Date From:		01-JAN-2000						
Date To:		30-JUN-2006						
Organization Hierarchy:		None Specified						
Organization:								
DNHS Business Group		Terminations Report		Effective Date: 01-JUN-2006				
				Report Date: 12-JUN-2006 14:42				
				Page: 1 of 1				
<----- Reason for Terminations ----->								
Organization	Death in S	Dismissal	End of Fix	Voluntary	Voluntary	Redundancy	Total Termination	All
-----	-----	-----	-----	-----	-----	-----	-----	-----
298 Leeds Teaching Hospitals								
NHS Trust								
298 AHP Bank LGI								
298 Trust D								
298 Hospital D	0	0	0	0	0	0	0	1
298 Ward D								
298 Bank D								
298 Chief Executives Office								
298 Human Resources								
298 ESR Services								
298 Senior Management Admin								
-----	-----	-----	-----	-----	-----	-----	-----	-----
Totals	0	0	0	0	0	0	0	1

# HUR 5.2.18 Worker Organisation Movements Report

The Worker Organisation Movements Report shows worker movements into and out of a particular organisation or organisation hierarchy. Worker movements include new starters, terminations, transfers in, and transfers out for employees, or both.

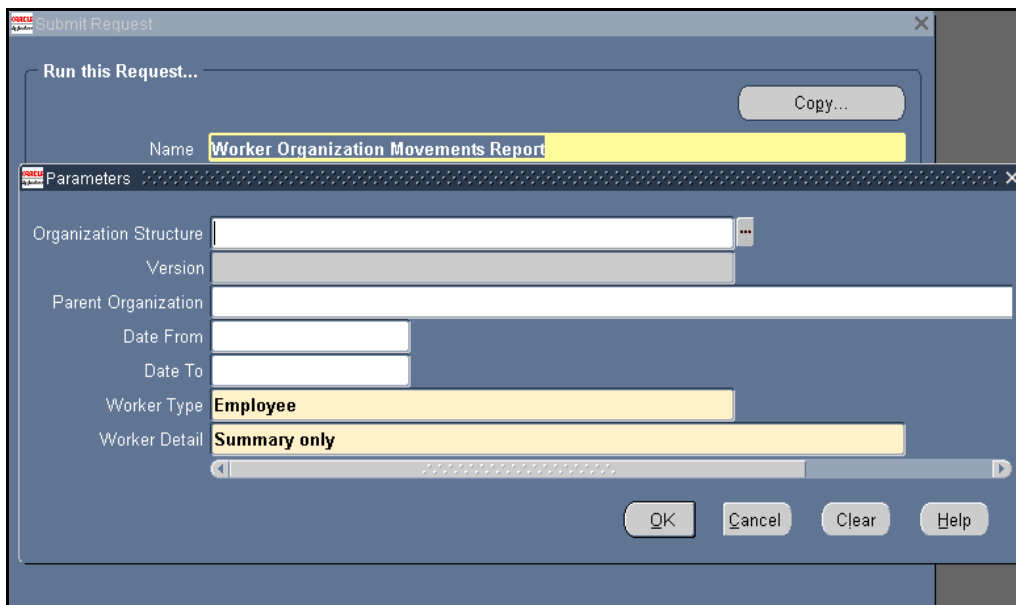
### Frequency: Monthly & Ad Hoc

Expected Runtime: 6 – 20 Minutes

**User Responsibility:** xxx Finance Reporting

- xxx HR Administration
- xxx HR Data Entry
- xxx HR Management
- xxx Local Work Structures & Administration
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Vehicle Administration & Payroll Data Entry

### Parameters



# Example output for the Worker Organisation Movements Report

NHS Business Group  
Worker Organization Movements Report  
Report Date:

Report Parameters  
Business Group: NHS Business Group

Payroll: 434 MonthlyT01  
Payroll Period: 4 2004 Calendar Month  
Worker Type: Employee  
Worker Detail: Assignment Number

DNHS Business Group  
Worker Organization Movements Report  
Report Date:  
Page:

Worker assignments at period start date: 7  
Worker Assignments at period end date: 8  
New starters during the period: 1  
Terminations during the period: 1  
Transfers in during the period: 0  
Transfers out during the period: 0  
Net change: +0  
Worker Assignments processed: 7  
Including Multiple Runs: 14

NHS Business Group  
Worker Organization Movements Report  
Report Date:

Report Parameters  
Business Group: NHS Business Group

Payroll: 434 MonthlyT01  
Payroll Period: 4 2004 Calendar Month  
Worker Type: Employee  
Worker Detail: Assignment Number

DNHS Business Group  
Worker Organization Movements Report  
Report Date:  
Page:

Worker assignments at period start date: 7  
Worker Assignments at period end date: 8  
New starters during the period: 1  
Terminations during the period: 1  
Transfers in during the period: 0  
Transfers out during the period: 0  
Net change: +0  
Worker Assignments processed: 7  
Including Multiple Runs: 14

# HUR 5.2.19 Worker Summary Report

The Worker Summary Report provides information about an employee you have selected, such as name, address, marital status, employee number and position held.

**Frequency:** Ad hoc

**Expected Runtime:** Over 20 Minutes

**User Responsibility:** xxx HR Administration

- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Vehicle Administration & Payroll Data Entry

## Parameters

**Submit Request**

Run this Request... Copy...

Name **Worker Summary Report**

Parameters

Language **As**

At these Times... Run the Job **As**

Parameters

Effective Date **07-APR-2005**

Worker

Save all Output Files

Notify

Print to **noprint** Options...

Help (H) Submit Cancel

### Example output for the Worker Summary Report

```

NHS Business Group
Worker Summary Report
Effective Date:
Report Date:

Report Parameters
Person Name: Sarah 007Lane
DNHS Business Group
Worker Summary Report
Effective Date:
Report Date:
Page:

Worker
-----
Name: Mrs. Sarah 007Lane
Known As:
Sex: Female
Date Of Birth: 01-JAN-1960
Disabled:
Nationality:
Mail:
Work Telephone:
Employee Number: 20015998
Contingent Worker Number:
Previous Surname:
Marital Status:
Email:

Address
-----
DNHS Business Group
Worker Summary Report
Effective Date:
Report Date:
Page:

Worker
-----
Name: Mrs. Sarah 007Lane
Known As:
Sex: Female
Date Of Birth: 01-JAN-1960
Disabled:
Nationality:
Mail:
Work Telephone:
Employee Number: 20015998
Contingent Worker Number:
Previous Surname:
Marital Status:
Email:

Contacts
-----

Special Information
-----
DNHS Business Group
Worker Summary Report
Effective Date: 13-APR-200
Report Date: 13-APR-200
Page: 3 of

Worker
-----
Name: Mrs. Sarah 007Lane
Known As:
Sex: Female
Date Of Birth: 01-JAN-1960
Disabled:
Nationality:
Mail:
Work Telephone:
Employee Number: 20015998
Contingent Worker Number:
Previous Surname:
Marital Status:
Email:

Period of Service
-----
Start Date: 01-JAN-2001

Assignment
-----
Number: 20015998
Organization: 436 Ward 9
Job: Nursing and Midwifery Registered|Staff
Grade: NHS|NP31|Nurse - Scale D (First Level)
Location: 436 70 ESRH
Supervisor:
Group: Default Home||
Position: 15316|Staff Nurse D -Ward 9|N6A|Surger
Payroll: 436 MonthlyT00
Status: Active Assignment
Supplier Name:
Supplier's Worker ID:
Supplier's Assignment ID:
    
```

# HUR 5.2.20 Requisition Summary Report

The Requisition Summary Report gives you details on requisitions that have been raised within your organisation.

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

User Responsibility: xxx HR Management

xxx Recruitment and Applicant Enrolment Administration

## Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog, titled "Submit Request", has a "Run this Request..." section with a "Copy..." button. Below this, the "Name" field is set to "Requisition Summary Report" and the "Parameters" field is empty. The bottom dialog, titled "Parameters", contains a list of fields with corresponding input boxes: "Effective Date" (01-APR-2006), "Start Date", "End Date", "Requisition", "Vacancy Status", "Organization", "Job", "People Group", "Position", "Grade", "Location", "Recruitment Activity", and "Applicant Status". At the bottom of the "Parameters" dialog are buttons for "OK", "Cancel", "Clear", and "Help".

**Example output for the Requisition Summary Report**

```
NHS Business Group                                Requisition Summary                                Report Date: 29-JUN-2006

Report Parameters:
  Requisition Name:
  Requisition Start Date: 01-JAN-06
  Requisition End Date:
  Vacancy Status:
  Organization:
  Job:
  People Group:
  Position:
  Grade:
  Location:
  Recruitment Activity:
  Applicant Status:
□
NHS Business Group                                Requisition Summary                                Report Date: 29-JUN-2006
                                                Page: 1 Of 1

*** No Data Found ***
```

## HUR 5.2.21 NHS GDPR Data Portability Extract

The NHS GDPR Data Portability Extract process will produce an extract containing an agreed list of current personal details held in ESR for a given individual. The Person Name LoV contains all persons held in the current VPD as at the effective date. The LoV will match to a partial name entered. Additional items will be displayed (where entered) in the pop-up picklist to aid the GDPR user in selecting the correct person e.g. Full Name, Person Type, Employee Number, Applicant number, NI Number and Date of Birth. The GDPR user should enter as much of the name as is known to get a quick response time. This lookup may be very slow for open searches as it will return all persons (employees, applicants, contacts etc.), past and present, for the VPD. The output of this process will be produced in CSV format and the GDPR user should use the File > Save As functionality in their browser to save this output locally. Where the GDPR user wishes only to extract a sub-set of these items then the full extract should be run and the contents reviewed using a third party tool such as Excel. Items can then be removed or redacted as required. The GDPR user can then distribute the extract file as required.

NOTE: Once the extract file has been saved locally it is the responsibility of the GDPR user to abide by their organisation's regulations for the storage and transfer of sensitive files.

Responsibilities

XXX GDPR Officer

Parameters

The image shows a software interface for submitting a request. The main window is titled "Submit Request" and contains several input fields and buttons. A smaller "Parameters" dialog box is overlaid on top of the main window.

**Main Window: Submit Request**

- Section: Run this Request
- Buttons: Copy
- Fields:
  - Name: NHS GDPR Data Portability Extract
  - Operating Unit: (empty)
  - Parameters: (empty)
  - Language: American English
- Buttons: Language Settings, Debug Options

**Parameters Dialog Box**

- Section: At these Times
- Buttons: (empty)
- Section: Up
- Fields:
  - Effective Date: 13-SEP-2019
  - Person Name: (empty)
- Buttons: OK, Cancel, Clear, Help

**Main Window Bottom**

- Buttons: Help (C), Submit, Cancel

Example Output



HDR_Titles	Title	Date Run	User Name	Effective Date	VPD Code	Employing
HDR_Data	GDPR Data Portability Extract	13/09/2019 15:18	504TRAIN05	13-Sep-19		504 Kingston P
Person_Titles	Last Name	First Name	Middle Names	Title	Prefix	Suffix
Person_Data	Baker01	Yve		Mrs.		
Address_Titles	Date From	Date To	Type	Primary Flag	Address 1	Address 2
Address_Data	15-Jul-05		HOME	Y	Unknown	
Registrations_and_Memberships_NMC_Titles	Registration/Membership Body	Professional Registration Number	Expiry Date	First Registered Date	Revalidation Date	
Registrations_and_Memberships_NMC_Data	Nursing and Midwifery Council	95Y4321D	30-Apr-05			
Job_History_Titles	Assignment Number	Job Name	Start Date	End Date		
Job_History_Data	20055195	Nursing and Midwifery Registered	15-Jul-05	31-Dec-12		
Absence_Titles	Absence Type	Absence Category	Start Date	End Date	Absence Reason	Sickness Re
Absence_Data	Sickness	Sickness	08-Sep-14	12-Sep-14	S10 Anxiety/stress/depression/other psychiatric illnesses	S10005 Dep
FTR_Titles	Row Count					
FTR_Data	14					

## HUR 5.2.22 NHS GDPR Subject Access Request Report

The NHS GDPR Subject Access Request process will produce a report containing an agreed list of personal details held in ESR for a given individual. This includes all current and historic versions of date tracked records and records that have been end dated but are still held against the person in ESR.

The LoV will match to a partial name entered. Additional items will be displayed (where entered) in the pop-up picklist to aid the GDPR user in selecting the correct person e.g. Full Name, Person Type, Employee Number, Applicant number, NI Number and Date of Birth. The GDPR user should enter as much of the name as is known to get a quick response time. This lookup may be very slow for open searches as it will return all persons (employees, applicants, contacts etc.), past and present, for the VPD.

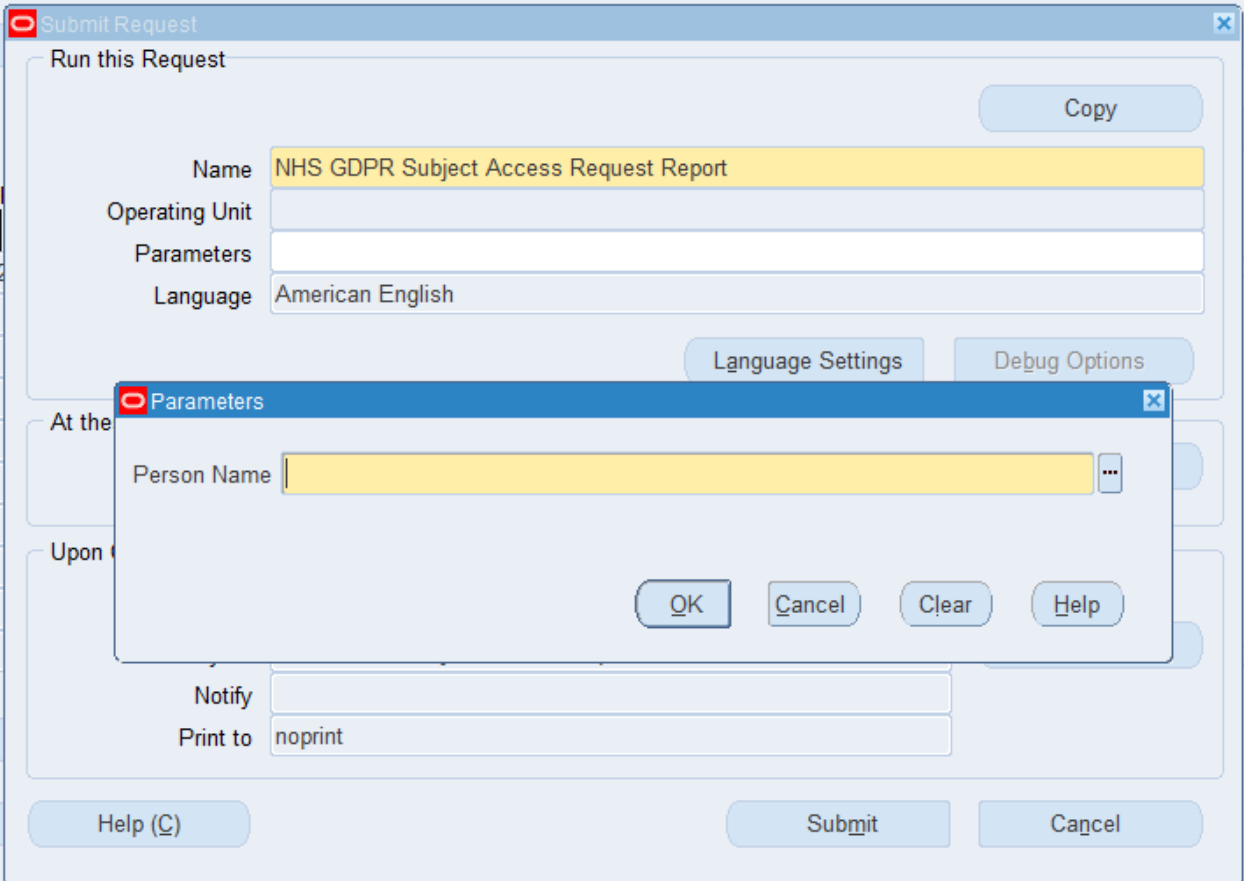
The output of this process will be produced in PDF format and the GDPR user should use the File > Save As functionality in their browser to save this output locally. Where the GDPR user wishes only to extract a sub-set of these items then the full extract should be run and the contents reviewed using a third party tool such as Excel. Items can then be removed or redacted as required. The GDPR user can then distribute the extract file as required.

NOTE: Once the extract file has been saved locally it is the responsibility of the GDPR user to abide by their organisation's regulations for the storage and transfer of sensitive files.

Responsibilities

XXX GDPR Officer

Parameters



The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog open. The 'Submit Request' dialog has the following fields and buttons:

- Run this Request** (Section Header)
- Name**: NHS GDPR Subject Access Request Report
- Operating Unit**: (Empty)
- Parameters**: (Empty)
- Language**: American English
- Buttons**: Copy, Language Settings, Debug Options
- At the**: (Label)
- Upon**: (Label)
- Notify**: (Empty)
- Print to**: noprint
- Buttons**: Help (C), Submit, Cancel

The 'Parameters' sub-dialog has the following fields and buttons:

- Person Name**: (Empty)
- Buttons**: OK, Cancel, Clear, Help

Example Output



Header Details 1	
Title	GDPR Subject Access Request
Date Run	13-SEP-2019 15:20:20
User Name	504TRAIN05
Person Name	Bradley01, Mr. Derek
VPD Code	504
Employing Authority Name	Kingston PCT
Person ID	116117
Process ID	2848987

Person Details 01-APR-2014 - 31-DEC-4712	
Last Name	Bradley01
First Name	Derek
Title	Mr.
Employee Number	20101323
Photograph Held	N
Marital Status	Single
Date of Birth	01-JAN-1974
NI Number	AR141827B
Gender	Male
Nationality	British
Country of Birth	United Kingdom
Ethnic Origin	C White - Any other White background
NHS OSP Scheme	NHS OSP SCHEME

Person Type Usages 01-APR-2014 - 31-DEC-4712	
Person Type	Employee

Personal Competencies 01-FEB-2014 - 31-JAN-2015	
Name	NHS CSTF Fire Safety - 1 Year
Level	1 - Assessed
Status	Achieved

Personal Competencies 01-JAN-2014 - 31-DEC-2014	
Name	NHS CSTF Information Governance - 1 Year
Level	1 - Assessed
Status	Achieved

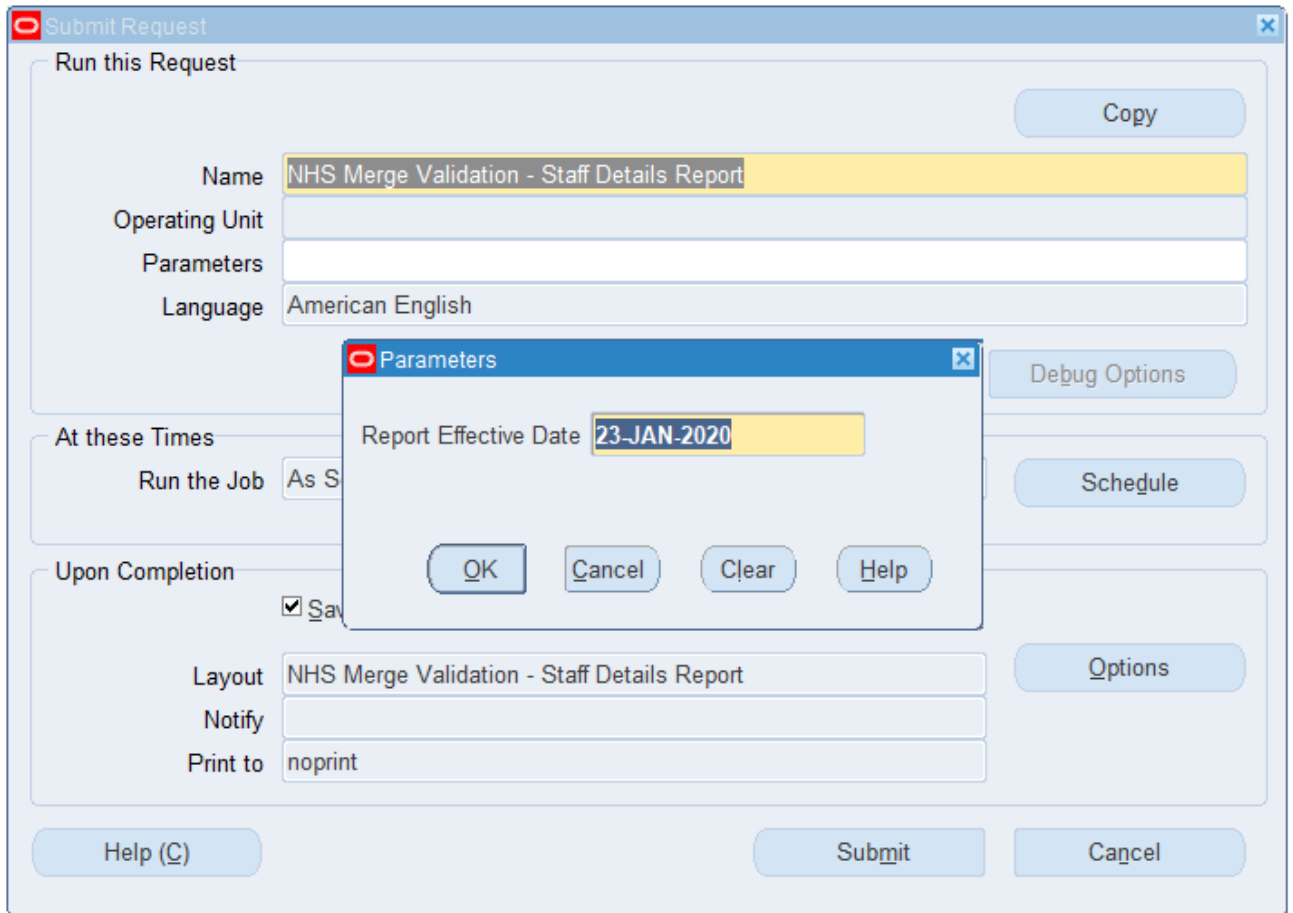
Personal Competencies 01-NOV-2013 - 31-OCT-2016	
Name	NHS CSTF Equality, Diversity and Human Rights - 1 Year
Level	0 - Not Assessed
Status	Achieved

Assignment Information 01-APR-2014 - 31-DEC-4712	
Assignment Number	20101323
Primary Flag	Y
Position	236112 Speciality Registrar Core Training 091 Anaesthetics
Job	Medical and Dental Specialty Registrar
Grade	NHS MN39 Specialty Registrar Core training
Organisation	504 Anaesthetics
Location	ESR Hospital
Assignment Category	Permanent
Assignment Status	Active Assignment
Contracted Hours	40
Frequency	Week
Contracted WTE	1
Supervisor Name	Leese01, Mrs. Vivian
Grade Step	150
No of Increments	1
Accommodation Status	None

## HUR 5.2.23 NHS Merge Validation - Staff Details Report

The report enables Employing Authorities to validate newly merged data. The report enables the user to view staff details before and after the merge providing the confidence that the data has been merged successfully.

Navigation Path:  
 XXX HR Administration  
 Requests > Submit Request > Single Request



The following columns are included in the output of the report:

Employee Number	Normal Hours
Last Name	Frequency
First Name	Assignment Category
Title	Primary Assignment
Initials	Asg Start Date
E-Mail	Asg End Date
Top Level Org	Assignment Status
Org Level 2	Payroll Name
Org Level 3	FTE
Trust	Organisation Name
Person Type	Location
NI Number	Position Number
CSD 3 Months	Position Name

CSD 12 Months	Workplace Org Code
Age	Staff Group
Preferred Name	Role
Latest Start Date	Pay Grade
Original Hire date	Payscale
Person Start Date	Paypoint
Supervisor	Address Line 1
Supervisor Employee	Address Line 2
Date Of Birth	Address Line 3
Work Phone	Town or City
Adjusted Service	County
Assignment Number	Post Code
Employee Category	Cost Centre
Incremental Date	

## OH 1.1.1 NHS OH Data Extract Report

This report will show all Occupational Health test and immunisation data, plus the contents of the Occupational Health Assessment record along with some relevant employee details. The report is designed so that the output (generated as a CSV file) can be uploaded into Excel and/or imported onto other 3rd Party OH systems.

The initial run (per trust) will perform a full extract of the OH data held, with subsequent daily runs only extracting records that have had changes/updates applied (or newly records added) during the intervening period.

### Parameters

The image shows two overlapping dialog boxes. The top dialog, titled 'Submit Request', has a 'Run this Request...' label and a 'Copy...' button. It contains four input fields: 'Name' with the text 'NHS OH Data Extract Report', 'Operating Unit' (empty), 'Parameters' (empty), and 'Language' with the text 'American English'. The bottom dialog, titled 'Parameters', contains three input fields: 'Report Date' with the text '17-JAN-2012', 'Data selection pool' (empty), and 'Process mode' with the text 'Incremental'. To the right of the 'Process mode' field is the text 'Incremental changes from last run'. Below these fields is a progress bar and four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

The report output file will include the following records:

Header record – always generated

Person information record – will always be produced if the person (employee or applicant) has OH data to be extracted in this run.

Diphtheria details

HIV details

Hepatitis B details

Hepatitis B Injection details

Hepatitis C details

Latex Sensitivity details

MMR details

Polio details

Rubella details

Tetanus details

Tuberculosis details

Typhoid details

Varicella details

COVID 19 Vaccination details

Occupational Health Assessment details

Footer record – always generated

### Note:

The report will be allocated to the NHS Overnight processing queue.

Employees or Applicants meeting the initial selection criteria, but who do not have any OH data recorded against them will not be extracted by this report. An employee or applicant must have at least one item of OH data recorded (either within the OH person extra information region, or the Occupational Health Assessment form) for them to be eligible to be extracted by this report.

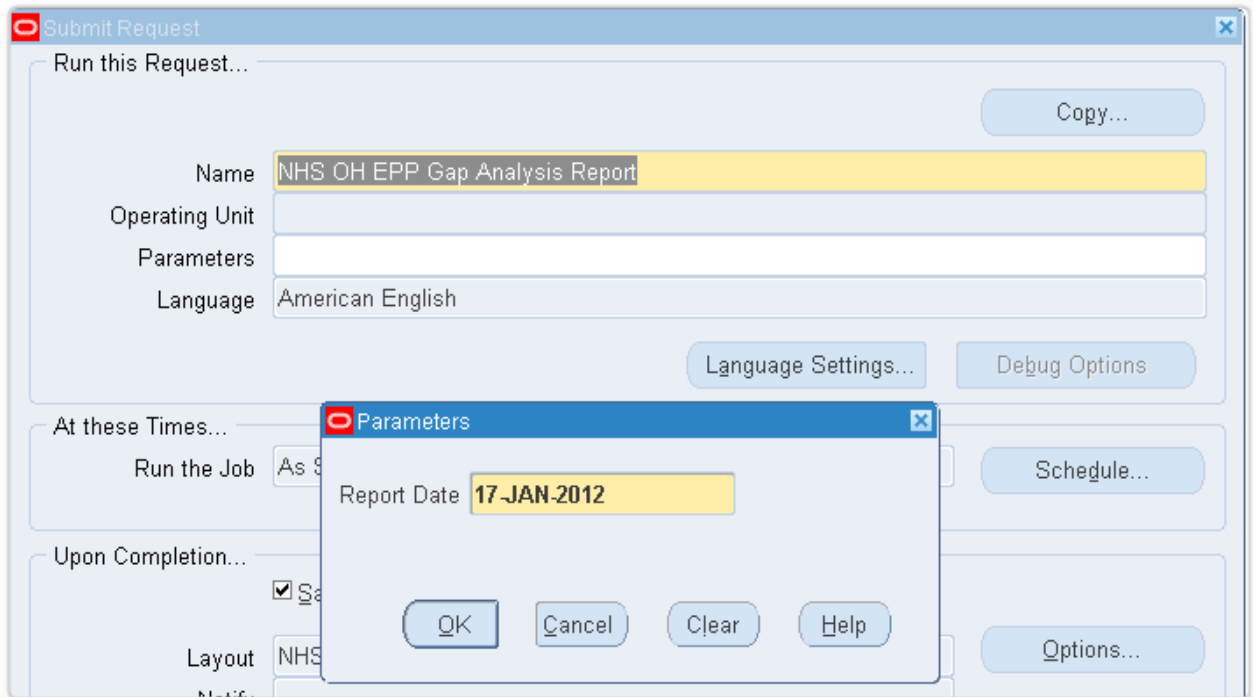
Multiple separate changes to the same record, occurring on the same day, may not necessarily get picked up if the process has already been run on that day. Running the incremental option for a second time on the same day will not pick up changes made following the first run.



## OH 1.1.2 NHS OH EPP Gap Analysis Report

This report will list all staff who are an EPP Post Holder (ie whose position has the EPP Post DFF attribute set to Yes), but do not have the EPP Clearance flag (on the current Occupational Health Assessment record) set to yes. Staff who are EPP Post holders but do not have a current Occupational Health Assessment record at all should also be reported upon.

### Parameters



**This report will list the following details for the selected employees:**

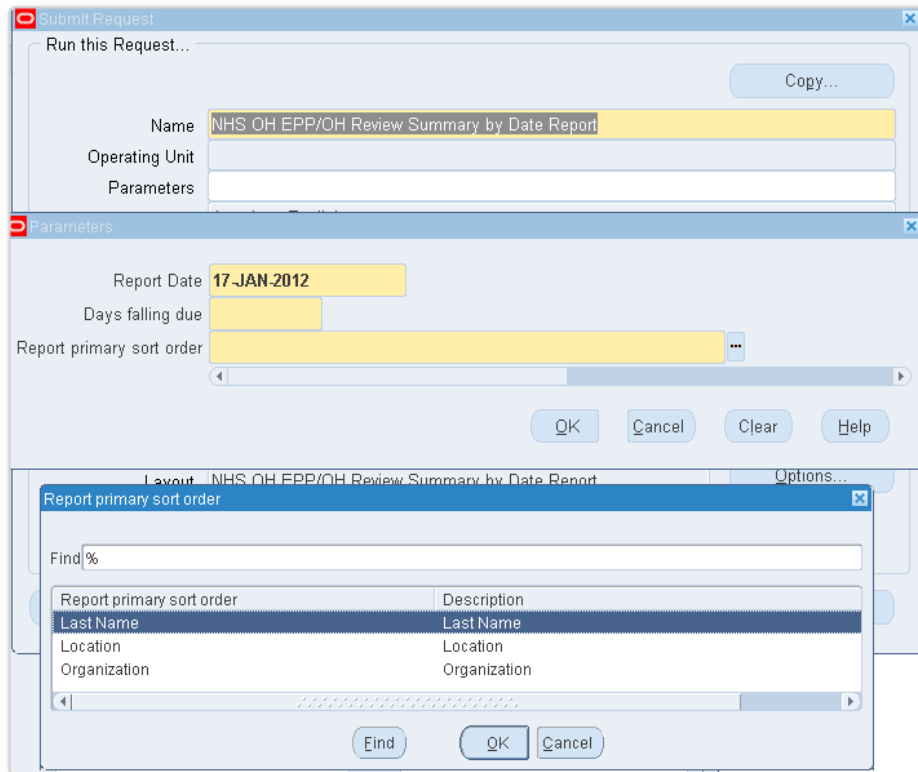
- Organization
- Name
- Gender
- Data of Birth
- Assignment Number
- Location
- Assignment Supervisor

**Data will be ordered by the following sequence:**

- Organization
- Name
- Assignment Number
-

# OH 1.1.3 NHS OH EPP/OH Review Summary by Date Report

## Parameters



**This report will list the following details for the selected employees:**


- Organization
- Name
- Gender
- Date of Birth
- Assignment Number
- Organization
- Location
- Assignment Supervisor
- EPP/OH Review Date

### **Grouping and Ordering:**

- Organization
- Location
- Last Name

For sort orders Organization and Location, data will be grouped by these items. For Last Name, no data grouping will be performed.

**Example Output**

		<b>Medical Staff Occupational Health Assessment Report</b>			Page: 1 of 1	
		<b>EPP/OH Review Summary by Date</b>				
EPP / OH Reviews due in 367 days				Report Date : 17-Jan-2012		
Primary sort order: Last Name						
Full Name	Sex	Date of Birth	Asg. Number	Organization / Location	Supervisor	EPP / OH Review Date
Giddings, Mr. Richard	M	03-Mar-1978	20100232-2	504 Learning and Development 504 ESR Hospital	Lane, Mrs. Jenny	04-Jan-2013

## OH 1.1.4 NHS OH Individual Employee Summary Report

The report will detail all of the test and immunisation data records held for a given employee. The layout is broken up into the following named regions:

- Person Summary
- Assignment Details
- Occupational Health Assessment Form data
- OH EPP Tests (to include information on Hepatitis B Injection details)
- OH Non-EPP Tests
- Immunisation information
- Anti Viral Therapy

### Parameters

The image shows two overlapping dialog boxes. The top dialog, titled 'Submit Request', has a 'Run this Request...' field with a 'Copy...' button. Below are fields for 'Name' (containing 'NHS OH Individual Employee Data Summary Report'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). The bottom dialog, titled 'Parameters', has a 'Report Date' field (containing '17 -JAN-2012') and an 'Employee Name' field with a scrollable list. It includes 'OK', 'Cancel', 'Clear', and 'Help' buttons. Below the 'Submit Request' dialog, there are fields for 'Layout' (set to 'NHS OH Individual Employee Details Data Report'), 'Notify', and 'Print to' (set to 'noprint'), along with an 'Options...' button. At the very bottom are 'Help (C)', 'Submit', and 'Cancel' buttons.

### Data Selection Criteria

Since the report is driven by the selection of an employee from the parameter list of values, the following is the criteria used to determine whether an employee appears within this list of values:

- Employee must be a current employee at the specified report date.
- Assignment must have an active assignment at the specified report date.
- Assignment must hold a post (position).
- The assignment's post must be flagged as being eligible for OH Processing

Where no records are found for any of these regions then the report will indicate that no data was found

### Data Items:

- Name
- Gender
- Date of Birth
- Assignment Number
- Position
- EPP Post
- Organisation
- Location
- Assignment Supervisor

The report includes all data from the following forms:

Health Assessment FormCOVID-19 Vaccinations OH EPP Tests Hep B: Latest Antibody Level Hep B: Surface Antigen Hep B: e-Antigen Hep B: Core Antibody Hep B: Anti HBe Hep B: DNA Viral Hep B: Course Type Hep C: Antibody Hep C: RNA HIV: Antibody OH EPP Tests – Hep B Injection 1 - 9 OH Non EPP Tests Measles Antibody	Mumps Antibody Rubella Antibody Heaf/Tine/Mantoux Test Mantoux Test Chest X-Ray 1 Chest X-Ray 2 IGRA Test Varicella Antibody Screening 1 Varicella Antibody Screening 2 Varicella Antibody Screening 3 Diphtheria Sequence 1 Diphtheria Sequence 2 Diphtheria Sequence 3 Diphtheria Sequence 4 Diphtheria Sequence 5	MMR Sequence 1 MMR Sequence 2 Polio Sequence 1 Polio Sequence 2 Polio Sequence 3 Polio Sequence 4 Polio Sequence 5 Rubella Sequence 1 Rubella Sequence 2 BCG Tetanus Typhoid Varicella Sequence 1 Varicella Sequence 2 Varicella Sequence 3 Anti Viral Therapy
--	--	---

Example Output



## Medical Staff Occupational Health Assessment Report Employee OH Data Summary

Report Date : 17-Jan-2012

Page 1 of 2

**Person Summary**

<b>Name</b> Giddings, Mr. Richard	<b>Date of Birth</b> 03-Mar-1978	<b>Gender</b> M
--------------------------------------	-------------------------------------	--------------------

**Assignment Details**

Asg. Number	Position	EPP Post	Organization / Location	Supervisor
20100232-2	236410 Head of Learning & Development GOA Education	Y	504 Learning and Development 504 ESR Hospital	Lane, Mrs. Jenny

**Occupational Health Assessment Form**

OH Record Date	OH Status	Notes
03-Jan-2012	Cleared	Further OH notes can be entered here.
<b>Assessment Type</b>	Health Assessment - Recruitment	
<b>Restrictions / Conditions</b>		
<b>Clearance Unit</b>		
<b>EPP Cleared?</b>	Yes	
<b>OH Advice to HR</b>	OH Cleared. Review in one month.	
<b>Clearance Date</b>	03-Jan-2012	
<b>OH Review Date</b>	04-Jan-2013	

**OH EPP Tests**

Test Name	Test Date	Result	Location	IVS
HIV: Antibody	03-Jan-2012	Negative	Left Arm	No

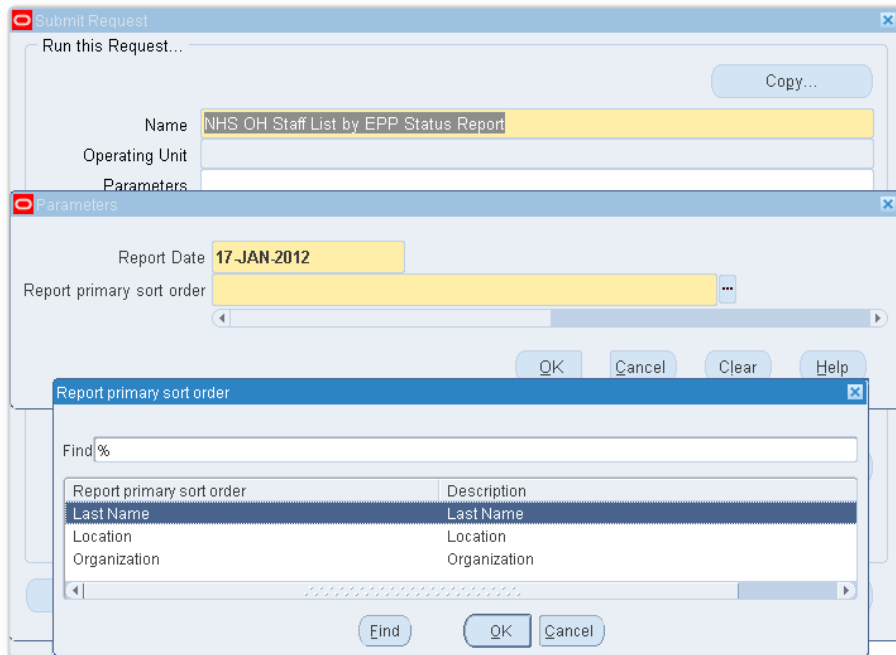
No OH Hep A Injection Data Found

No OH Hep B Injection Data Found

No 5 Year Booster Data Found

# OH 1.1.5 NHS OH Staff List by EPP Status Report

## Parameters



Only include those staff who satisfy the general selection criteria and have a current Occupational Health Assessment record. A NULL EPP Status will be reported as "No".

## Data Items

- Organization
- Name
- Gender
- Date of Birth
- Assignment Number
- Organization
- Location
- Assignment Supervisor
- EPP Status

For sort orders Organization and Location, data will be grouped by these items. For Last Name, no data grouping will be performed.

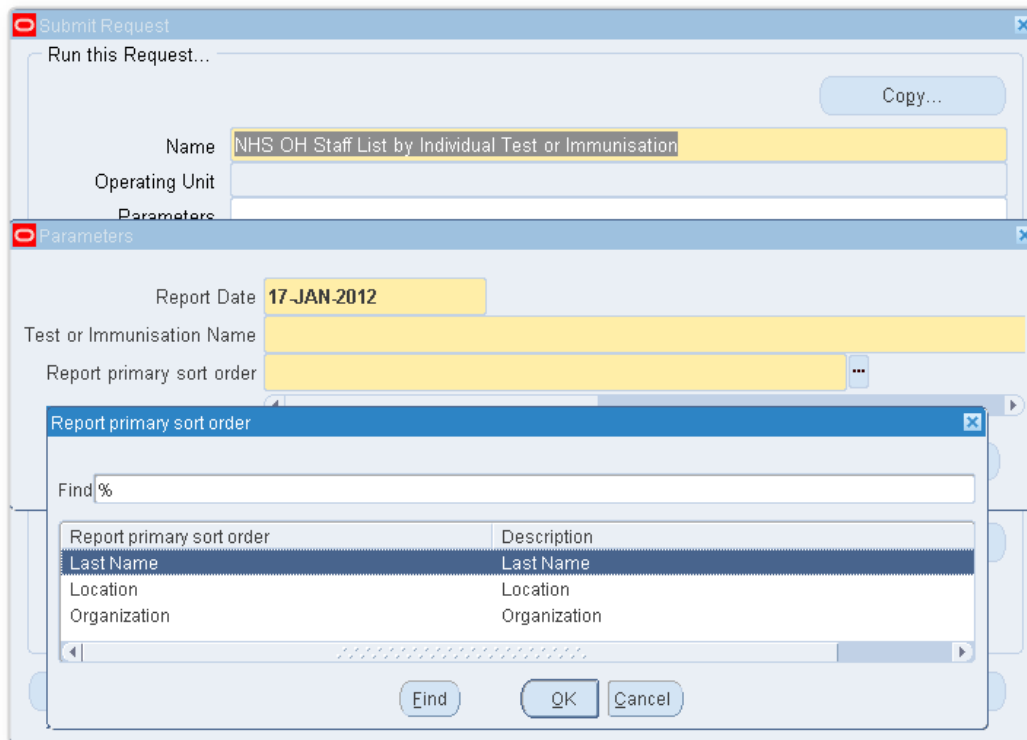
## Example Output

NHS		Medical Staff Occupational Health Assessment Report				Page: 1 of 1	
		Staff List by EPP Status					
Primary sort order: Last Name						Report Date : 17-Jan-2012	
Full Name	Sex	Date of Birth	Asg. Number	Organization / Location	Supervisor	EPP Status	
Giddings, Mr. Richard	M	03-Mar-1978	20100232-2	504 Learning and Development 504 ESR Hospital	Lane, Mrs. Jenny	Yes	

# OH 1.1.6 NHS OH Staff List by Individual Test or Immunisation

Staff List by individual test result or immunisation.

## Parameters



The Value Sets are:

Body Fluid / Sharps Incident	Rubella Antibody
COVID-19 Vaccination 1	Rubella Immunisation
COVID-19 Vaccination 2	TB: BCG Test
COVID-19 Antibody	TB: Chest X-Ray
COVID-19 Antigen RNA Swab	TB: Heaf Test
Diphtheria Immunisation	TB: Heaf/Tine/Mantoux Test
DTP Immunisation	TB: IGRA Test
HIV Antibody	TB: Mantoux Test
Hep B: Anti HBe	Tetanus Immunisation
Hep B: Core Antibody	Typhoid Immunisation
Hep B: DNA Viral	Varicella Antibody Screening
Hep B: Latest Antibody Level	Varicella Immunisation
Hep B: Surface Antigen	
Hep B: e-Antigen	
Hep C: Antibody	
Hep C: RNA	
MMR Immunisation	
Measles Antibody	
Mumps Antibody	
Polio Immunisation	


Data Items:



- Name
- Gender
- Data of Birth
- Assignment Number
- Organization
- Location
- Assignment Supervisor
- Test Date (as per above table)
- Test Result (as per above table)
- Test IVS
- Batch Number
- Manufacturer

For sort orders Organization and Location, data will be grouped by these items. For Last Name, no data grouping will be performed.

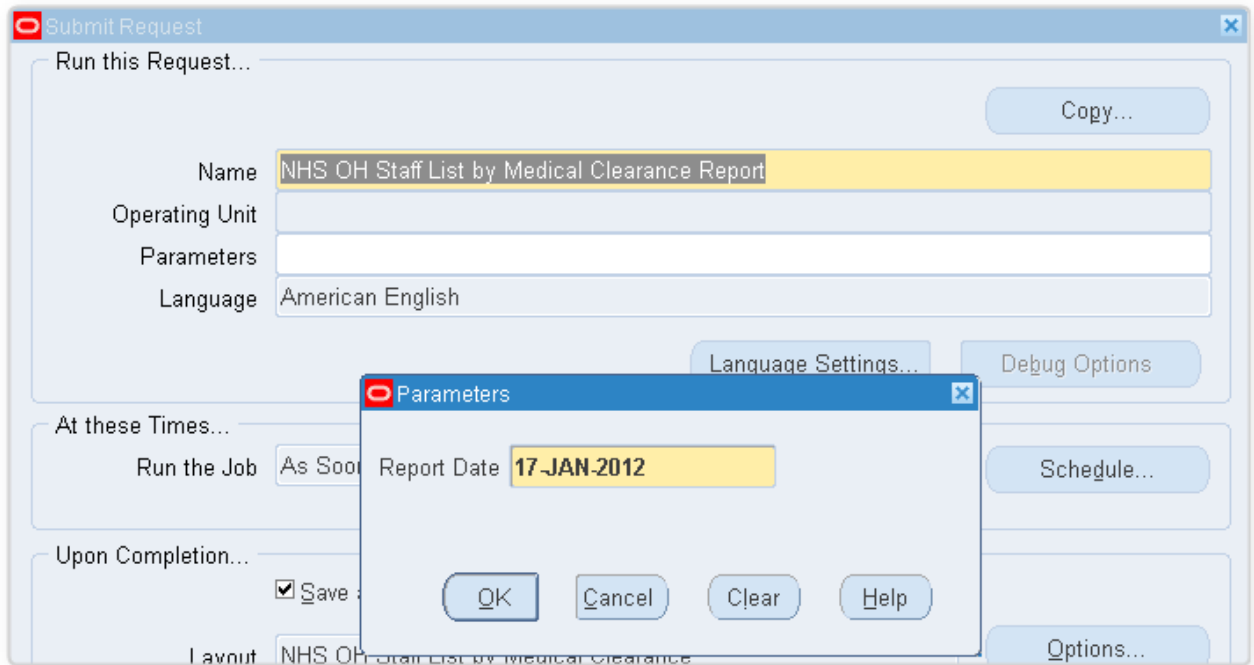
### Example Output

		<b>Medical Staff Occupational Health Assessment Report</b>				Page: 1 of 1	
		<b>Staff List by Individual Test or Immunisation</b>					
<b>MMR Immunisation</b>						Report Date: 17-Jan-2012	
Primary sort order: Last Name							
Full Name	Sex	Date of Birth	Asg. Number	Organization Location	Supervisor	Details	
						Date	Class
Giddings, Mr. Richard	M	03-Mar-1978	20100232-2	504 Learning and Development 504 ESR Hospital	Lane, Mrs. Jenny	04-Mar-2004	1 - Year and Month

# OH 1.1.7 NHS OH Staff List by Medical Clearance Report

This report is a summary list of all staff having medical clearance.

## Parameters



### Data Items:

- Organization
- Name
- Gender
- Date of Birth
- Assignment number
- Location
- Assignment Supervisor
- Medical Clearance? (yes/no)

### Determining Medical Clearance

Staff are deemed to have medical clearance if either of the following criteria is true:


- Have a current Occupational Health Assessment record that has the “OH Clearance Date” field populated, OR
- Have the “Date of Medical Clearance” field populated on their “Employment Checklist” SIT record.

Report is grouped by Organization.

Data will be ordered by the following sequence:

- Organization
- Name
- Assignment Number
-

**Example Output**

 **Medical Staff Occupational Health Assessment Report** Page: 1 of 1  
**Staff List by Medical Clearance**

Report Date : 17-Jan-2012

504 Learning and Development

Full Name	Sex	Date of Birth	Asg. Number	Location	Supervisor	Medical Clearance?
Giddings, Mr. Richard	M	03-Mar-1978	20100232-2	504 ESR Hospital	Lane, Mrs. Jenny	Yes (Both)

## PAY 6.1.1 NHS BACS Report

The NHS BACS Report provides detailed information on each individual BACS payment made. It is independent of the preceding BACS Payroll Run and can be submitted at any time, for any selected BACS Payroll Run that has completed successfully. The totals of the file should reconcile with the BACS total on the Gross to Net report and any discrepancies found should be investigated. The default format for this report output is PDF however this can be changed to other formats including Excel by clicking the Options button within the 'Upon Completion' section of the Submit Request form.

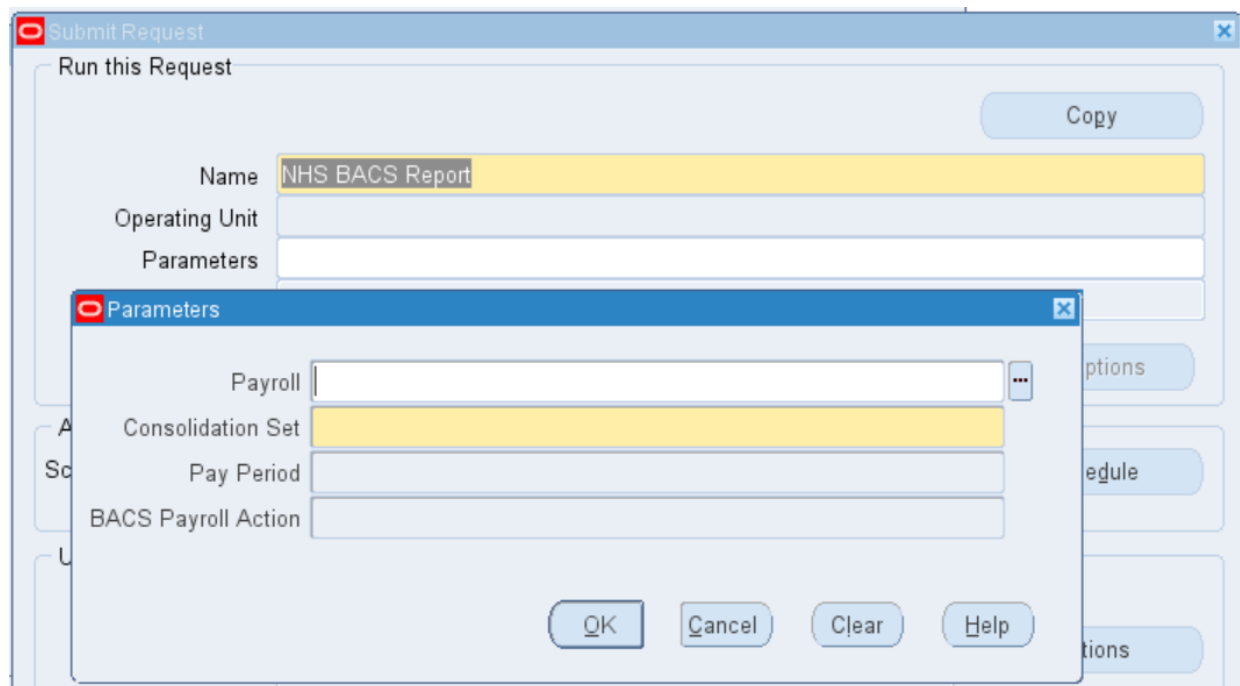
**Frequency:** Every Payroll

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**



# Example output for the NHS BACS Report

Report Date: 07-FEB-2023 15:58

## NHS BACS Report

### User SRS Parameters -

Business Group : 504 ESR Training  
 Payroll : 504 MonthlyT00  
 Consolidation Set : 504 TrainMonthly  
 Payroll Action Id : 25909

### BACS Payroll Run SRS Parameters -

Request Id : 1618949  
 Payroll : 504 MonthlyT00  
 Consolidation Set : 504 TrainMonthly  
 Start Date : 01-JAN-2023  
 End Date : 25-JAN-2023  
 Process Date : 06-FEB-2023

Report Date: 07-FEB-2023 15:58

## NHS BACS Report

Page 2 of 2

Trust Organisation: 504 ESR Training

Consolidation Set: 504 TrainMonthly

Pay Period: 01-JAN-2023 to 25-JAN-2023

Pay Day: 07-FEB-2023

Sort Code:

Bank Account:

Employee Name	Assignment Number	Pay Point	Sort Code	Account Number	ES Account Number	Net Amount Paid
Martin02 E	20015092	Default Home	654321	87654321		1,195.51
Neville02 C	20015000	Default Home	123456	12345678		1,257.76
Total Amount Paid:						2453.27
Total Number of Assignments Paid:						2
Total Number of Employees Paid:						2

## PAY 6.1.2 NHS Cheque Report

---

The NHS Cheque Report produces a list of assignments to be paid as a cheque payment as a result of the payroll process for the period being run, with the option to restrict data by cheque payment method. The totals of the file must reconcile with the Cheque total on the Gross to Net report, and any discrepancies should be investigated.

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

Please note that as this report works off the Prepayments facility, and not the cheque payment process, once the Cheque Writer Process has been run for the given period, the report if rerun will not contain any records.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** 6-20 Minutes

**User Responsibility:**

xxx Finance Reporting

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**

The screenshot shows a 'Submit Request' dialog box. The main window has a title bar 'Submit Request' and a close button. Inside, there's a section 'Run this Request...' with a 'Copy...' button. Below this, the 'Name' field contains 'NHS Cheque Report' and the 'Parameters' field is empty. A 'Parameters' sub-dialog is open, showing fields for 'Payroll', 'Pay Period', 'Start Date', 'End Date', and 'Payment Method'. At the bottom of the sub-dialog are 'OK', 'Cancel', 'Clear', and 'Help' buttons. The main dialog also has a 'Print to' field set to 'noprint'.

### Example output for the NHS Cheque Report

NHS Business Group				Effective Date:		
				Report Date:		
P A Y R O L L   R E P O R T S						
NHS Cheque Report						
Report Parameters						
		Payroll Name: 434 MonthlyT05				
		Start Date: 01-APR-2003				
		End Date: 01-APR-2005				
		Payment Method:				
DNHS Business Group				Effective Date: 01-APR		
				Report Date: 20-APR		
				Page:		
NHS Cheque Report						
			Assignment			
			Number	Surname		Part
Payment Method	Organisation	Location			Inits	Amount (GBP) Payment
=====	=====	=====	=====	=====	=====	=====
434 Cheque	434 Ward 9	ESR Hospital	20014827	Johnson05	A	1,070.81 N
	434 Ward 9	ESR Hospital	20014978	Lawrence05	M	1,044.41 N
	434 Ward 9	ESR Hospital	20014857	Smith05	B	946.77 N
	434 Ward 9	ESR Hospital	20014721	Steele05	K	782.85 N
Count: 4					Total:	3,844.84
Total Count: 4					Grand Total:	3,844.84
*** End of Report ***						

## PAY 6.1.3 NHS Detail Element Report

---

The NHS Detail Element Report displays details of any payroll element or element set. For each assignment there will be a column for the input value name and the associated Run Result Value.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' section. The 'Name' field is set to 'NHS Detail Element Report'. The 'Parameters' section includes the following fields:

Consolidation Set	<input type="text"/>
Payroll Name	<input type="text"/>
Element Name	<input type="text"/>
Element Set Name	<input type="text"/>
Organisation	<input type="text"/>
Assignment Number	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Sort Sequence (1st Choice)	<input type="text"/>
Sort Sequence (2nd Choice)	<input type="text"/>
Sort Sequence (3rd Choice)	<input type="text"/>

Buttons at the bottom: OK, Cancel, Clear, Help.



# Example output for the NHS Detail Element Report

Report Information

Report Date: 07-FEB-2023 16:43

Detail Element Report

Report Parameters

Assignment Number :

Consolidation Set :

Element Set Name : Reporting Basic Pay NHS

Element Name:

Organisation :

Payroll Name : 504 MonthlyT00

Payroll Period Start Date : 01-JAN-23

Payroll Period End Date : 31-JAN-23

Accounting Period From :

Accounting Year From :

Accounting Period To :

Accounting Year To :

Sort Selection (1st Choice) :

Sort Selection (2nd Choice) :

Sort Selection (3rd Choice) :

Input Value (1st Choice) :

Input Value (2nd Choice) :

Input Value (3rd Choice) :

Trust Identifier :T01 Test Trust 01 ( 060 )

NHS Detail Element Report

Report Date: 07-FEB-2023 16:43  
Page: 1 of 352

From 01-JAN-2023 to 31-JAN-2023

Element Set Name : Reporting Basic Pay NHS

Element : Basic Distributed NHS

Payroll Name: 504 MonthlyT00  
Payroll Period: 10 2023

Organisation Name	Assignment Number	Employee Name	Leaving Date	Input Value Name	Result Value
504 Acute Nurse Management	20005598	Admin25, Mr. Anthony		Pay Value	1689.17
				Units Worked	162.95
				Units Paid	162.95
504 Acute Nurse Management	20005597	Admin24, Mr. Anthony		Pay Value	1689.17
				Units Worked	162.95
				Units Paid	162.95
504 Acute Nurse Management	20005596	Admin23, Mr. Anthony		Pay Value	1689.17
				Units Worked	162.95
				Units Paid	162.95

# PAY 6.1.4 NHS Duplicate Bank Account Details Report

The NHS Duplicate Bank Account Details Report highlights duplicate bank account numbers to assist in identifying payments relating to different assignments that are being made into the same bank account.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

### Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...**
  - Name: NHS Duplicate Bank Account Details Report
  - Parameters: [Empty]
  - Language: American English
  - Copy... button
- At these Times...**
  - Run the Job: As Soon as Possible
- Upon Completion...**
  - Save all Output Files
  - Notify: [Empty]
  - Print to: noprint

The 'Parameters' sub-dialog is open, showing:

- Payment Period Start Date: [Empty]
- Payment Period End Date: [Empty]
- Buttons: OK, Cancel, Clear, Help

Main dialog buttons: Help (H), Submit, Cancel

## Example output for the NHS Duplicate Bank Account Details Report

NHS Business Group		Report Date: 08-APR-2005					
P A Y R O L L R E P O R T S							
NHS Duplicate Bank Account Details Report							
Report Parameters							
		Payment Period Start Date: 01-JAN-2004					
		Payment Period End Date: 01-JAN-2005					
DNHS Business Group		Report Date: 08-APR-2005					
		Page: 1					
NHS Duplicate Bank Account Details Report							
Pay Point	Employee Number	Employee Name	Sort Code	Account Number	Building Society Reference	Last Standard Process Date	Checked By
Default Home	20015643	Neville09 C	123456	12345678			
Default Home	20015657	Neville07 C	123456	12345678			
Default Home	20015676	Neville08 C	123456	12345678			
Default Home	20015733	Neville11 C	123456	12345678			
Default Home	20016145	Neville05 C	123456	12345678			
Default Home	20015735	Martin05 E	654321	87654321			
Default Home	20015795	Martin07 E	654321	87654321			
Default Home	20015820	Martin08 E	654321	87654321			
Default Home	20015851	Martin09 E	654321	87654321			
Default Home	20015874	Martin10 E	654321	87654321			
Default Home	20015894	Martin11 E	654321	87654321			

# PAY 6.1.5 NHS Element Batch Details Report

The NHS Element Batch Details Report allows you to assess element batch details for a specified period.

**Frequency:** Ad Hoc

**Expected Runtime:** 2 – 5 Minutes

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The image shows two overlapping windows from a software application. The top window is titled "Submit Request" and contains a "Run this Request..." section with a "Copy..." button. Below this, the "Name" field is filled with "NHS Element Batch Details Report" and the "Parameters" field is empty. The bottom window is titled "Parameters" and contains several input fields: "Batch Pay Period", "Batch", "Batch Status", "Batch Created By", "Assignment", "Element Set", "Element", "Input Value", "Condition", "Condition Value", "Group By" (with "ELEMENT" selected and "Group By Element" text to the right), and "Generate CSV" (with "Yes" selected). At the bottom of the "Parameters" window are buttons for "OK", "Cancel", "Clear", and "Help".

Example output for the NHS Element Batch Details Report

NHS		NHS Batch Details Report										Page: 1 of		
Teaching Hospitals NHS Trust												Report Date : 12-DEC-2006 11:2		
Batch Name: 298_May2006monthly			Status: Batch in processing st.			Creation Date: 12-DEC-06			Created By: 298NBAGDADI					
Element: Dom Fees NHS		Element Type: Information												
Employee	Assignment No.	Scheme	Allowance Type	Earned Date	Sequence No	Speciality	Code Rate	No of Visits	Current Year	Year Minus 1	Year Minus 2	Year Minus 3	Year Minus 4	Year Minus 5
Bagdad, Mr. Nicholas	20000435	NHS	13 - Four or more Consultations at same place at same time	01-Apr-06	12345	Allergy								
Element: Enhanced NR NHS		Element Type: Information												
Employee	Assignment No.	Saturday Enhanceable	Sunday Enhanceable	Night Duty Enhanceable	Unsocial Enhanceable	Bank Holiday Enhanceable	Rest Day Up To WT	Earned Date						
Bagdad, Mr. Nicholas	20000435	50.00	50.00	28.50										
Bagdad, Mr. Nicholas	20000435	5.00	5.00	20.00										

# PAY 6.1.8 NHS Impending Retro Payments Report

The NHS Impending Retro Payments Report details all of the arrears calculations for each element per period, which allows users to review the changes and investigate any unexpected calculations.. The default output is PDF, however alternative formats can be produced including Excel by amending the Format process parameter..

Users will need to select which version of the report they wish to run (Weekly, Fortnightly, Monthly or Lunar).

**Frequency:** Every Payroll

**Expected Runtime:** 2 – 5 Minutes

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Data Entry

xxx Payroll Super Administration

### Parameters

The image shows two overlapping dialog boxes. The top one is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this are three input fields: 'Name' (filled with 'NHS Impending Retropayments Report (Monthly)'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several fields: 'Payroll' (with a dropdown arrow), 'Payroll Period', 'Assignment Number', 'Retro Payroll Action', 'Earliest Date Submitted', 'First Sort Order' (filled with 'Organisation Name'), 'Second Sort Order' (filled with 'Assignment Number'), 'Template Name' (filled with 'NHS Impending Retropayments Report - Summarised Detail'), and 'Format' (filled with 'PDF'). At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

‘Earliest Date Submitted’ is mutually exclusive with ‘Retro Payroll Action’. If this date parameter is completed the element entry data returned in the report will be restricted to those resulting from Retropay By Element payroll actions created by concurrent requests submitted between the entered date and the last day of the Payroll Period entered, both dates inclusive

**Please note:** Once the report has been run, the same data can be ‘Republished’ into a new template at any time without the need to re-run the concurrent request.

Example Output

Leeds Teaching Hospitals NHS Trust Report Date: 12-SEP-2007 09:28

**NHS Impending Retropayments Report – Summarised Detail**

Parameters:

Payroll Name: 286\_Monthly PayrollNB  
 Payroll Period: 2 2007 Calendar Month  
 Assignment: All  
 Retro Payroll Action: 15-MAY-2007 (74618)  
 First Sort Order: Organisation Name  
 Second Sort Order: Assignment Number

Organization	Pay Point	Data Entry Group	Employee Name	Assignment Number	Date Earned	Source Element	Source Allow/Dedc Type	Source Pay Value	Source Units Worked	Source Units Paid	Source Rate	Retro Element	Retro Pay Value	Retro Units Worked	Retro Units Paid
286 Hospital D	286 Location_D		Straw, Mr. Jack	20000280	30-APR-07	Basic Pay NHS		1,857.17	182.95	182.95	9.8218	Basic Pay NHS ARS	-746.33	75.05	-75.05
286 Hospital D	286 Location_D		Straw, Mr. Jack	20000280	30-APR-07	Pension EE NHS		35.83	0.00	0.00	0.0000	Pension EE NHS ARS	-44.71	0.00	0.00
286 Hospital D	286 Location_D		Straw, Mr. Jack	20000280	30-APR-07	Pension ER NHS		233.60	0.00	0.00	0.0000	Pension ER NHS ARS	-104.35	0.00	0.00

**Columns:**

The Full Detail template for this report will list the following data items

- Organisation
- Paypoint
- Employee Name
- Assignment Number
- Date Earned
- Source Element
- Source Allowance/Deduction Type
- Source Units Worked
- Source Units Paid
- Source Rate
- Source Pay Value
- Retro Element
- Retro Units Worked
- Retro Units Paid
- Retro Rate
- Retro Pay Value

The Summarised Detail template for this report will list the following data items

- Organisation
- Paypoint
- Employee Name
- Assignment Number
- Date Earned
- Source Element
- Source Allowance/Deduction Type
- Source Units Worked
- Source Units Paid
- Source Rate
- Source Pay Value
- Retro Element
- Retro Units Worked (sum for this element in this period)
- Retro Units Paid (sum for this element in this period)
- Retro Rate (calc average for this element in this period)
- Retro Pay Value (sum for this element in this period)

The Assignment Level Summary template for this report will list the following data items

- Organisation
- Paypoint
- Employee Name
- Assignment
- Source Element
- Source Allowance/Deduction Type
- Source Pay Value (sum for this element in all periods)
- Retro Element
- Retro Pay Value (sum for this element in all periods)

The Element Level Summary template for this report will list the following data items

- Source Element
- Source Allowance/Deduction Type
- Source Pay Value (sum of all assignments in all periods)
- Retro Element
- Retro Pay Value (sum of all assignments in all periods)

As Allowance / Deduction type is not stored on the retro element this will be derived from the source element.



# PAY 6.1.10 NHS Post Increment Report

The NHS Post Increment Report details what actually happened during the increment process. The report will give a breakdown by employee of the increments made by the increment process.

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

**Frequency:** Every Payroll

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

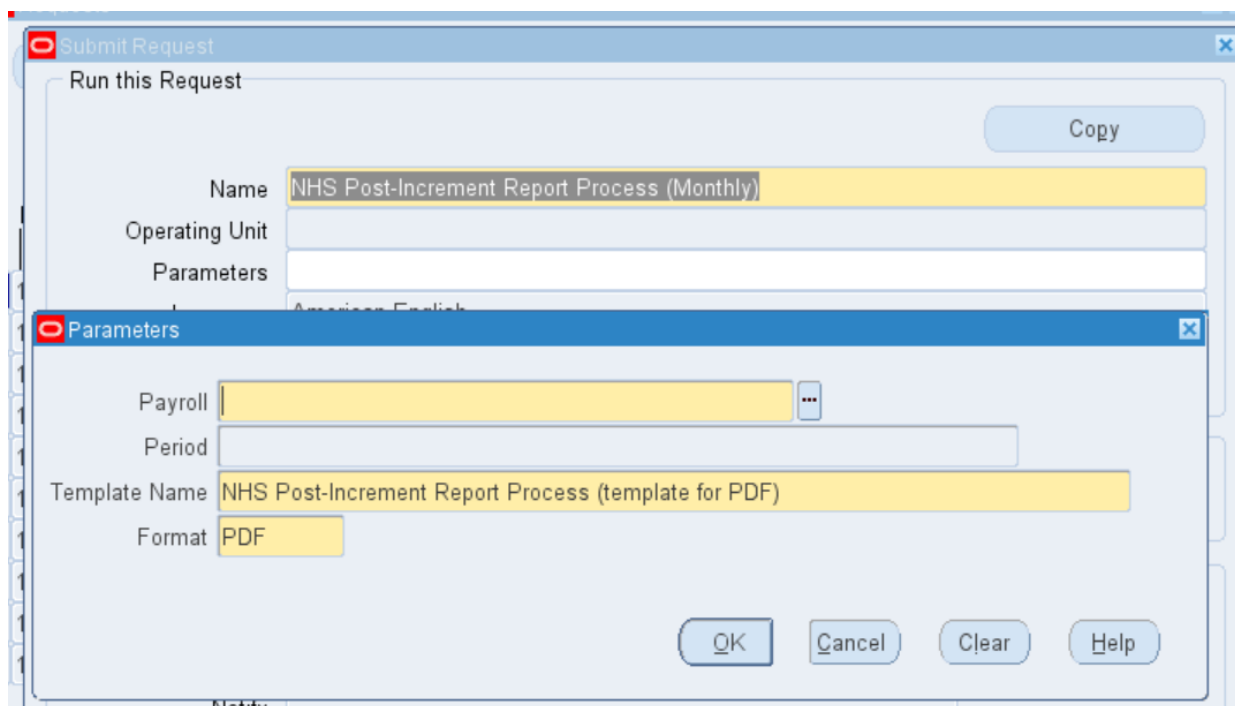
xxx Finance Reporting

xxx HR Management

xxx Payroll Audit

xxx Payroll Super Administration

### Parameters



### Example output for the NHS Post Increment Report

NHS Business Group						Effective Date: 31-JAN-2005						
						Report Date: 09-JUN-2006 14:59						
IN C R E M E N T P R O C E S S I N G												
NHS Post-Increment Report												
Report Parameters												
		Payroll:	298_Monthly Payroll									
		Period:	01-JAN-2005 - 31-JAN-2005									
DNHS Business Group						Effective Date: 31-JAN-2005						
						Report Date: 09-JUN-2006 14:59						
						Page: 1 of 2						
NHS Post-Increment Report												
Organisation: 298 Trust D												
Employee	Employee Number	Assign Number	Grade	No of Incs	Spinal Step Old	Spinal Step New	Spinal Point Old	Spinal Point New	Ant Value	New	Difference	Next Inc. Date
Maternity_Iamon	20000946	20000946	NHS\XN05\Non Review Body Band 5	560	240	17,060.00	18	18	1,114.00	1,054.00	1,054.00	01-JAN-2005
				TOTAL for 298 Trust D:		17,060.00	18	18	1,114.00	1,054.00		
DNHS Business Group						Effective Date: 31-JAN-2005						
						Report Date: 09-JUN-2006 14:59						
						Page: 2 of 2						
NHS Post-Increment Report												
						<----- Spinal Point Value ----->						
						Old						
						New      Difference						

## PAY 6.1.11 NHS Pre-Increment Report

The NHS Pre-Increment Report mirrors that of the actual increment run without applying any changes. Any errors encountered will be reported to allow the user to correct the data prior to running the increment process. The default format for this report is PDF, however users are able to produce the output in Excel format by amending the Template Name and Format process parameters.

This report also identifies which assignments are not progressing through a pay impacting step due to not meeting the necessary criteria in line with the Pay Progression policy changes applicable to AfC Terms and Conditions (Annex 23) and the SAS Doctors 2021 Contract Refresh, as well as highlighting when an increment will occur, but the increment is not pay affecting.

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

**Frequency:** Every Payroll

**Expected Runtime:** 6 – 20 Minutes

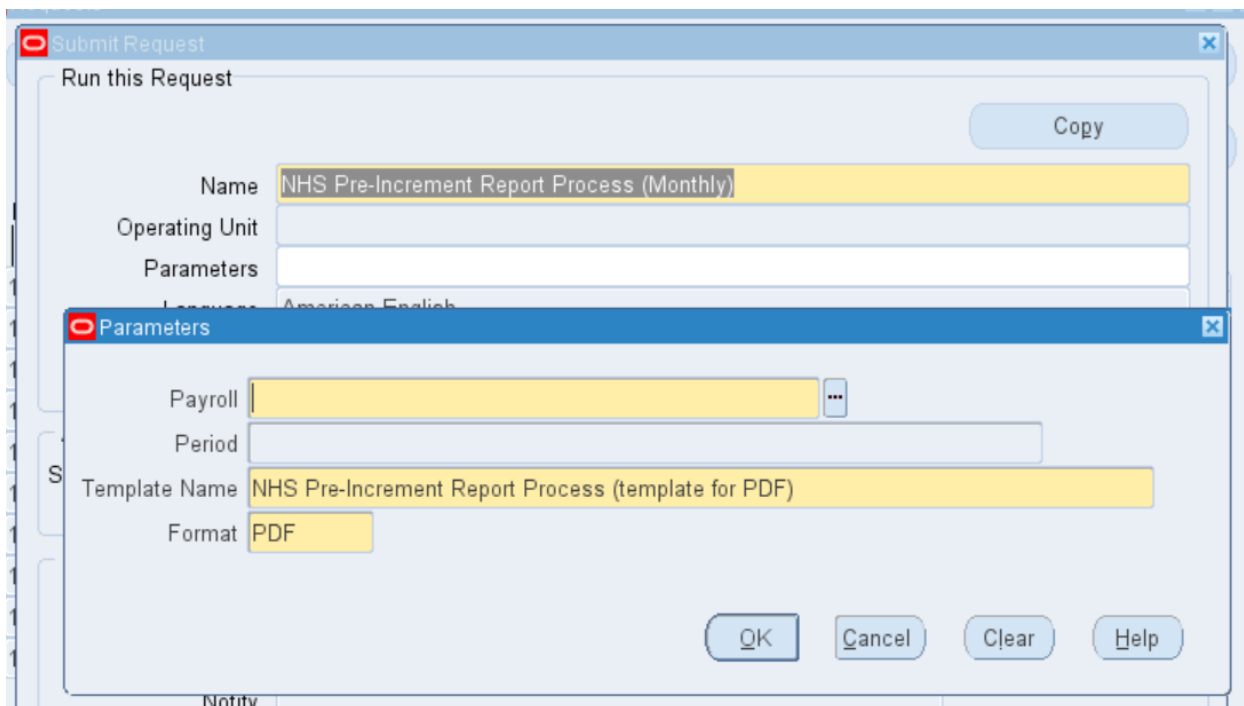
**User Responsibility:**

xxx HR Management

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**



# Example output for the NHS Pre-Increment Report

504 ESR Training Effective Date: 31-JAN-2023  
Report Date: 31-JAN-2023 11:50

I N C R E M E N T   P R O C E S S I N G  
NHS Pre-Increment Report

Report Parameters  
Payroll: 504 MonthlyT00  
Period: 01-JAN-2023 - 31-JAN-2023

504 ESR Training Effective Date: 31-JAN-2023  
Report Date: 31-JAN-2023 11:50  
Page: 2 of 2

NHS Pre-Increment Report

Organisation: 504 Ward 9

Employee	Employee Number	Assign Number	Grade	No of Incs	Increment Date	Pay Progression	<--- Spinal Step --->		<----- Spinal Point Value ----->		
							Current	Projected	Current	Projected	Difference
Lane01,Chris	20006054	20006054	NHS\XR05\Review Body Band 5	1	15-Jan-2023		190	210	23,177.00	0.00	-23,177.00
Additional Information: No successful Pay Progression Meeting in the last year.											
TOTAL for 504 Ward 9:									23,177.00	0.00	-23,177.00
							<----- Spinal Point Value ----->				
									Current	Projected	Difference
GRAND TOTALS:									23,177.00	0.00	-23,177.00

\*\*\* End of Report \*\*\*

## PAY 6.1.12 NHS Pre Payroll Exception Report (Payroll Frequency)

---

The NHS Pre-Payroll Exception Report is used to enable pre-payroll checking of certain criteria based on element input and assignment updates.

The report checks the following:

Condition Name	Condition	In Restricted Version
No NI Number	Is Null	No
No Bank	Is Null	Yes
No Incremental	Is Null	No
No WTD	Is Null	No
Pension	<> D,E Opted Out = N, Pension NHS	Yes
Leavers (tax code changes dynamically)	<> BR Entries exist	No
Grade Change	Change to first character of second segment	No
Point change	More than 2 step increase	No
Contract Type	Segment 2 of grade != contract type chars 4 to 7(inc) For Afc grades this should be Chars 1 segment 2 != to char 4 of the contract type	No
Contract Type 2	Payroll freq != contract type char 8 Except for AFC contract type of NHSXAFCMN	No
Pension/Assignment Category	(Pension NHS element is incompatible with an assignment category of Locum. Employment Type needs to be either '2 - Non-Specialist' or '3 - Specialist' and Capacity Code needs to be '3 - Medical Staff').  = Locum = Pension NHS = 3 - Medical Staff Pension NHS = 2 - Non-Specialist or 3 - Specialist	Yes

Exception Name (As it will appear in the report output)	Exception Description
Element Entry Value	Include or Exclude the 'Bonus Override NR NHS' element depending on the 'Exclude Bonus' parameter.
Element Entry Value	Include 'Passenger Allowance NR NP NHS' and 'Passenger Allowance NR NP NT NNI NHS' elements with 'No of Miles' > 125.
Inactive Assignment with NR Element	The assignment has a Non Recurring element in the period and the assignment status is 'Inactive Not Worked'.
Tax Code > 100 Above Standard	The Employee's tax code is > 100 above the standard emergency tax code. Only tax codes ending in T, L, P, V or Y will be considered.
No Personal Payment Method	No personal payment method exists for the assignment and the assignment status is not 'Terminate Assignment' or 'Terminate Process Assignment'.
Pension/NI	NI Category <> 'C', 'D' or 'E' and the Opt Out input value on the 'Pension NHS' element is set to 'No'.
Pension/NI	NI Category = 'D' and the Opt Out input value on the 'Pension NHS' element is set to 'Yes'.
Pension/NI	The NI C Employee Contributions value isn't zero.
Assignment has no Tax Code	The 'Tax Code' entry value on the 'PAYE Details' element is not present i.e. a user has deleted it.
Override Element	The assignment has an element entry to be processed in this period, with the 'Override' box checked.
Additional Element	The assignment has an element entry to be processed in this period, with the 'Additional' box checked.
Duplicate Court Order Reference	A new Court Order uses the same reference as a previous court order for the same assignment.
Reduction in Pay	The employee has been subject to a change in pay grade step point that results in a reduction in pay. Note that it is possible for an increase in grade step point to result in a reduction in pay.  This assumes the assignment has not changed grade spine and that a previous grade step existed.
NI Number has no suffix	The Employee's National Insurance Number has no Suffix.
Missing NI Number	This is already included in the non restricted version of the reports and will now also be included in the restricted versions.
RTI - New Starter Declaration is missing	The RTI New Starter Declaration has not been completed on the New Starter (RTI) form within Tax Information.
RTI - Address missing or incomplete	Addresses that fail RTI validation are present on the record (for example Address Line 2 or Town missing). The exception shows which required fields are missing.
RTI - Address includes invalid characters	Addresses that fail RTI validation are present on the record .The exception shows either which required fields contain invalid characters
RTI - Employee Name missing or incomplete	Employee Name missing or incomplete
RTI - Employee Name includes invalid characters	Employee Name includes invalid characters
Employees aged over 21 on the Effective Date and NI categories M, I, Z, and K.	Employees over 21 should not have these NI categories
Employees age under 21 on the Effective Date and NI categories of A, D, J and L.	Employees under 21 should not have these NI categories

Frequency: Every Payroll & Ad Hoc

Expected Runtime: Not Currently Benchmarked

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

Parameters

Payroll [Yellow Field]

Payroll Period [Light Blue Field]

Exception User Table [Yellow Field]

Organisation [White Field]

Paypoint [White Field]

Exclude Bonus [Yellow Field] No

Format [Yellow Field] PDF

OK Cancel Clear Help

**Example output for the NHS Pre Payroll Exception Report**

NHS Pre Payroll Exceptions Report - Restricted

Report Date: 25-JAN-2022 13:54  
Page: 1 of 2

Parameter Values

Payroll Name: 508 MonthlyT01  
Payroll Period: 10 2022 Calendar Month  
Exception User Table: NHS PAYROLL EXCEPTIONS  
Organisation:  
Paypoint:  
Exclude Bonus: No

Employee Name	Assignment	Organisation	Paypoint	Grade	Exception	Element / Values
Lawrence01, Mrs. Mary	20008792	508 Ward 9	Default Home	XR05	No Personal Payment Method	
Lawrence01, Mrs. Mary	20008792	508 Ward 9	Default Home	XR05	RTI - Employee Name includes invalid characters	Last Name
Lawrence01, Mrs. Mary	20008792	508 Ward 9	Default Home	XR05	RTI - New Starter Declaration is missing	
Martin01, Mrs. Elizabeth	20009002	508 Ward 9	Default Home	XR05	No Personal Payment Method	
Martin01, Mrs. Elizabeth	20009002	508 Ward 9	Default Home	XR05	RTI - Employee Name includes invalid characters	Last Name
Martin01, Mrs. Elizabeth	20009002	508 Ward 9	Default Home	XR05	RTI - New Starter Declaration is missing	
Neville01, Mrs. Christine	20009092	508 Ward 9	Default Home	XR05	No Personal Payment Method	
Neville01, Mrs. Christine	20009092	508 Ward 9	Default Home	XR05	RTI - Employee Name includes invalid characters	Last Name
Neville01, Mrs. Christine	20009092	508 Ward 9	Default Home	XR05	RTI - New Starter Declaration is missing	
Smith01, Mr. Ben	20009332	508 Ward 9	Default Home	XR05	No Personal Payment Method	
Smith01, Mr. Ben	20009332	508 Ward 9	Default Home	XR05	RTI - Employee Name includes invalid characters	Last Name
Smith01, Mr. Ben	20009332	508 Ward 9	Default Home	XR05	RTI - New Starter Declaration is missing	
Steele01, Mrs. Kerry	20009362	508 Ward 9	Default Home	XR05	No Personal Payment Method	
Steele01, Mrs. Kerry	20009362	508 Ward 9	Default Home	XR05	RTI - Employee Name includes invalid characters	Last Name
Steele01, Mrs. Kerry	20009362	508 Ward 9	Default Home	XR05	RTI - New Starter Declaration is missing	
Taylor01, Mr. Jack	20009392	508 Ward 9	Default Home	XR02	No Personal Payment Method	
Taylor01, Mr. Jack	20009392	508 Ward 9	Default Home	XR02	RTI - Employee Name includes invalid characters	Last Name
Taylor01, Mr. Jack	20009392	508 Ward 9	Default Home	XR02	RTI - New Starter	

# PAY 6.1.13 NHS Summary Element Report

The NHS Summary Element Report details Pay Value run results processed for a particular element over a defined period. This allows the user to report on any payroll element, or a predefined set of elements and provides totals by payroll and by report.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The screenshot shows a software window titled "Parameters" with a "Run this Request..." header. The "Name" field is set to "NHS Summary Element Report". Below this are various input fields for configuration:

- Assignment Number
- Consolidation Set
- Element Name
- Element Set Name
- Organisation
- Payroll Name
- Accounting Period From
- Accounting Year From
- Accounting Period To
- Accounting Year To
- Payroll Period Start Date
- Payroll Period End Date
- Sort Sequence (1st Choice)
- Sort Sequence (2nd Choice)
- Sort Sequence (3rd Choice)

At the bottom of the window are buttons for "OK", "Cancel", "Clear", and "Help".

# Example output for the NHS Summary Element Report

Report Information				Report Date: 28-FEB-2023 16:31		
Summary Element Report						
Report Parameters						
Assignment Number :						
Consolidation Set :						
Element Set Name : Reporting Basic Pay NHS						
Element Name:						
Organisation :						
Payroll Name :						
Payroll Period Start Date : 01-JAN-23						
Payroll Period End Date : 28-FEB-23						
Accounting Period From :						
Accounting Year From :						
Accounting Period To :						
Accounting Year To :						
Organisation Trust Identifier :		Summary Element Report			Report Date: 28-FEB-2023 16:31	
504 504 ESR Training		From 01-JAN-2023 to 28-FEB-2023			Page: 1 of 219	
Element Set Name : Reporting Basic Pay NHS						
Element : Additional Basic Pay NHS						
Payroll Name	Organisation Name	Assignment Number	Employee Name	Date of Leaving NHS	Payroll Period	Pay Value
-----						
504 MonthlyT00	504 Care of the Elderly Bank Nursing	20006054-2	Lane01, Mr. Chris		11 2023 Calendar Month	336.86
504 MonthlyT00	504 Ward 9	20006440	Nurse27, Mrs. Nina		10 2023 Calendar Month	1931.42
					11 2023 Calendar Month	1931.42
	504 Ward 9	20006441	Nurse28, Mrs. Nina		10 2023 Calendar Month	1931.42
					11 2023 Calendar Month	1931.42
	504 Ward 9	20006442	Nurse29, Mrs. Nina		10 2023 Calendar Month	1931.42
					11 2023 Calendar Month	1931.42
	504 Ward 9	20006443	Nurse30, Mrs. Nina		10 2023 Calendar Month	1931.42
					11 2023 Calendar Month	1931.42
Payroll Total:						6107628.64
Report Total:						12215594.14
-----						
***** End of Report *****						



# PAY 6.1.14 NHS Tax Return Report – P46 Car

The NHS Tax Return Report – P46 Car provides details of those employees who have been allocated a new company car, or returned a company car during a specific period. This information is required to complete HMRC's P46(Car) form.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The screenshot shows a 'Submit Request' dialog box with the following fields and controls:

- Run this Request...** (Section header)
- Name:** NHS Tax Return Report - P46 Car
- Parameters:** (Empty field)
- Language:** American English
- Copy...** (Button)
- Parameters** (Section header)
- Payroll:** (Empty field with dropdown arrow)
- Start Payroll Period:** (Empty field)
- End Payroll Period:** (Empty field)
- OK**, **Cancel**, **Clear**, **Help** (Buttons)
- Notify:** (Empty field)
- Print to:** noprint
- Options...** (Button)
- Help (C)**, **Submit**, **Cancel** (Buttons)

**Example output for the NHS Tax Return Report – P46 Car**

<p>NHS Business Group</p> <p style="text-align: center;">T R A V E L &amp; S U B S I S T E N C E Travel &amp; Subsistence - P46 Car</p> <p style="text-align: center;">Organization: 434 Ward 9</p> <p style="text-align: center;">Start Date: 01-APR-2003</p> <p style="text-align: center;">End Date: 30-APR-2005</p> <p style="text-align: center;">Monthly Contribution Element Name: Lease Car Deduction Allowable NHS</p> <p style="text-align: center;">Input Value Name: Period Cash Amount</p>	<p>Effective Date From:</p> <p>Effective Date To:</p> <p>Report Date:</p>
<p>DNHS Business Group</p> <p style="text-align: center;">Travel &amp; Subsistence - P46 Car</p> <p>Employer Name: Buckinghamshire Hospitals NHS Trust</p> <p>Employer Tax Reference: 123/K123</p> <p>Employee: Mr. Ben Smith06</p> <p>NI Number: WA434236A</p> <p>Employee Number: 20014884</p> <p>Assignment Number: 20014884</p>	<p>Effective Date From:</p> <p>Effective Date To:</p> <p>Report Date:</p> <p>Page:</p>

\*\*\* No Previous Car \*\*\*

New Car Make: Hello

New Car Model: Training

New Car Engine Size: 2000cc

Date First Registered: 01-JUL-2004

Type of Fuel: Petrol

Date From: 15-JUL-2004

CO2 Emissions: 200

List Price: 12,000.00 GBP

Price of Accessories not in List Price: 0.00 GBP

Capital Contribution: 0.00 GBP

Employee Monthly Contribution: 0.00 GBP

Signature: \_\_\_\_\_ Capacity in which Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DNHS Business Group

# PAY 6.1.15 NHS Third Party Element Listing Report

The NHS Third Party Element Listing Report details the deductions for external organisations so the Trust can make payments to them e.g. Union fees.

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** Less Than 2 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

Run this Request... Copy...

Name **NHS Third Party Element Listing Report**

Parameters

Language **American English**

Parameters

Consolidation Set

Payroll

Element

Third Party Information Type **Third Party Elements National**

From Date

To Date

Third Party Payee

Extra Information

Sort By **Organisation**

Split By Third Party Payee

OK Cancel Clear Help

Example output of an NHS Third Party Element Listing Report



NHS Third Party Element Listing

Report Date : 28-FEB-2023 16:35

User SRS Parameters

Consolidation Set : ALL  
 Payroll : ALL  
 Element Grouping Name : Third Party Elements National  
 Element :  
 From Date : 01-JAN-23  
 To Date : 28-FEB-23  
 Third Party Payee :  
 Extra Information :  
 Sort By : Organisation



NHS Third Party Element Listing

Page 2 of 49

Report Date : 28-FEB-2023 16:35

Pay Value : Pay Value Element Name : AMICUS

Organisation	NI Number	Employee Name	Assignment Number	Employee End Date	Period End Date	Pay Value
504 Acute Nurse Management	AB504031A	Admin01, Mr. Anthony	20005574		28-FEB-23	14.52
504 Acute Nurse Management Total:						14.52
Pay Value Total:						14.52

## PAY 6.1.16 NHS Union Deductions

The NHS Union Deductions Report displays Union Deductions that are valid during the given period. Union joining or leaving dates that fall within the given period are highlighted, with the “deductions taken” amount and the “number of deductions taken” within that period being displayed.

**Frequency:** Monthly & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The image shows two overlapping dialog boxes. The top dialog box, titled "Submit Request", has a "Run this Request..." section with a "Copy..." button. Below this, the "Name" field is highlighted in yellow and contains the text "NHS Union Deductions". The "Parameters" field is empty. The bottom dialog box, titled "Parameters", contains several input fields: "Union Name", "Payroll", "Accounting Period From", "Accounting Year From", "Accounting Period To", "Accounting Year To", "Start Date", and "End Date". The "Start Date" and "End Date" fields are highlighted in yellow. At the bottom of the "Parameters" dialog are buttons for "OK", "Cancel", "Clear", and "Help".

Example output for the NHS Union Deductions Report

Report Date: 01-FEB-2023

Union Deductions Report

Report Parameters

NHS Trust : 504 ESR Training  
 Union Name : NHS AMICUS  
 Payroll : ALL  
 Start Date : 01-FEB-2023  
 End Date : 28-FEB-2023  
 Start Acc Prd/Yr :  
 End Acc Prd/Yr :

Report Date: 01-FEB-2023 13:18  
 Page: 1 of 2

Union Deductions Report

Trust: 504 ESR Training  
 Payroll: ALL  
 Start Date: 01-FEB-2023  
 End Date: 28-FEB-2023

Union Name: NHS AMICUS

Full Name	Employee Number	Element Start Date	Element End Date	Deduction Taken	No Of Deductions Taken
Admin01, Mr. Anthony	20005574			14.52	1
TOTAL for NHS AMICUS				14.52	1

Report Date: 01-FEB-2023 13:18  
 Page: 2 of 2

Union Deductions Report

Trust: 504 ESR Training  
 Payroll: ALL  
 Start Date: 01-FEB-2023  
 End Date: 28-FEB-2023

TOTAL for REPORT				14.52	1
------------------	--	--	--	-------	---

\*\*\* End of Report \*\*\*

# PAY 6.1.19 NHS Transferred Employees Report

The NHS Transferred Employees Report will be used on an exception basis (primarily before a payroll run) to identify all expense elements, where the cost code has not been entered at element entry level and the related assignment organisation as at the payroll period end date does not equal the assignment organisation that was active at the claim end date. It is assumed that if the costing code has been entered at element entry level then this override is correct and need not be reported.

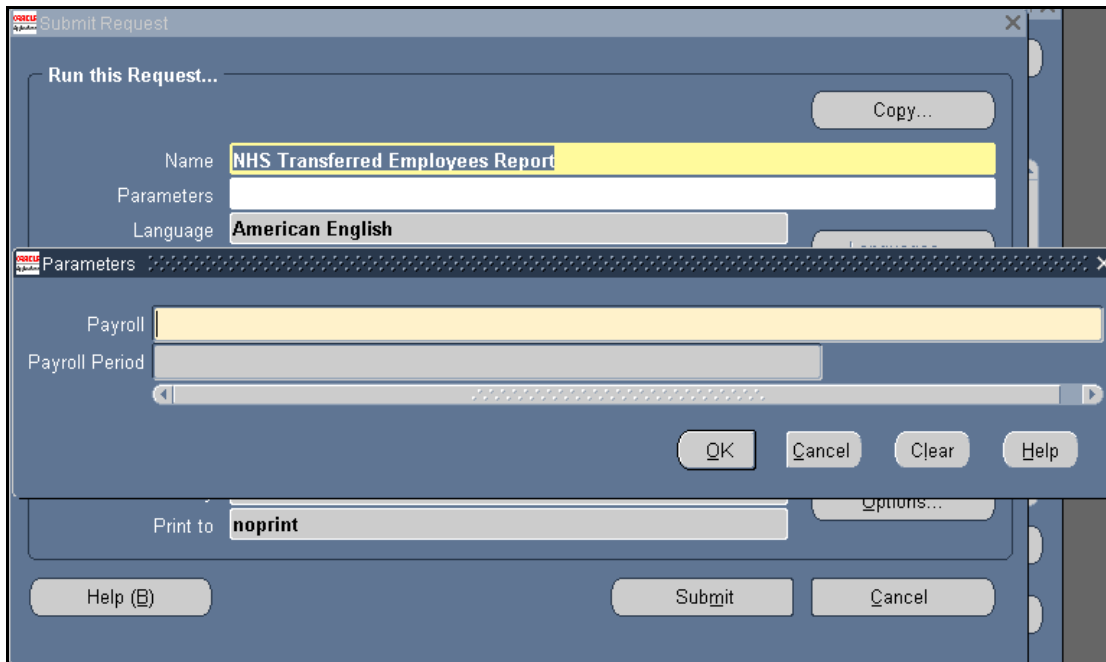
**Frequency:** Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Finance Reporting
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**



**Example output for the NHS Transferred Employees Report**

NHS Business Group								Report Date: 28-FEB-2023 16:38	
		T R A V E L & S U B S I S T E N C E							
		Transferred Employees Report							
Report Parameters									
		Payroll:							
		Payroll Period: 10 2023 Calendar Month							
NHS Business Group								Period Start Date: 01-JAN-2023	
								Period End Date: 31-JAN-2023	
								Payroll:	
								Report Date: 28-FEB-2023 16:38	
								Page: 1 of 1	
		Transferred Employees Report							
Name	Employee Organisation Number	Effective Start Date	Role	Manager	Cost Centre	Expense Element	Claim Start	Claim End	
-----									
*** No Data Found ***									



## PAY 6.1.20 NHS Maximum SSP Weeks

The NHS Maximum SSP Weeks Report informs you of when an employee is coming to the end of their 28 weeks Statutory Sick Pay. The format of the output can be changed via the Format parameter.

Users will need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Absence Administration

xxx Payroll Administration  
xxx Payroll Audit  
xxx Payroll Data Entry  
xxx Payroll Super Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and values:

- Name: NHS Maximum SSP Weeks Report (Monthly)
- Operating Unit: (empty)
- Parameters: (empty)

The 'Parameters' dialog box is open, showing the following fields and values:

- Payroll: (dropdown menu)
- Organisation: (text field)
- Approaching Paid Up To Value: (text field)
- Sort Order: Organisation Name
- Format: PDF

Buttons: OK, Cancel, Clear, Help

# Example output for the NHS Maximum SSP Weeks Report

504 ESR Training

Report Date: 28-Feb-2023 16:39

## NHS Maximum SSP Weeks Report

**Parameters:**

Payroll: 504 MonthlyT00  
Organisation: All  
Approaching Paid Up To Value: None  
Sort Order: Organisation Name

Organisation	Name	Number	NI Number	Linked PIW Start	Actual Absence Start Date	Paid Up To	SSP Weeks Remaining	Total Weeks	SSP1 Issued
504 Acute Nurse Management	Admin04, Mr. Anthony	20005577	AB504034A	01-Feb-2023	01-Feb-2023	18-Aug-2023	24	28	No

## PAY 6.1.21 NHS Assignments Unavailable for Processing (Payroll Frequency)

---

The NHS Assignments Unavailable for Processing (Frequency) report produces a list of employee assignments that are unavailable for processing, listing the reasons why. Failure to rectify the errors may result in non-payment of the assignment until the error has been corrected.

Users need to select which version of the report they wish to run (Weekly, Fortnightly, Monthly or Lunar).

**Frequency:** Every Payroll

**Expected Runtime:** Not Currently Benchmarked

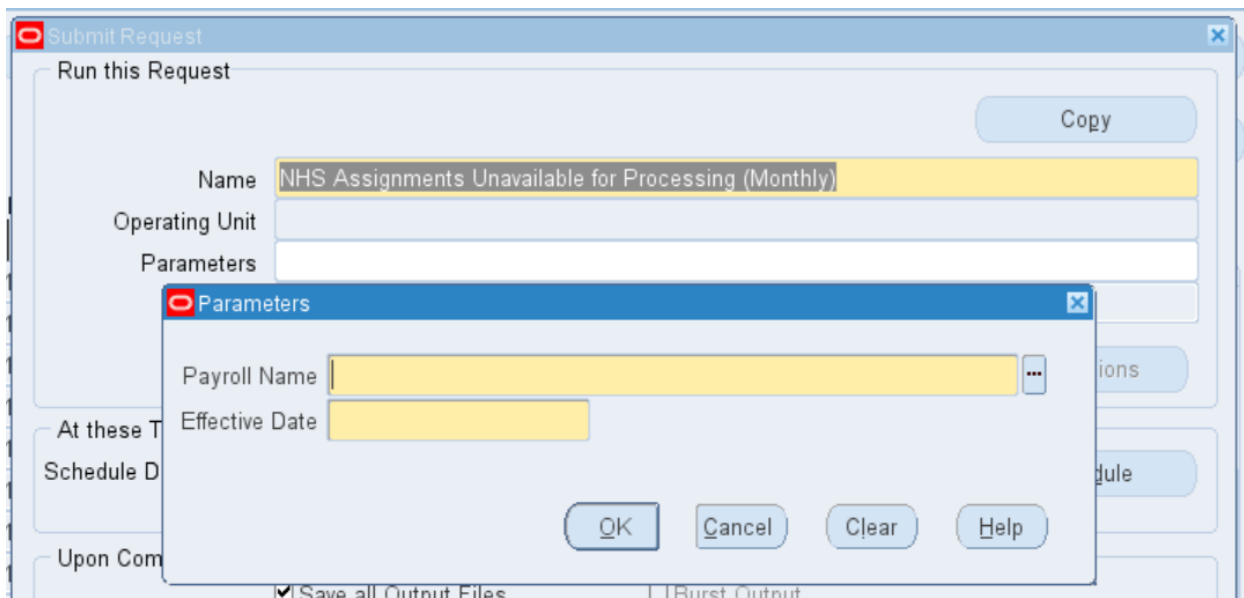
**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

### Parameters



# Example output for the NHS Assignments Unavailable for Processing (Monthly)

Report Information

Report Date: 28-FEB-2023 16:42

## Assignments Unavailable for Processing Report

### Report Parameters

Payroll Name: 504 MonthlyT00

Effective Date: 22-FEB-2023

List assignments who are not available to be processed

Report Date:- 28-FEB-2023 16:42  
Page No:- 2

Blocked Assignment No	Blocking Assignment No	Name	Action Type	Effective Date	Blocking Action	Status	Reason
20005964	20005964	Johnson01, Mr. Andrew	Run	25-JAN-2023	877901	Error	Previous Incomplete Action
20005965	20005965	Johnson02, Mr. Andrew	Run	25-JAN-2023	877902	Error	Previous Incomplete Action
20005966	20005966	Johnson03, Mr. Andrew	Run	25-JAN-2023	877903	Error	Previous Incomplete Action
20005968	20005968	Johnson05, Mr. Andrew	Run	25-JAN-2023	877905	Error	Previous Incomplete Action
20005969	20005969	Johnson06, Mr. Andrew	Run	25-JAN-2023	877906	Error	Previous Incomplete Action
20005970	20005970	Johnson07, Mr. Andrew	Run	25-JAN-2023	877907	Error	Previous Incomplete Action
20005971	20005971	Johnson08, Mr. Andrew	Run	25-JAN-2023	877908	Error	Previous Incomplete Action
20005972	20005972	Johnson09, Mr. Andrew	Run	25-JAN-2023	877909	Error	Previous Incomplete Action
20005973	20005973	Johnson10, Mr. Andrew	Run	25-JAN-2023	877910	Error	Previous Incomplete Action

# PAY 6.1.22 NHS Element Result Listing (Payroll Frequency)

The NHS Element Result Listing (Frequency) adds the run results processed for an element over a defined period, and displays them by individual assignment.

Users need to select which version of the report they wish to run (Weekly, Fortnightly, Monthly or Lunar).

**Frequency:** Every Payroll

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Finance Reporting
- xxx Finance Reporting and Hub Mapping
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**



## Example output for the NHS Element Result Listing (Monthly)

```
NHS Business Group                                Report Information                                Report Date: 28-FEB-2023 16:45
                                                Element Result Listing

Report Parameters

Element Name: Basic Pay NHS
Payroll Name: 504 MonthlyT00
Consolidation Set Name:
Organization Name:
Date Range Start Date: 01-JAN-2023
Date Range End Date: 31-JAN-2023
Display Detail: N
Input Value 1:
Sum Input Value 1: N
Input Value 2:
Sum Input Value 2: N
Input Value 3:
Sum Input Value 3: N
First Sort Column: PAYROLL_NAME
Second Sort Column:
Third Sort Column:
Fourth Sort Column:
Report sort sequence: Payroll Name
                                                Element Result Listing
NHS Business Group                                Report Date: 28-FEB-2023 16:45
                                                From 01-JAN-2023 to 31-JAN-2023
```

Payroll Name	Organization Name	Assignment Number	Employee Name	Sum Pay Value			
504 MonthlyT00	504 A & E Department	20006024	Khan01, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006025	Khan02, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006026	Khan03, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006027	Khan04, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006028	Khan05, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006029	Khan06, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006030	Khan07, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006031	Khan08, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006032	Khan09, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006033	Khan10, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006034	Khan11, Mrs. Sinita	1931.42	0	0	0
	504 A & E Department	20006035	Khan12, Mrs. Sinita	1931.42	0	0	0

## PAY 6.1.24 NHS Pre Payroll Exception Report - Restricted

The NHS Pre-Payroll Exceptions Report – Restricted is used to enable pre-payroll checking of certain criteria based on element input and assignment updates.

This version of the report excludes specific items as listed below:

Condition Name	Condition
No NI Number	Is Null
No Incremental	Is Null
No WTD	Is Null
Leavers (tax code changes dynamically)	<> BR Entries exist
Grade Change	Change to first character of second segment
Point change	More than 2 step increase
Contract Type	Segment 2 of grade != contract type chars 4 to 7(inc) For Afc grades this should be Chars 1 segment 2 != to char 4 of the contract type
Contract Type 2	Payroll freq != contract type char 8 Except for AFC contract type of NHSXAFCMN

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this, the 'Name' field is populated with 'NHS Pre Payroll Exception Report (Monthly) Old'. The 'Operating Unit' and 'Parameters' fields are empty. The bottom dialog, titled 'Parameters', contains several input fields: 'Payroll' (empty), 'Payroll Period' (empty), 'Exception User Table' (empty), 'Organisation' (empty), 'Paypoint' (empty), 'Exclude Bonus' (set to 'No'), and 'Format' (set to 'PDF'). At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.



## Example output for the NHS Pre Payroll Exception Report - Restricted

NHS Pre Payroll Exceptions Report						
Parameter Values						Report Date: 28-FEB-2023 16:49
-----						Page: 1 of 340
Payroll Name:	504 MonthlyT00					
Payroll Period:	10 2023 Calendar Month					
Exception User Table:	NHS PAYROLL EXCEPTIONS					
Organisation:						
Paypoint:						
Exclude Bonus:	No					
Employee Name	Assignment	Organisation	Paypoint	Grade	Exception	Element / Values
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	No Incremental Date	
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	No Personal Payment Method	
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	No WTD Elements	
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	RTI - Address missing or incomplete	Address Line1/Address Line2/Address Line3/Town
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	RTI - Employee Name includes invalid characters	Last Name
Admin01, Mr. Anthony	20005574	504 Acute Nurse Management	Default Home	XN02	RTI - New Starter Declaration is missing	
Admin02, Mr. Anthony	20005575	504 Acute Nurse Management	Default Home	XN02	No Incremental Date	
Admin02, Mr. Anthony	20005575	504 Acute Nurse Management	Default Home	XN02	No WTD Elements	
Admin02, Mr. Anthony	20005575	504 Acute Nurse Management	Default Home	XN02	RTI - Address missing or incomplete	Address Line1/Address Line2/Address Line3/Town
Admin02, Mr. Anthony	20005575	504 Acute Nurse Management	Default Home	XN02	RTI - Employee Name includes invalid characters	Last Name
Admin02, Mr. Anthony	20005575	504 Acute Nurse Management	Default Home	XN02	RTI - New Starter Declaration is missing	

## PAY 6.1.25 NHS Out of Period Actions Report (Payroll Frequency)

The Out of Period Actions Report lists payroll actions of type Quickpay and Reversals created during the selected processing period with an effective date before the start of the period. As the Balance Adjustments are not included in the Gross to Net report all Balance Adjustments created during the processing period will be included in this report.

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar).

**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Finance Reporting

xxx Finance Report and Hub Mapping

xxx Payroll Super Administration

**Parameters**

The image shows a software interface for submitting a request. The main window is titled "Submit Request" and contains a section "Run this Request" with a "Copy" button. Below this are three input fields: "Name" (containing "NHS Out of Period Payroll Actions Report (Monthly)"), "Operating Unit", and "Parameters". A secondary "Parameters" dialog box is open in front of it, containing four input fields: "Payroll", "Payroll Period", "Processing Start Date", and "Processing End Date". At the bottom of the "Parameters" dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

Example output for the NHS Out of Period Actions Report

NHS Business Group

Report Date: 28-FEB-2023 16:51

NHS Out of Period Payroll Actions Report

Report Parameters

Payroll Name : 504 MonthlyT00

Payroll Period : 10 2023 Calendar Month

Processing Start Date : 01 JAN 2023

Processing End Date : 31 JAN 2023

NHS Business Group

Report Date: 28-FEB-2023 16:51

Page: 1 of 4

NHS Out of Period Payroll Actions Report

-----  
QuickPay Run  
-----

Assignment	Period	Balance	Run Value
20006058	8 2022 Calendar Month	Gross Pay	1,931.42
Lane05, Mr.		Taxable Pay	1,742.14
Chris		NIable Pay	1,931.42
		PAYE	348.40
		NHS_PENSION_CONT_EES	189.28
		NHS_PENSION_CONT_ERS	277.74
		Net Pay	1,287.73
		NI A Employee	106.01
		NI A Employer	161.93
		NI Employee	106.01
		NI Employer	161.93
		NHS_PENSIONED_PAY_EES	1,931.42
		NHS_PENSIONED_PAY_ERS	1,931.42

# PAY 6.1.26 NHS Tax and NI Aggregation Report

The NHS Tax and NI Aggregation Report is produced to easily check that the tax codes and NI letters are set correctly. This report has various options to allow you to check NI and Tax Aggregation separately.

This will show the Employee Name, Assignment Number, the setting of the Aggregation of Income tax Flag, the Aggregation of the NI flag together with the Tax code applicable to that assignment and the NI letter applicable and the pay frequency.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

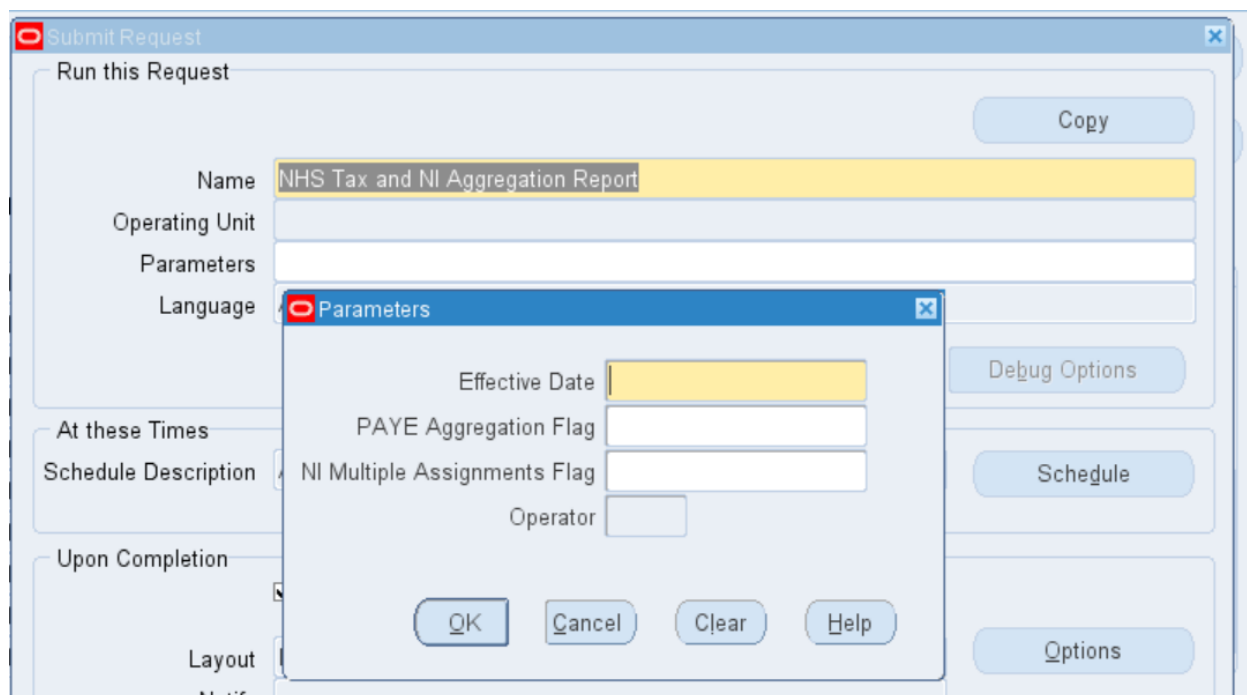
**Frequency:** Every Payroll & Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Super Administration

**Parameters**



# Example output for the NHS Tax and NI Aggregation Report

NHS Business Group

Report Date: 28-FEB-2023 16:54

## NHS Tax and NI Aggregation Report

**Parameters:**

Effective Date: 28-FEB-2023  
 PAYE Aggregation:  
 NI Multiple Assignments:  
 Operator:

Employee Number	Full Name	PAYE Aggregation Flag	NI Multiple Assignments Flag	Assignment Number	RTI Payroll ID	Payroll Frequency	Tax Code	NI Category
20006054	Lane01, Mr. Chris	No	Yes	20006054	20006054	Calendar Month	BR	A
20006054	Lane01, Mr. Chris	No	Yes	20006054-2	20006054-2	Calendar Month	BR	A
20006060	Lane07, Mr. Chris	No	Yes	20006060	20006060	Calendar Month	BR	A
20006060	Lane07, Mr. Chris	No	Yes	20006060-2	20006060-2	Calendar Month	BR	A
20006061	Lane08, Mr. Chris	No	Yes	20006061	20006061	Calendar Month	BR	A
20006061	Lane08, Mr. Chris	No	Yes	20006061-2	20006061-2	Calendar Month	BR	A
20006626	Smith03, Mr. Ben	No	Yes	20006626	20006626	Calendar Month	BR	A
20006626	Smith03, Mr. Ben	No	Yes	20006626-2	20006626-2	Calendar Month	BR	A
20006626	Smith03, Mr. Ben	No	Yes	20006626-3	20006626-3	Calendar Month	BR	A

# PAY 6.1.27 NHS Invalid NI Numbers Report

The Invalid NI Numbers Report lists employees with invalid NI numbers recorded against them in the system. The report includes a message detailing why the NI number is invalid.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Super Administration

**Parameters**

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request...** (Section header)
- Name:** NHS Invalid NI Numbers Report
- Parameters:** (Empty text box)
- Copy...** (Button)
- Parameters** (Section header)
- Start Date:** (Empty text box)
- Effective Date:** (Empty text box)
- Payroll Name:** (Empty text box)
- OK**, **Cancel**, **Clear**, **Help** (Buttons)
- Layout:** (Empty text box)
- Notify:** (Empty text box)
- Print to:** noprint
- Options...** (Button)
- Help (C)**, **Submit**, **Cancel** (Buttons)

**Example output for the Invalid NI Numbers Report**

```
Invalid NI Numbers Report
Business Group : NHS Business Group
Start Date: 06-APR-05   Effective Date : 12-AUG-05
Payroll : 435 MonthlyT01
Consolidation Set :

Employee Number  Full Name                Invalid NI No Error Message      End Date
-----
20004691        Martin01, Mrs. Elizabeth      MB435541A   Invalid prefix
```

# PAY 6.1.28 NHS Invalid Tax Codes Report

The NHS Invalid Tax Codes Report identifies employees with invalid tax codes.

**Frequency:** Monthly

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Super Administration

## Parameters

The image shows two overlapping dialog boxes. The top one is titled 'Submit Request' and contains a 'Run this Request...' section with a 'Copy...' button. Below this, the 'Name' field is populated with 'NHS Invalid Tax Codes Report' and the 'Parameters' field is empty. The bottom dialog box is titled 'Parameters' and contains several input fields: 'Start Date', 'Effective Date', and 'Payroll Name'. At the bottom of this dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'. Below the 'Parameters' dialog, there are additional fields for 'Layout', 'Notify', and 'Print to' (set to 'noprint'), along with an 'Options...' button. At the very bottom of the screenshot are buttons for 'Help (C)', 'Submit', and 'Cancel'.

## Example output for the Invalid Tax Codes Report

```

Invalid Tax Codes Report
Business Group : NHS Business Group
Start Date: 06-APR-06   Effective Date : 01-JUN-06
Payroll : 298_Monthly Payroll

Assignment No.  Full Name                PAYE Element Start Date  PAYE Element P45 Values
-----
20000946       Maternity, Miss Iamon                01-JAN-03                4897.00        654.00

```

## PAY 6.1.29 NHS Payroll Exception Report

---

### Major Features:

- The report can be run at any point in the year and will highlight assignments where Current Balance differs from Previous Balance by more than the variance specified on the parameters (either more than or less than).
- The variance can be supplied as a percentage or as an amount.
- The balance used will be either Net Pay or Total Pay (as specified by the parameters).(Total Pay is Net Pay plus any Direct Payments such as reimbursements of travel expenses.)
- Current Period is defined as the period which includes the 'Effective Date' between its start date and end date.
- Previous Period is the previous period if one period is being used. If more than one period is being used then Previous Period is the average payments over all the previous payments.

The report lists the following data items in the following order.

- Employee Name
- Assignment Number
- Organisation
- Pay Point
- Staff Group
- Previous Balance
- Current Balance
- Difference
- Start Date (only populated where start date is within the comparison periods)
- The report output is available in Excel Format
- The report can be restricted by Assignment Set
- The report can be restricted by Staff Group
- The report will not show starters or leavers as these will be included on other reports.

### Parameters



**Submit Request**

Run this Request Copy

Name

---

**Parameters**

Payroll

Payroll Period

Consolidation Set

Number of Previous Periods For Comparison

Balance Name

Variance Type

Variance Value

Assignment Set

Staff Group

Primary Sort Order

Secondary Sort

Include Bank Assignments

Format

These parameter restrictions are cumulative. For example, if an assignment set is selected and a staff group is selected then at least one assignment in the assignment set must be in the staff group or else no rows will be returned in the report.

The report output is available to be produced as an Excel file and includes columns for:

- Organisation
- Pay Point
- Staff Group

**Example Output**

NHS Payroll Exception Report (Monthly)					Date Run	14/05/2008	14:37:22		
Payroll Name	201 Monthly								
Payroll Period	9 2007 Calendar Month								
Periods for Comparison	3								
Balance Name	Net Pay								
Variance Type	Amount								
Variance Value	150								
Assignment Set	<null>								
Staff Group	<null>								
Sort Order 1	Organisation								
Sort Order 2	Name								
Include Bank Assignments	Y								
Employee Name	Assignment Number	Organisation	PayPoint	Staff Group	Previous Balance	Current Balance	Difference	Start Date	
Abbott, Kelly Michelle	10102729	201 Ward 1	201 Ward 1	Medical and Dental	852.68	141.39	-711.29		
Acton, Julie	10106510	201 Ward 1	201 Ward 1	Nursing and Midwifery Registered	1554.5	1337.04	-217.46		
Adams, Julie	10101999	201 Ward 1	201 Ward 1	Administrative and Clerical	1677.03	1490.91	-186.12		
Aldous, Iris Joan	20058816	201 Ward 1	201 Ward 1	Allied Health Professionals	1474.77	1207.48	-267.29		
Alford, Margaret	10102203	201 Ward 1	201 Ward 1	Medical and Dental	3284.15	3100.03	-184.12		
Allard, Peter	10104561	201 Ward 2	201 Ward 2	Add Prof Scientific and Technic	1554.36	1496.43	-57.93		
Ambrose, Helen Elizabeth	10103780	201 Ward 2	201 Ward 2	Allied Health Professionals	2097.71	2204.12	106.41		
Andersen, Hilde	20361520	201 Ward 2	201 Ward 2	Estates and Ancillary	3643.37	3251	-392.37		

# PAY 6.1.30 NHS Periodic Payment Summary Report

This report runs for a given assignment over a set number of payroll periods and will show all payments (including Direct Payments) and deductions grouped by Element Name and Allowance (or Deduction) Type.

The report also includes Employer Charges and NI payments grouped by band e.g. LEL, ET, UEL, AUEL. Because the number of items will vary from period to period the report is presented in a spreadsheet format.

Data is included for each period in a range of periods entered as parameters to the report.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Frequency:** Ad-hoc

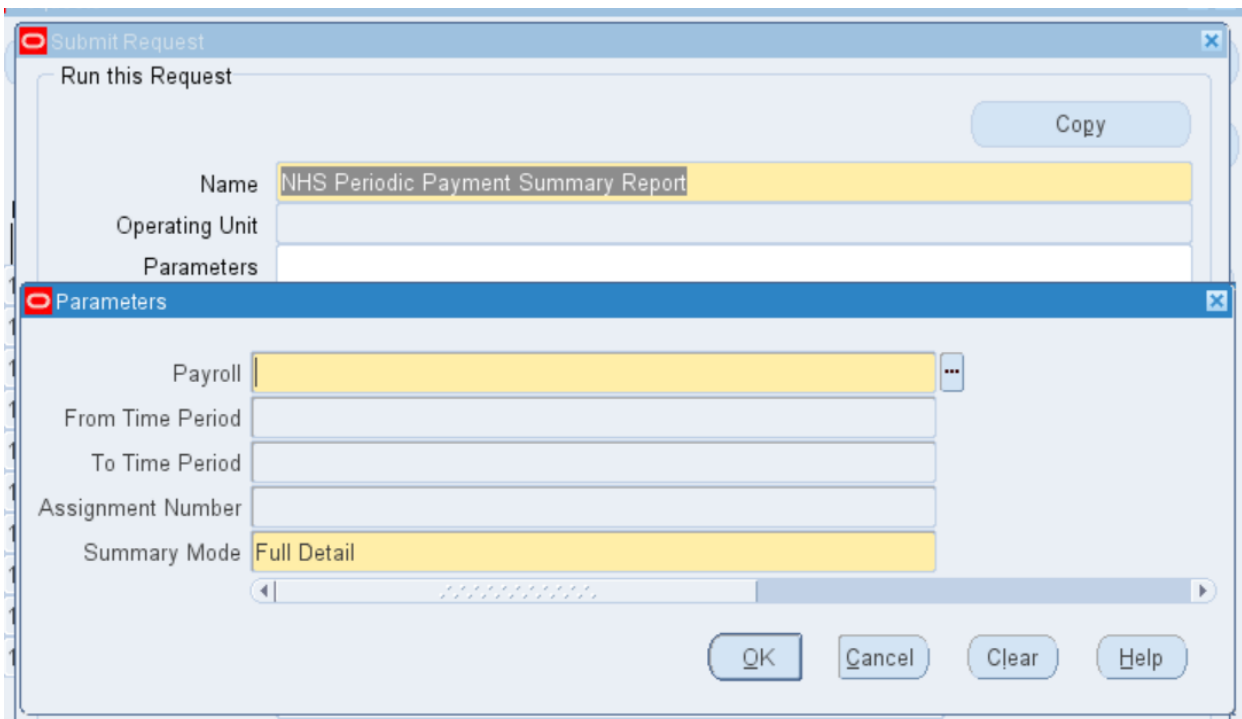
Expected Runtime: Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Super Administration

**Parameters**



**Example Output**

**Report Title** NHS Periodic Payment Summary Report  
**Report Run Date** 21-Feb-2023 16:25:30  
**Payroll** 504 MonthlyT00  
**Start Period** 10 2023 Calendar Month  
**End Period** 10 2023 Calendar Month  
**Summary Level** Full Detail

**Assignment No.** 20005574  
**Full Name** Admin01, Mr. Anthony

Period Start Date	Period End Date	Employee Category	Assignment Category	Assignment Status	Position Number	Position Title	Pay Scale	Grade Step	Classification	Element Name	Allow/De d Type	Amount	Retr o Flag
01-Jan-2023	31-Jan-2023	Full Time	Permanent	Active Assignment	79809	Admin Asst Band 2 - Acute Nurse Management	XN02	9	Earnings	Basic Pay NHS		1689.17	
01-Jan-2023	31-Jan-2023	Full Time	Permanent	Active Assignment	79809	Admin Asst Band 2 - Acute Nurse Management	XN02	9	NI	NI A		76.94	

# PAY 6.1.31 NHS Payment History Report

This report is available to assist with payment history queries across multiple periods.

The report can be run for a single assignment or for up to 10 assignments from the same payroll using an assignment set.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

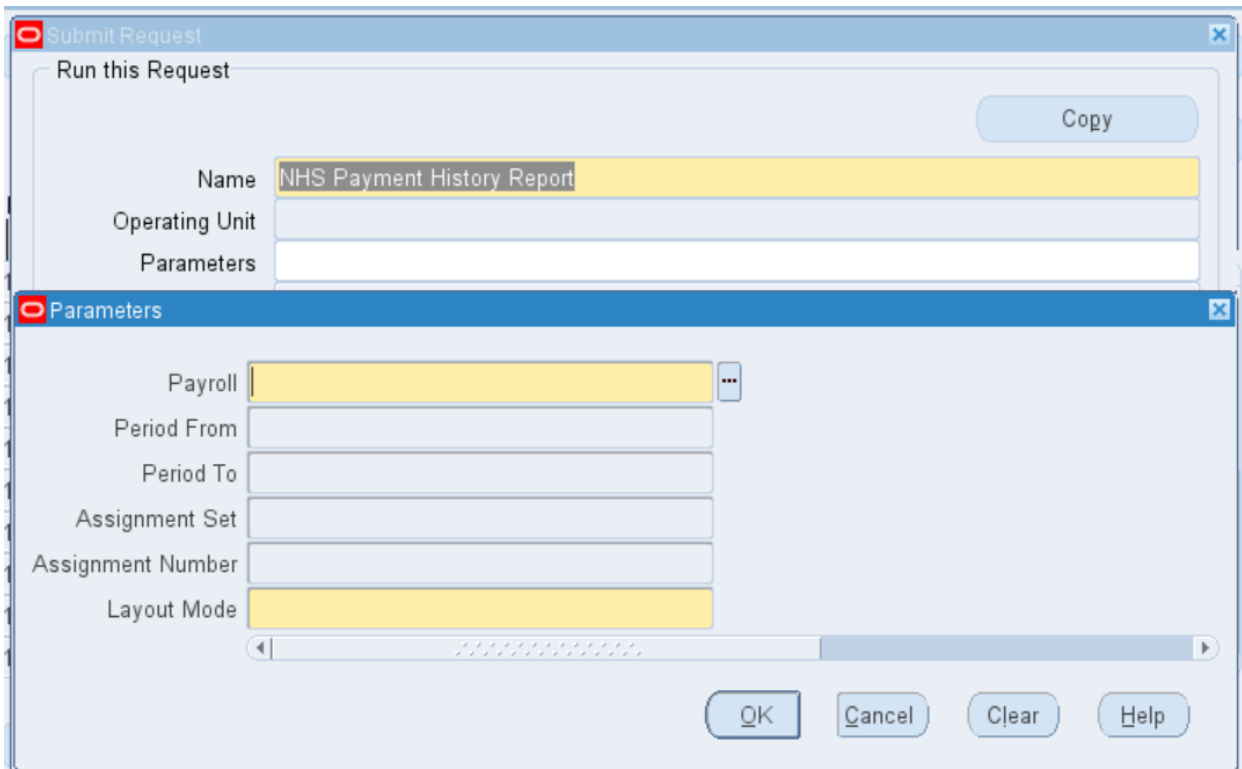
**Frequency:** Ad-hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- XXX HR Administration
- XXX HR Data Entry
- XXX HR Management
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Payroll Data Entry
- XXX Payroll Super Administration
- XXX Pensions Administration
- XXX Vehicle Administration & Payroll Data Entry

**Parameters**



The output is a list of all payments for each assignment in the periods nominated along with employee name, NI number and SD number.

Two Layout Modes are available – Detailed List and Grouped by Assignment. The Detailed List option will show every payment including the period it was paid, Hours Worked, Hours Paid and Rate where appropriate. The Grouped by Assignment option groups the payments by element type within each assignment. This option will only show the Pay Value for each element.

Users are requested to schedule this report overnight.

### Example Layout

Period To 5 2008 Calendar Assignme Paymenthistory Assignme Layout Detailed List													
Emp Num	Asg Num	Period	Surnam e	Forenam e	NI Number	SD Number	Payment Item	Allowance Type	Units Worked	Units Paid	Rate Derived	Pay Value	Period Total
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj BAS PAY NHS	Acting Up Adj BP	162.95	162.95	2	325.89	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj OT PAY NHS	Acting Up Adj	2	3	2	6	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj OT PAY NHS	Acting Up Adj	4	6	2	12	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj OT PAY NHS	Acting Up Adj	6	9	2	18	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Basic Pay NHS		162.95	162.95	6.0552	986.67	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Plain Time OT PAY NHS		1	1	6.0552	6.06	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Plain Time OT PAY NHS		2	2	6.0552	12.11	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Plain Time OT PAY NHS		3	3	6.0552	18.17	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Sunday OT PAY NHS		1	2	6.0552	12.11	1457.56
20002864	20002864	1 2008 Calendar	History3	Payment	NL028756B	74747474	Sunday OT PAY NHS		2	4	6.0552	24.22	1457.56
20002864	20002864	2 2008 Calendar	History3	Payment	NL028756B	74747474	Sunday OT PAY NHS		3	6	6.0552	36.33	1457.56
20002864	20002864	2 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj BAS PAY NHS	Acting Up Adj BP	162.95	162.95	2	325.89	1530.05
20002864	20002864	2 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj OT PAY NHS	Acting Up Adj	8	12	2	24	1530.05
20002864	20002864	2 2008 Calendar	History3	Payment	NL028756B	74747474	Acting Up Adj OT PAY NHS	Acting Up Adj	10	15	2	30	1530.05
20002864	20002864	2 2008 Calendar	History3	Payment	NL028756B	74747474	Basic Pay NHS		162.95	162.95	6.0552	986.67	1530.05

## PAY 6.1.32 NHS New Joiners Report

This lists all new starters that have been entered into the system within a given time period along with some assignment details, the date of input should be selected instead of the date of commencement.

The report can be run in Summary mode or in Detail mode.

Summary mode should be used to find new starters and allocate them to staff for checking. Individuals can then be run in Detail mode to review that the appropriate data has been entered.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Frequency:** Ad-hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

### Parameters

The image shows two overlapping windows from a software application. The background window is titled 'Submit Request' and contains a form with the following fields: 'Name' (filled with 'NHS New Joiners Report'), 'Operating Unit', 'Parameters', and 'Language' (filled with 'American English'). There are buttons for 'Copy...', 'Language Settings...', and 'Debug Options'. The foreground window is titled 'Parameters' and contains the following fields: 'Mode' (filled with 'Summary'), 'Start Date', 'End Date', 'Assignment Number', 'Primary Sort Order' (filled with 'Payroll'), 'Secondary Sort Order' (filled with 'Employee Name'), 'Payroll Name', and 'Employee Name (Last, First, Middle Names)'. There are buttons for 'OK', 'Cancel', 'Clear', and 'Help' at the bottom of the 'Parameters' window.

This report will be placed into an over-night running queue, so even if it is started during the day the output will not be available until the following morning. It is advised that users schedule this report so that output is available when it is needed.

Output from this report will be purged on a 7 day basis (not the standard 60 days that usually applies to concurrent requests.) It is the user's responsibility to save any output locally that may be required after 7 days as output cannot be retrieved from ESR after this time.

**Columns: Summary**

Assignment Number

Employee Name

Assignment Status

Payroll

Paypoint

Organisation


Date Commenced  
 Date Terminated  
 Date Input  
 Input by

**Columns: Detail**

Assignment Number	Payment Method	Location
Surname Name	Bank Name	Assignment Category
First Name	Account Name	Primary Post Indicator
Middle Name	Sort Code	Grade
Title	Account Number	Grade Step
NI Number	Building Society Ref	Whole Time Grade Salary
Payroll	Pay Method %	Date of Inc
Date Commenced	Pay Method Amount	No of Inc
Date Terminated	Pay Method Priority	Std Hrs
Paypoint	Pension Capacity Code	Full Time / Part Time Flag
SD Number	Pension Employment Type	Override Hours
DOB	Pension Opt Out Flag	Contract type
DOB Verified	Pension Opt Out Date	Whole Time Spot Salary
NI Aggregation Flag	NI Category	Review date
PAYE Aggregation Flag	Calculation Method	Element Name
Start Date	Pension	Input Value Name
CSD 3 Months	Refundable	Input Value
CSD 12 Months	Tax Basis	Address Type
OSP Scheme	Tax Code	Address Line 1
OMP Scheme	Tax Paid Prev Emp	Address Line 2
NHS Start Date	Tax Pay In Prev Emp	Address Line 3
Gender	Tax Code Authority	Town
Marital Status	RTI New Starter Declaration	County
	RTI New Starter Sent	Post Code
	Post Description	Country
	Organisation	

The address returned will be the primary address as of the current system date.

**Example Layout: Summary**



**NHS New Joiners Report**

Page: 1 of 1

Report Date : 25-JAN-2022 15:56

**User Parameters**

Report Mode Summary

From Date 01-JAN-2022

To Date 31-JAN-2022

**Individual Assignment**

Primary Sort Order Payroll

Secondary Sort Order Employee Name

Assignment Number	Employee Name	Payroll	Pay Point	Organisation	Date Commenced	Assignment Status	Date Terminated	Date Input	Input By
20065938	Kashif, Raj	508 Monthly T00	Default Home	508 Paediatrics	01-Jan-2022	Active Assignment		25-Jan-2022	508TRAI N01

Example Layout: Detail

<b>NHS</b>	<b>NHS New Joiners Report</b>	Page: 1 of 4
		Report Date : 10-NOV-2008 16:49
<b>User Parameters</b>		
Report Mode	Detailed	
From Date	10-AUG-2008	
To Date	10-NOV-2008	
Individual Assignment	20001083 - Joiner, Mr. New Jock	
Primary Sort Order	Payroll	
Secondary Sort Order	Employee Name	

<b>NHS</b>	<b>NHS New Joiners Report</b>		Page: 2 of 4
			Report Date : 16-MAY-2014 16:22
<b>Employee Details</b>			
Assignment Number	11100031	Surname	Ensall
Organization	T11 District Nursing; Mold Clinic	First Name	Richard
Post Description	Admin Asst B2	Middle Names	Alun James Alexander
Payroll	T11 Monthly	Title	Mr.
Paypoint	Default Home	NI Number	[REDACTED]
Location	Mold Clinic	Marital Status	Single
Assignment Category		Gender	Male
Primary Post Ind	Y	DOB	[REDACTED]
Assignment Status	Active Assignment	DOB Verified	N
Date Terminated			
<b>Primary Address</b>			
Type	Home		
Address Line 1	1 Harbury Lane		
Address Line 2	Gunnery Hill		
Address Line 3			
Town	Warwick		
County	Warwickshire		
Post Code	CV34 6NZ		
Country	United Kingdom		
<b>Bank Details</b>			
Payment Method	T11 Monthly BACS	Bank	[REDACTED]
Priority	1	Account Name	[REDACTED]
Percent	100	Sort Code	204808
Amount		Account Number	11100031
		Building Society Ref	
<b>Pension</b>			
Capacity Code	1G - Nurse, Health Visitor,	<b>NI and Tax</b>	
		Category	D



Report Date : 16-MAY-2014 16:22

Employment Type Physiotherapist - Band G  
 Opt Out Officer  
 Opt Out Date No

Calculation Method Contracted out  
 Pension Yes  
 Refundable Cumulative  
 Tax Basis 811L  
 Tax Code  
 Tax Paid Prev Emp  
 Tax Pay in Prev Emp  
 Tax Code Authority  
 RTI New Starter Declaration N/A  
 RTI New Starter Sent Yes

**Salary Details**

Grade XN02  
 Grade Step 7  
 Whole Time Salary(£) 16,271.00  
 Date of Increment  
 Number of Increments  
 Standard Hours 37.5  
 Full Time / Part Time FT  
 Override Hours  
 Contract Type NHSXAFCMN

**Spot Salary Information**

Whole Time Salary(£)  
 Review Date

**Recurring Elements**

Element Name	Input Value Name	Value
Overtime Multipliers NHS	Scheme	NHS
Overtime Multipliers NHS	Weekday Overtime Rate	1.5
Overtime Multipliers NHS	Saturday Overtime Rate	1.5
Overtime Multipliers NHS	Sunday Overtime Rate	1.5
Overtime Multipliers NHS	Night Duty Overtime Rate	1.5
Overtime Multipliers NHS	Unsocial Overtime Rate	0
Overtime Multipliers NHS	Bank Holiday Overtime Rate	2
Overtime Multipliers NHS	Rest Day over WT Rate	1.5
Enhanced Multipliers NHS	Scheme	NHS
Enhanced Multipliers NHS	Night Duty Enhanceable Rate	.44

Report Date : 16-MAY-2014 16:22

**Recurring Elements**

Element Name	Input Value Name	Value
Enhanced Multipliers NHS	Unsocial Enhanceable Rate	.44
Enhanced Multipliers NHS	Bank Holiday Enhanceable Rate	.88
Enhanced Multipliers NHS	Enhancement Cap Rate	0
Enhanced Multipliers NHS	Sunday Enhanceable Rate	.88
Enhanced Multipliers NHS	Saturday Enhanceable Rate	.44
Enhanced Multipliers NHS	Rest Day up to WT Rate	0
Pensions Information	Auto Enrollment Date	2014/04/01 00:00:00
Pensions Information	Eligible Job Holder Date	2014/04/01 00:00:00
Pensions Information	Main Entry for Aggregation	No
Pensions Information	Opt Out Period End Date	2014/04/30 00:00:00
Pensions Information	Pension Classification	Eligible Job Holder
Pensions Information	Qualifying Scheme Name	NHS Pension Scheme
Pensions Information	Qualifying scheme exists	Yes
Pensions Information	Total Earning PRP	1355.92

## PAY 6.1.33 NHS Assignments not Worked in Period

This will report on any assignments in the given period range which have had no earnings processed. This is designed for checking if Bank staff have worked in the previous 13 weeks although the period range can go back up to 1 year from the current period if required.

**Frequency:** Ad-hoc

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Super Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog open. The 'Submit Request' dialog has a 'Name' field containing 'NHS Assignments Not Worked In Period Report' and a 'Copy...' button. The 'Parameters' dialog has fields for 'Payroll', 'Organisation', 'Assignment Category' (set to 'Bank'), 'Staff Group', and 'Number of Periods'. It also has 'Notify' and 'Print to' (set to 'noprint') fields, and buttons for 'Options...', 'OK', 'Cancel', 'Clear', and 'Help'. The 'Submit Request' dialog has 'Help (C)', 'Submit', and 'Cancel' buttons at the bottom.

### Columns

Employee Name  
Assignment Number  
Organisation  
Staff Group  
Subjective Code  
Grade  
Role  
Position  
Position Number

The report output can be published into Excel by selecting Excel from the Options button when submitting the report. Existing output from this report can also be republished into Excel using the republish functionality.

## Example Layout

---

Page: 1

Title NHS Assignments Not Worked In Period Report  
Date 21-FEB-2023 16:43  
Payroll 504 MonthlyT00  
Organisation  
Assignment Category Bank  
Staff Group  
Number of Periods 2  
Period From 9 2022 Calendar Month - 01-DEC-22  
Period To 10 2023 Calendar Month - 31-JAN-23

First Name	Surname	Assignment Number	Organisation	Staff Group	Subjective Code	Grade	Role	Position	Position Number
Ben	Smith03	20006626-3	504 Ward 9	Nursing and Midwifery Registered	NHS5269	XR05	Staff Nurse	Staff Nurse Band 5 - Ward 9	79755

# PAY 6.1.34 NHS Hours Worked Report

This report details any assignments in the given period range which have hours/sessions worked (from the national list of elements only) less than the Max Hours Worked supplied as a parameter to the report.

The report output can be published into Excel by selecting Excel from the Options button when submitting the report. Existing output from this report can also be republished into Excel using the republish functionality.

### User Responsibility:

xxx Payroll Administration  
xxx Payroll Super Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with a title bar containing a red 'X' icon and the text 'Submit Request'. The main area is titled 'Run this Request...' and contains a 'Copy...' button in the top right. Below this, the 'Name' field is set to 'NHS Hours Worked Report'. A smaller 'Parameters' dialog box is overlaid on top, showing the following fields: 'Payroll' (with a dropdown arrow), 'Organisation' (empty text box), 'Assignment Category' (set to 'Bank'), 'Staff Group' (empty text box), 'Number of Periods' (greyed out), 'Max Hours Worked' (empty text box), and 'Max Sessions Worked' (empty text box). At the bottom of the 'Parameters' dialog are 'OK', 'Cancel', 'Clear', and 'Help' buttons. At the bottom of the main 'Submit Request' dialog are 'Help (C)', 'Submit', and 'Cancel' buttons.

### Columns

Employee Name  
Assignment Number  
Organisation  
Staff Group  
Subjective Code  
Grade  
Role  
Position  
Position Number  
Hours Worked  
Sessions Worked

# PAY 6.1.35 NHS Union Subscription Report

This report shows all payments for the selected Union element in the period selected along with some relevant employee details. The report is designed so that the output can be saved in a CSV file format for sending directly to the Union in question.

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- XXX Payroll Administration
- XXX Payroll Audit
- XXX Payroll Data Entry
- XXX Payroll Super Administration
- XXX Vehicle Administration & Payroll Data Entry

**Parameters**

**Union:** Union Name is included to allow the report to be used for other unions in the future should this become appropriate.

**Payroll:** Optional entry. If this is not entered then the extract will include all payrolls for the Employing Authority running the report.

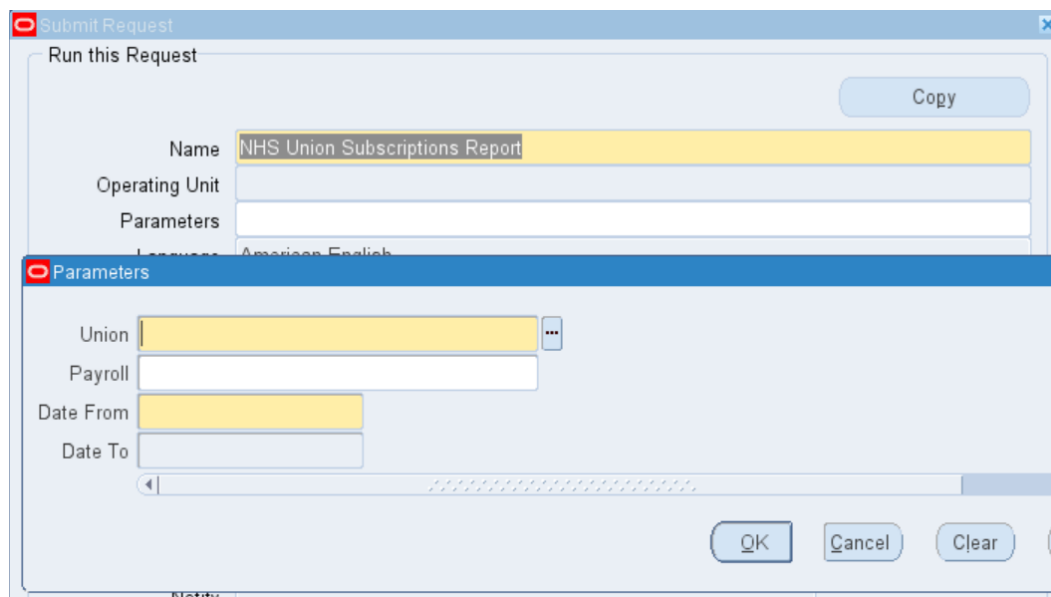
**Date From and Date To:** Mandatory parameters and are expected to be month start and end dates. The dates will be validated and rejected if the date range is greater than three months.

This report lists each subscription within the given time period with the relevant Person and Assignment details (the request for this data in this format came from the UNISON union). This report should be saved locally for review and sending on to the appropriate Trade Union body.

The report will be placed into an over-night running queue, so even if it is started during the day then the output will not be available until the following morning. Users are advised to schedule this report so that output is available when it is needed.

Output from this report may get purged on a 7 day basis (not the standard 60 days that usually applies to concurrent requests). It is the User's responsibility to save locally any output that may be required after 7 days as output from this report may not be available from ESR after this time.

**NOTE –** The output from this report contains personal information, so proper care and attention should be given to supplying this data to any third party. All data transfers should be carried out in a secure manner and should comply with the guidelines issued by your organisation.



## Columns

## Data Items

Assignment Number	Last Contribution Date (if in the period)
Employee Name	Period End Date
Title	Employee Address
National Insurance Number	Organisation
Gender	Staff Group
DOB	Location
Payment Frequency	
Contribution	
First Contribution Date (if in the period)	

## Example Output

```
"HDR","504","504 ESR Training","21022023 165026","AMICUS","","01122022","28022023"  
"DAT","20005574","Admin01","Anthony","","Mr","","AB504031A","W","01011970","Calendar Month","14.52","01012023","","28022023","","","","","504 Acute Nurse Management","Administrative and Clerical","504 ESRH"  
"FTR","1","14.52"
```

# PAY 6.1.36 NHS Leavers Report

This will list all Leavers who were terminated within a given time period along with some assignment details. The date of input should be selected instead of the date of leaving.

**Expected Runtime:** Not Currently Benchmarked

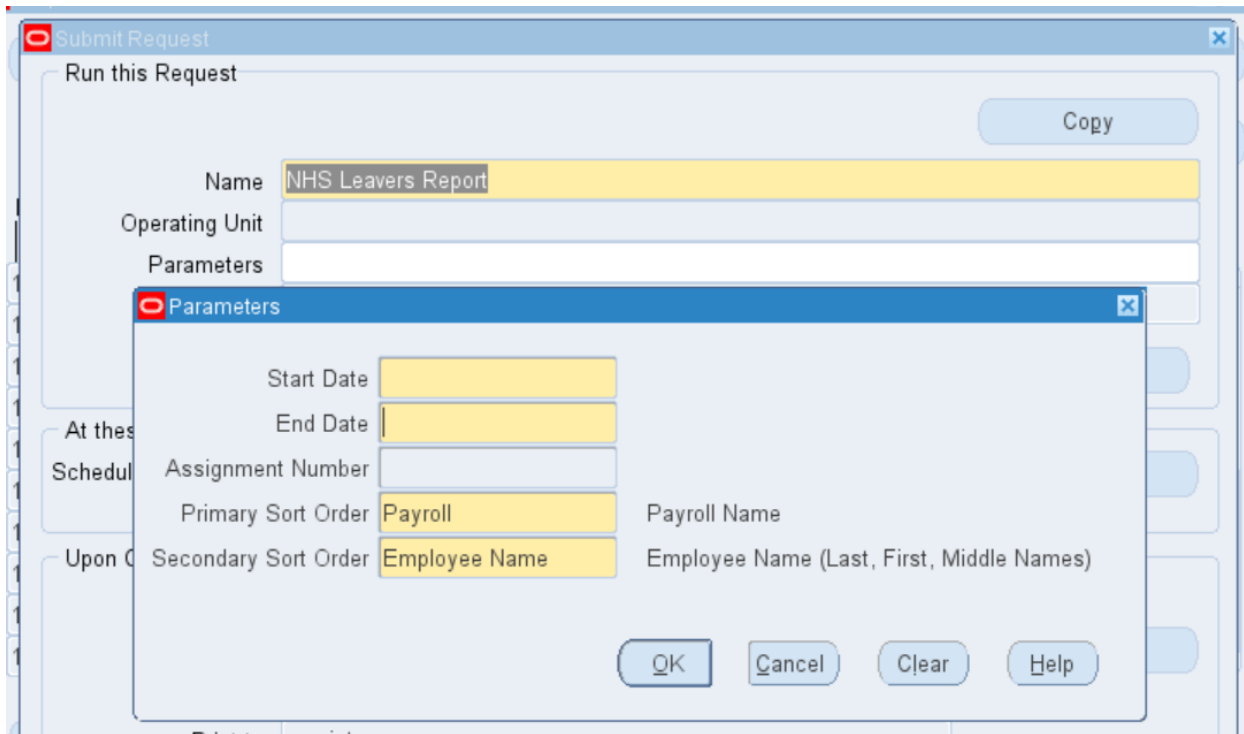
**User Responsibility:**

XXX Payroll Super Administration

XXX Payroll Administration

XXX Payroll Audit

**Parameters**



Note – this report will be placed into an over-night running queue, so even if it is kicked off during the day the output will not be available until the following morning. It is advised that users schedule this report so that output is available when it is needed.

**Columns:**

Assignment Number

Employee Name

Date of Leaving

Payroll

Paypoint

Organisation

Reason for Leaving

Final Process Date

Destination on Leaving

Critical Elements

Additional Assignments

Date Input

Input by

Example Output



# NHS Leavers Report

User Parameters

**From Date** 01-NOV-2022

**To Date** 01-FEB-2023

**Individual Assignment**

**Primary Sort Order** Payroll

**Secondary Sort Order** Employee Name

Assignment Number	Full Name	Date of Leaving	Payroll	Pay Point	Organisation	Reason For Leaving	Final Process Date	Destination on Leaving	Critical Elements	Additional Assignments	Primary Assignment	Date Input	Input By
20005693-2	Choi30, Jenny	31-Jan-2023	504 MonthlyT00	Default Home	504 Haematology				N	Y	N	19-Jan-2023	504T RAIN02



## PAY 6.1.37 NHS Payroll Checking Report - Travel Expenses

This report lists all travel and subsistence expense entries for the payroll selected by the User, which have been created/updated within the supplied effective date range.

**Expected Runtime:** Not Currently Benchmarked

### User Responsibility:

XXX Payroll Super Administration  
XXX Payroll Administration  
XXX Payroll Data Entry  
XXX Vehicle Administration  
XXX Vehicle Administration & Expenses  
XXX Vehicle Administration & Payroll Data Entry

### Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog box, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'NHS Payroll Checking Report - Travel Expenses (Monthly)') and 'Operating Unit'. The bottom dialog box, titled 'Parameters', contains several input fields: 'Start Date', 'End Date', 'Payroll', 'Organisation', 'Paypoint', 'Assignment Number', 'Primary Sort' (set to 'Organisation'), and 'Secondary Sort' (set to 'Employee Name'). To the right of the 'Primary Sort' and 'Secondary Sort' fields, there are labels 'Organisation' and 'Employee Name (Last ,F' respectively. At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

This report is available during peak times as well as overnight. The following peak time versions of the report are available:

- NHS Payroll Checking Report - Travel Expenses (Monthly)
- NHS Payroll Checking Report - Travel Expenses (Lunar)
- NHS Payroll Checking Report - Travel Expenses (Fortnightly)
- NHS Payroll Checking Report - Travel Expenses (Weekly)

The overnight version of the report is called:

- NHS Payroll Checking Report - Travel Expenses (Overnight)

Output from this report will be retained for 30 days. It is the User's responsibility to locally save any output that may be required after 30 days as output from this report may not be available from ESR after this time.

## Columns

Employee Name  
 Employee Number  
 Assignment Number  
 Organisation  
 Paypoint  
 Pay Grade  
 Element Name  
 Start Date  
 End Date  
 Input Value Name  
 Input Value  
 Leave Date  
 Assignment Status  
 Car User Status  
 Created By  
 Creation Date  
 Last Updated By  
 Last Update Date

## Example Output:

NHS Payroll Checking Report - Travel Expenses (Monthly)										
<b>Report Parameters</b>  <b>Report Run Date:</b> 11-NOV-2009 09:40 <b>Start Date:</b> 02-NOV-2009 <b>End Date:</b> 04-NOV-2009 <b>Payroll:</b> T01 Monthly <b>Organisation:</b> <b>Paypoint:</b> <b>Assignment Number:</b> <b>Primary Sort:</b> Organisation <b>Secondary Sort:</b> Employee Name										
Employee Name	Employee Number	Assignment Number	Organisation	Paypoint	Pay Grade	Element Name	Start Date	End Date	Input Value Name	Input Value
CCN530-1-2, Mr. Test01 MiddleName	20000101	20000101	T01 21 Grosvenor Road MH Wrexham	Default Home	A & C Grade 3	Expenses NR NP NHS	01-Oct-09	31-Oct-09	Period Cash Amount	100
CCN530-1-2, Mr. Test01	20000101	20000101	T01 21	Default Home	A & C Grade 3	Expenses NR NP	01-Oct-09	31-Oct-09	Claim Start Date	01-OCT-09

## PAY 6.1.38 NHS Payroll Checking Report - Non Recurring Entries

---

This report lists non-recurring entries for the payroll selected by the User, which have been created/updated within the supplied effective date range.

**Expected Runtime:** Not Currently Benchmarked

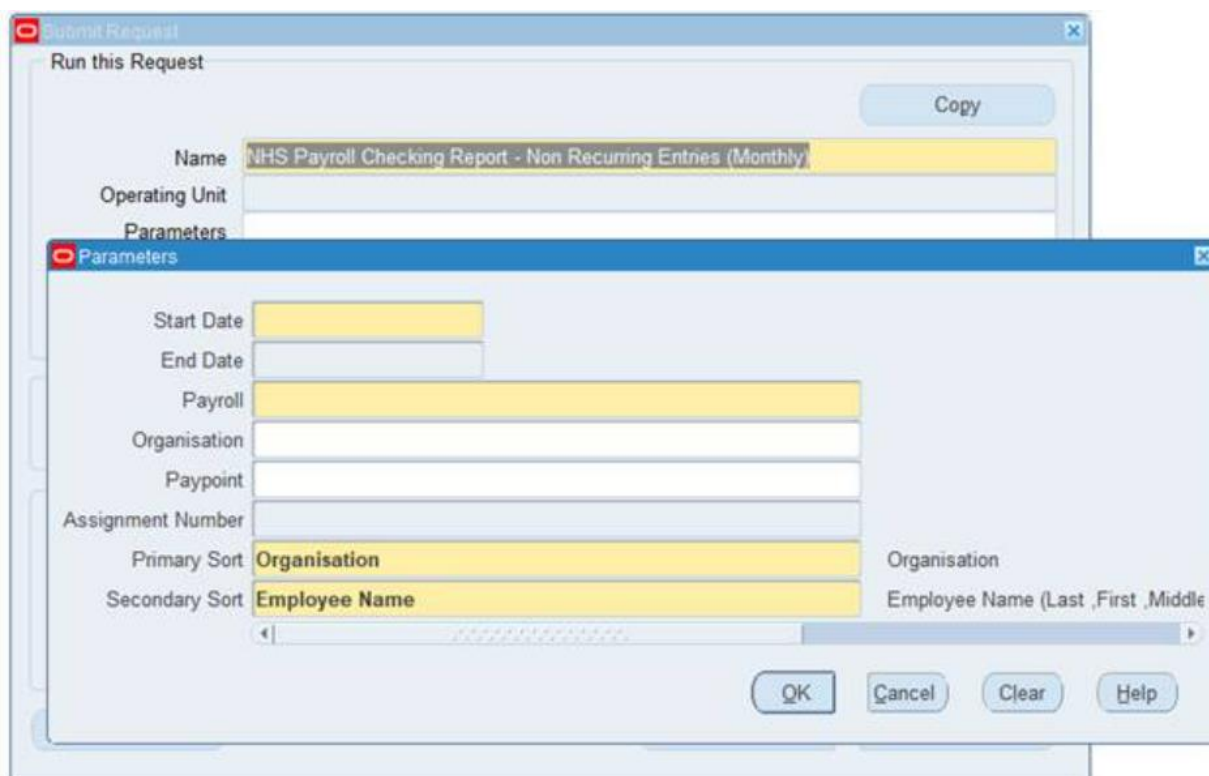
**User Responsibility:**

XXX Payroll Super Administration

XXX Payroll Administration

XXX Payroll Data Entry

**Parameters**



This report is available during peak times as well as overnight. The following peak time versions of the report exist:

- NHS Payroll Checking Report - Non Recurring Entries (Monthly)
- NHS Payroll Checking Report - Non Recurring Entries (Lunar)
- NHS Payroll Checking Report - Non Recurring Entries (Fortnightly)
- NHS Payroll Checking Report - Non Recurring Entries (Weekly)

The overnight version of the report is called:

- NHS Payroll Checking Report - Non Recurring Entries (Overnight)

Output from this report will be retained for 30 days. It is the user's responsibility to save locally any output that may be required after 30 days as output from this report may not be available from ESR after this time.

**Columns:**

- Employee Name
- Employee Number
- Assignment Number
- Organisation

Pay Point  
 Pay Grade  
 Element Name  
 Effective Dates From  
 Effective Date To  
 Input Value Name  
 Input Value  
 Leave Date  
 Assignment Status  
 Created By  
 Creation Date  
 Last Updated By  
 Last Update Date

**Example Output:**

NHS Payroll Checking Report - Non Recurring Entries (Monthly)								
<b>Report Parameters</b>								
<b>Report Run Date:</b>	10-NOV-2009 15:10							
<b>Start Date:</b>	02-NOV-2009							
<b>End Date:</b>	04-NOV-2009							
<b>Payroll:</b>	T01 Monthly							
<b>Organisation:</b>								
<b>Paypoint:</b>								
<b>Assignment Number:</b>								
<b>Primary Sort:</b>	Organisation							
<b>Secondary Sort:</b>	Employee Name							
Employee Name	Employee Number	Assignment Number	Organisation	Paypoint	Pay Grade	Element Name	Start Date	End Date
CCN530-1-2, Mr. Test01 MiddleName	20000101	20000101	T01 21 Grosvenor Road MH1 Wrexham	Default Home	A & C Grade 3	Cash Bonus NR NP NHS	01-Oct-09	31-Oct-09

## PAY 6.1.39 NHS Payroll Checking Report - Absence Entries

This report lists OSP Absence entries for the payroll selected by the User, which have been created/updated within the supplied effective date range.

**Expected Runtime:** Not Currently Benchmarked

### User Responsibility:

XXX Payroll Super Administration  
XXX Payroll Administration  
XXX Payroll Data Entry  
XXX Absence Administration  
XXX Pensions Administration

### Parameters

The image shows two overlapping windows from a software application. The top window is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'NHS Payroll Checking Report - Absence Entries (Monthly)'), 'Operating Unit', and 'Parameters'. The bottom window is titled 'Parameters' and contains several input fields: 'Start Date', 'End Date', 'Payroll', 'Organisation', 'Paypoint', 'Assignment Number', 'Primary Sort' (set to 'Organisation'), and 'Secondary Sort' (set to 'Employee Name'). To the right of the 'Primary Sort' and 'Secondary Sort' fields, there are labels 'Organisation' and 'Employee Name (Last ,First ,Middle)'. At the bottom of the 'Parameters' window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

This report is available during peak times as well as overnight. The following peak times versions of the report are available:

- NHS Payroll Checking Report - Absence Entries (Monthly)
- NHS Payroll Checking Report - Absence Entries (Lunar)
- NHS Payroll Checking Report - Absence Entries (Fortnightly)
- NHS Payroll Checking Report - Absence Entries (Weekly)

The overnight version of the report is called:

- NHS Payroll Checking Report - Absence Entries (Overnight)

Output from this report will be retained for 30 days. It is the user's responsibility to save locally any output that may be required after 30 days as output from this report may not be available from ESR after this time.

NOTE – The output from this report contains payroll information, so proper care and attention should be given to supplying this data to any third party. All data transfers should be carried out in a secure manner and should comply with the guidelines issued by your organisation.

**Columns**

- Employee Name
- Employee Number
- Assignment Number
- Organisation
- Pay Point
- Pay Grade
- SSP Average Pay
- Multiple Assignments
- Absence Reason
- OSP Full Days Remaining
- OSP Half Days Remaining
- Element Name
- Effective Dates From
- Effective Date To
- Input Value Name
- Input Value
- Leave Date
- Assignment Status
- Created By
- Creation Date
- Last Updated By
- Last Update Date

**Example Output:**

NHS Payroll Checking Report - Absence Entries (Monthly)														
Report Parameters														
Report Run Date:		13-NOV-2009 11:09												
Start Date:		02-NOV-2009												
End Date:		04-NOV-2009												
Payroll:		T01 Monthly												
Organisation:														
Paypoint:														
Assignment Number:														
Primary Sort:		Organisation												
Secondary Sort:		Employee Name												
Employee Name	Employee Number	Assignment Number	Organisation	Pay point	Pay Grade	SSP Average pay	Multiple Assign	Absence Reason	OSP Full Days Remaining	OSP Half Days Remaining	Element Name	Start Date	End Date	Input Value
CCN530-1-2, Mr. Test01 MiddleName	20000101	20000101	T01 21 Grosvenor Road MH	Default Home	CR21	20000	N	Cold	0	0	OSP Nil NHS	01-Oct-09	31-Oct-09	D
CCN530-1-2	20000101	20000101	T01 21	Default Home	CR21	20000	N	Cold	0	0	OSP Nil	01-Oct-09	31-Oct-09	D

# PAY 6.1.55 NHS Payroll Checking - Permanent Changes

This report identifies every instance of an employee assignment having a change to one of the data items detailed in the 'monitored items' section of this document. The report can be used by payroll departments to analyse the impact of changes on the payroll run.

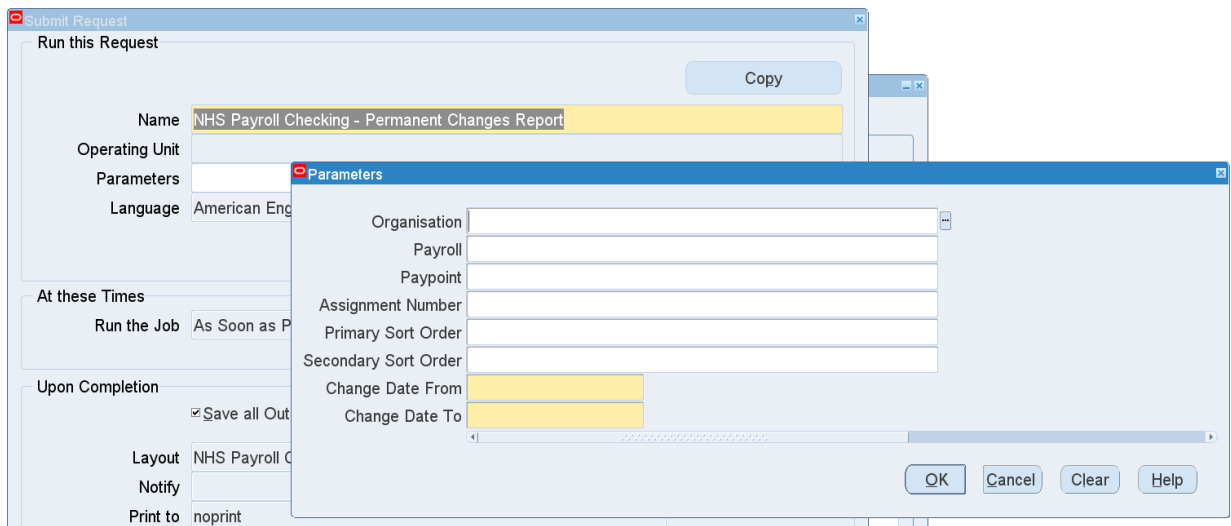
As the intention is to identify changes made by individuals within an Employing Authority, element changes made by a national process will not be included in the report.

The default output format for this report is Excel however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

### User Responsibility:

- xxx Payroll Audit
- xxx Payroll Super Admin
- xxx Payroll Administration
- xxx Payroll Super Admin SVL
- xxx Pensions Administration

### Parameters:



**Monitored Items:**

Form	Data Item	Type	Description
People	Last Name	Change	Record any changes to Last Name
People	NI Number	Change	Record any changes to NI Number. If the NI Number is deleted, the report will state that it has been changed to 'No Value'.
People	Birth Date	Change	Record any changes to Birth Date. If the Birth Date is deleted, the report will state that it has been changed to 'No Value'.
People	NI Multiple Assignments (Employment Tab)	Change	Record instances of the NI Multiple Assignments flag being checked or unchecked.
People	PAYE Aggregated Assignments (Employment Tab)	Change	Record instances of the PAYE Aggregated Assignments flag being checked or unchecked.
Additional Personal Details	Date of Birth Verified	Change	Record any changes to Date of Birth Verified. If Date of Birth Verified is deleted, the report will state that it has been changed to 'No Value'.
Additional Personal Details	CSD 3 Months	Change	Record any changes to CSD 3 Months. If CSD 3 Months is deleted, the report will state that it has been changed to 'No Value'.
Additional Personal Details	CSD 12 Months	Change	Record any changes to CSD 12 Months. If CSD 12 Months is deleted, the report will state that it has been changed to 'No Value'.
Additional Personal Details	NHS OSP Scheme	Change	Record any changes to NHS OSP Scheme. If NHS OSP Scheme is deleted, the report will state that it has been changed to 'No Value'.
Additional Personal Details	NHS OMP Scheme	Change	Record any changes to NHS OMP Scheme. If NHS OMP Scheme is deleted, the report will state that it has been changed to 'No Value'.
Assignment	Position	Change	Record any instance of an assignment changing its Position.
Assignment	Grade	Change	Record any instance of an assignment changing its Grade. If an assignment grade is deleted, the report will state that it has been changed to 'No Value'.
Assignment	Assignment Status	Change	Record any instance of an assignment changing its Assignment Status.
Assignment	Paypoint (NHS People Group Flexfield)	Change	Record any instance of an assignment changing its Paypoint.
Assignment	Payroll	Change	Record any instance of an assignment changing its Payroll. If an assignment payroll is deleted, the report will state that it has been changed to 'No Value'.
Assignment	Working Hours	Change	Record any instance of an assignment changing its Working Hours. If assignment working hours is



	(Standard Conditions Tab)		deleted, the report will state that it has been changed to 'No Value'.
Assignment	Employee Category	Change	Record any instance of an assignment changing its Employee Category.
Additional Assignment Details	Incremental Date (Ass_Attribute1)	Change	Record any changes to Incremental Date. If the Incremental Date is deleted, the report will state that it has been changed to 'No Value'.  Do not include changes to Incremental Dates made by the following concurrent programs:  NHS Increment Process (Weekly) NHS Increment Process (Monthly) NHS Increment Process (Lunar) NHS Increment Process (Fortnightly) NHS Bank Staff Increment Process (Weekly) NHS Bank Staff Increment Process (Monthly) NHS Bank Staff Increment Process (Lunar) NHS Bank Staff Increment Process (Fortnightly)
Additional Assignment Details	No. of Increments (Ass_Attribute3)	Change	Record any changes to No. of Increments. If the No. of Increments value is deleted, the report will state that it has been changed to 'No Value'.  Do not include changes to No. of Increments made by the following concurrent programs:  NHS Increment Process (Weekly) NHS Increment Process (Monthly) NHS Increment Process (Lunar) NHS Increment Process (Fortnightly) NHS Bank Staff Increment Process (Weekly) NHS Bank Staff Increment Process (Monthly) NHS Bank Staff Increment Process (Lunar) NHS Bank Staff Increment Process (Fortnightly)
Grade Step Placement	Grade Step	Add	Record any new instance of a grade step being added to an assignment, excluding when a new assignment is created.
Grade Step Placement	Grade Step	Change	Record any changes to the grade step within the current grade.  Exclude changes made by the annual increment increase process. In this case, one of the following concurrent programs:  NHS Increment Process (Weekly) NHS Increment Process (Monthly) NHS Increment Process (Lunar) NHS Increment Process (Fortnightly) NHS Bank Staff Increment Process (Weekly) NHS Bank Staff Increment Process (Monthly) NHS Bank Staff Increment Process (Lunar) NHS Bank Staff Increment Process (Fortnightly)
Grade Step Placement	Grade Step	Delete	Record any instance of a grade step being deleted.
Scale Rate	Progression Point Value	Change	Record any changes to a progression point value for a local grade.

Grade Scale	Grade Step Point	Add	Record any instance of a new grade step point being added to the grade scale of a local grade scale.
Address	Any Primary Address Field:  Address Line 1 Address Line 2 Address Line 3 Town County Post Code Country	Change	Record any changes to the primary address. This includes the following fields:  Address Line 1 Address Line 2 Address Line 3 Town County Post Code  The output will be display all the address components as a single string separated by a full stop. i.e.  Old Value Unit 8.Emmanuel Court.10 Mill Street.Sutton Coldfield.West Midlands.B22 4SJ  New Value Rose Cottage.11 Spin Street.Sponge.Larksville.Essex.E56 7KK
Address	Primary	Change	Record instance of the Primary Address flag being checked or unchecked.
Salary	Salary	Add	Record any new instance of an Approved Base Salary.
Salary	Salary	Change	Record any changes to an Approved Base Salary.
Salary	Salary	Delete	Record any instance of a deletion of an Approved Base Salary.
Terminate	Actual Date	Delete	Record any instance of a deletion of an Actual Termination Date.
Personal Payment Method	Payment Method	Add	Record any instance of a Personal Payment Method being added to an assignment.
Personal Payment Method	Payment Method	Delete	Record any instance of a Personal Payment Method being deleted from an assignment.
Personal Payment Method	Priority	Change	Record any changes to priority.
Personal Payment Method	Balance Amount	Change	Record any changes to Balance Amount. If the Balance Amount is deleted, the report will state that it has been changed to 'No Value'.
Personal Payment Method	Percentage	Change	Record any changes to Percentage. If the Percentage is deleted, the report will state that it has been changed to 'No Value'.
Personal Payment Method	Bank Details	Change	Record any changes to bank details. This includes the following fields:  Account Name Sort Code Account Number

			<p>Bld Society Account Number</p> <p>The output will be display all the bank details as a single string separated by a full stop. i.e.</p> <p>Old Value MR C SMITH.01 95 65.93837363.</p> <p>New Value MR J SMITH.03 74 96..83730237</p>
Extra Details of Service	Contract type (Details of Service Tab)	Change	Record any changes to contract type. If the contract type is deleted, the report will state that it has been changed to 'No Value'.
Element Entries	Element Name	Add	<p>Record Any instance of a new recurring element entry being created. This would not include the 9 elements that are automatically created with every new assignment:</p> <p>Basic Contracted NHS Enhanced Multipliers NHS NI Negative Net Pay NHS Overtime Multipliers NHS PAYE Details Pension NHS SSP SMP Calculator NHS Standard Costing NHS</p> <p>Also excluded, would be mileage elements that are automatically ended when paid. These will be identified by the 'Expense' segment of the 'Add' Element Type Details' flexfield having a value of 'Mileage'.</p>
Element Entries	Element Name	Change	Record any instance of an element entry having its end date changed, having already been paid.
Element Entries	Element Name	Delete	Record any instance of an element entry being end dated or deleted having already been paid.
Entry Values	All	Add	<p>Record any instance of an element entry value being created for a recurring element. This would not include the 9 elements that are automatically created with every new assignment:</p> <p>Basic Contracted NHS Enhanced Multipliers NHS NI Negative Net Pay NHS Overtime Multipliers NHS PAYE Details Pension NHS SSP SMP Calculator NHS Standard Costing NHS</p>
Entry Values	All	Change	Record any changes to an element entry value belonging to a recurring element. This includes changes to local GRRs which then feed through to element entries and, in that instance, the change will

			<p>show the User who runs the concurrent program that makes the change to the element entry.</p> <p>We will exclude changes that are made by a national process.</p>
Vehicle Repository	Engine Capacity in CC	Change	Record any changes to the Engine Capacity in CC for vehicles that are currently allocated.
Vehicle Assignments	Registration	Add	Record any instance of a vehicle being allocated to an assignment.
Vehicle Assignments	Registration	Delete	Record any instance of a vehicle being deleted from an assignment.
Vehicle Assignments	Usage Type	Change	Record any changes to Usage Type. If the Usage Type is deleted, the report will state that it has been changed to 'No Value'.
Vehicle Assignments	Calculation Method	Change	Record any changes to Calculation Method. If the Calculation Method is deleted, the report will state that it has been changed to 'No Value'.
Vehicle Assignments	Mileage Claim Element	Change	Record any changes to Mileage Claim Element. If the Mileage Claim Element is deleted, the report will state that it has been changed to 'No Value'.
Vehicle Assignments	Rates Table	Change	Record any changes to Rates Table. If the Rates Table is deleted, the report will state that it has been changed to 'No Value'.

# PAY 6.1.40 NHS GTN Assignment Detail Report

This report should be used to help check totals on the FPS and on the reconciliation report..

Users need to select the version of the report they wish to run (Monthly, Weekly, Fortnightly or Lunar)

**Expected Runtime:** Not Currently Benchmarked

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** section:
  - Name: **NHS GTN Assignment Detail Report ( Monthly )**
  - Parameters: (empty field)
  - Language: **American English**
  - Buttons: Copy..., Language Settings..., Debug Options
- At these Parameters** sub-dialog (open):
  - Payroll Name: (empty field)
  - Payroll Period: (empty field)
  - Period Start and End: (empty field)
  - Buttons: OK, Cancel, Clear, Help
- Upon Completion** section:
  - Buttons: Help (C), Submit, Cancel

The report retrieves and sums the run result values for elements which feed specific balances:

- Recovery SMP NHS
- Recovery SAP NHS
- Recovery SPP NHS
- Student Loan
- PAYE
- NI Employee
- NI Employer
- Taxable Pay Superannuation Total

The report only retrieves and sums those run result values generated by a complete and successful payroll action on a payroll and in a payroll period as specified in the parameter form

For each qualifying run result the data output will be:

- NI Number
- Full Name
- Assignment Number
- Balance Name
- Element Classification
- Element Name
- Element Reporting Name
- Sum of Run Result Values (feeding the named balance)
- Action Type (Meaning)
- Request ID (of the request which initiated the action which created the run result)

Only payroll actions of type 'R' – Payroll Run, 'Q' – QuickPay and 'V' – Reversal will be considered by this report.

The report will be available to the following Request Groups:

- NHS RP Finance Reporting
- NHS RP Finance Reporting Map
- NHS RP Payroll Administration
- NHS RP Payroll Audit
- NHS RP Payroll Super Admin
- NHS RP Payroll Super Admin SVL
- NHS RP Trust UK SHRMS
- NHS RP UK SHRMS

The report is only available for overnight running so will be limited to the NHS Overnight concurrent manager.

**Example layout:**

```
"Report : NHS GTN Assignment Detail Report ( Monthly )"
"Report Run Date : 16-FEB-2023 10:13"
"Payroll Name : 504 MonthlyT00"
"Payroll Period : 10 2023 Calendar Month"
"Period Start and End : 01-JAN-23 to 31-JAN-23"
""
"NI Number","Full Name","Assignment Number","Balance Name","Element Classification","Element Name","Element Reporting Name"," Sum of Run Result Values","Action Type","Request Id"
"A8504001A","Leese01, Mrs. Vivian","20005544","NI Employee","NI","NI A","NI A","401.91","Run","1616873"
```

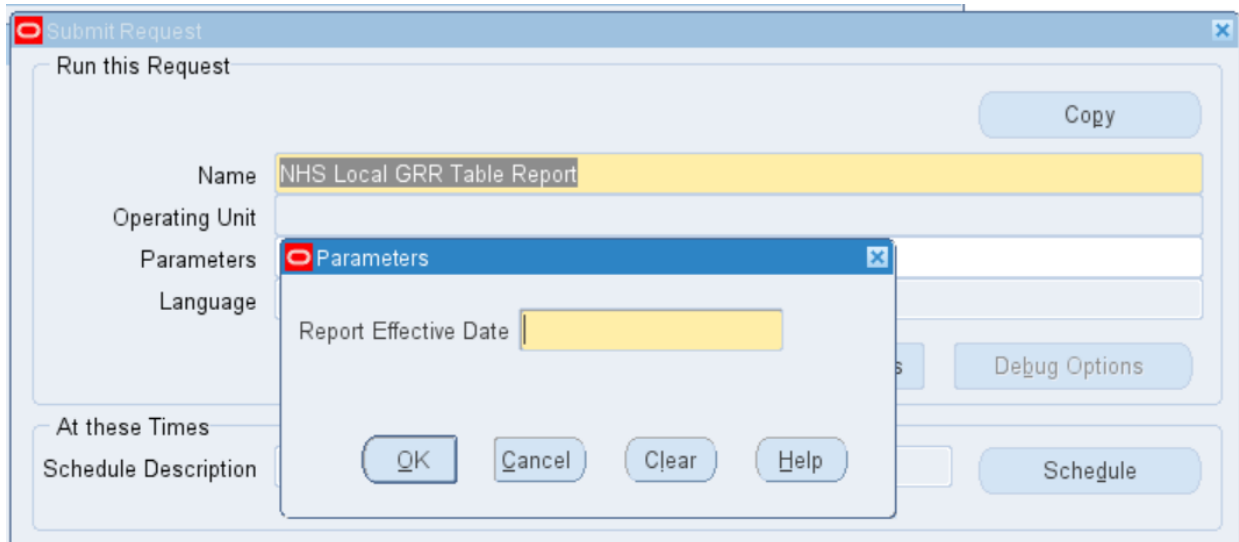
# PAY 6.1.41 NHS Local GRR Table Report

This report assists Users to verify and correct the rates within the GRR table for locally agreed elements and to help Management in budget planning by facilitating the upload of GRR information into local pay budgeting systems.

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Payroll Super Administration

## Parameters



## Columns

Organisation	Input Value 5 Name	Rate 3 Name
People Group	Input Value 5	Rate 3 Value
Job	Input Value 6 Name	Rate 4 Name
Primary Payscale Letter	Input Value 6	Rate 4 Value
Grade	Input Value 7 Name	Rate 5 Name
Spinal Point	Input Value 7	Rate 5 Value
Grr Eff Start Date	Input Value 8 Name	Rate 6 Name
Grr Eff End Date	Input Value 8	Rate 6 Value
Scheme	Input Value 9 Name	Rate 7 Name
Input Value 1 Name	Input Value 9	Rate 7 Value
Input Value 1	Input Value 10 Name	Rate 8 Name
Input Value 2 Name	Input Value 10	Rate 8 Value
Input Value 2	Input Value 11 Name	Rate 9 Name
Input Value 3 Name	Input Value 11	Rate 9 Value
Input Value 3	Input Value 12 Name	Rate 10 Name
Input Value 4 Name	Input Value 12	Rate 10 Value
Input Value 4	Input Value 13 Name	Rate 11 Name
	Input Value 13	Rate 11 Value
	Rate 1 Name	Rate 12 Name
	Rate 1 Value	Rate 12 Value
	Rate 2 Name	Rate 13 Name
	Rate 2 Value	Rate 13 Value
		Element Name

## PAY 6.1.42 NHS Assimilation Report

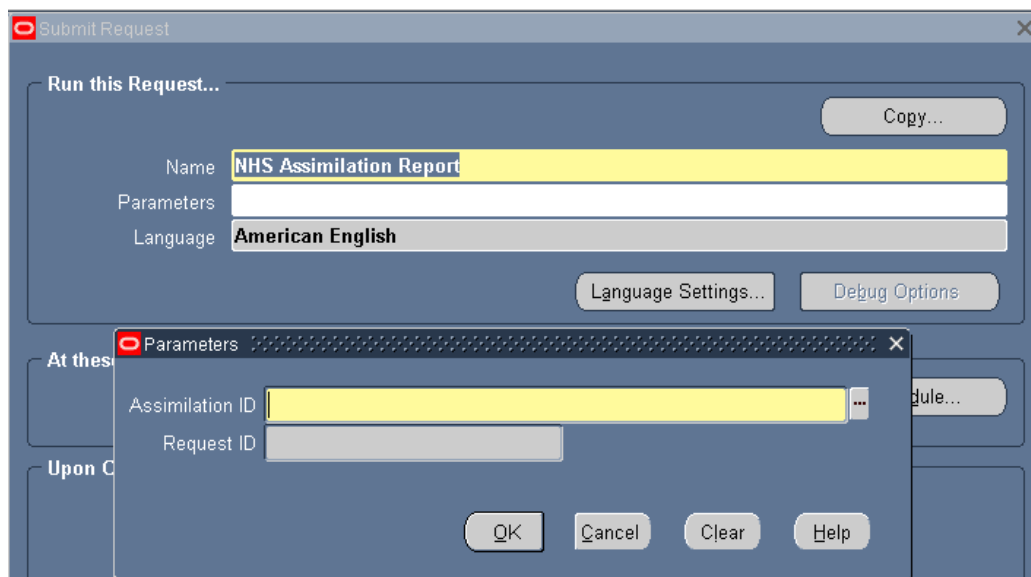
This report enables changes made via the NHS Assimilation Process to be reported upon. This can also be run after any 'report only' runs of the process and can then be used to check what will be changed.

**Expected Runtime:** Not Currently Benchmarked

### User Responsibility:

XXX Local HRMS Systems and User Administration  
XXX Local HRMS Systems Administration  
XXX Payroll Super Administration  
XXX Payroll Super Administration SVL  
XXX Payroll Administration  
XXX HR Administration  
XXX HR Administration

### Parameters



The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** section:
  - Name: NHS Assimilation Report
  - Parameters: (empty field)
  - Language: American English
  - Buttons: Copy..., Language Settings..., Debug Options
- At this time...** section: (partially visible)
- Upon completion...** section: (partially visible)
- Parameters** sub-dialog (open):
  - Assimilation ID: (empty field)
  - Request ID: (empty field)
  - Buttons: OK, Cancel, Clear, Help

Please note that where the NHS Assimilation Process has been re-run then this generates a new request id. However the report only shows the original request id and start date and time of that process.

The NHS Assimilation Report outputs the following fields for each assignment:

Assignment Number, Last Name and Initials together with before and after values for: Grade, Grade Step, Incremental Date, Contract Type, Grade Hours, Working Hours.

The NHS Assimilation Report outputs the following fields for each position updated by the NHS Assimilation Process:

•Position Number, Position Title together with before and after values for:  
Proposed Entry Salary Grade, Proposed Entry Salary Step.

Assignment changes and position changes are reported in separate sections of the report

### Columns:

- VPD ID
- Assimilation ID
- Process Mode
- Date and Time of Start of Assimilation Process
- Request ID
- Record Type (P or A to identify Position or Assignment)
- Assignment ID or Position ID
- Grade or Proposed Entry Salary Grade Before Change
- Grade Step or Proposed Entry Salary Step Before Change
- Incremental Date Before Change



- Contract Type Before Change
- Working Hours Before Change
- Frequency Before Change
- Ceiling Point Before Change
- Grade or Proposed Entry Salary Grade After Change
- Grade Step or Proposed Entry Salary Step After Change
- Incremental Date After Change
- Contract Type After Change
- Working Hours After Change
- Frequency After Change
- Ceiling Point After Change
- Effective Date of change

## PAY 6.1.43 NHS Salary History Report

The NHS Salary History Report will show Salary History data for a single assignment or a group of assignments over a specified date range.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**

- XXX HR Administration
- XXX HR Data Entry
- XXX HR Management
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Payroll Data Entry
- XXX Payroll Super Administration
- XXX Pensions Administration
- XXX Vehicle Administration

**Parameters**

The image shows two overlapping windows from a software application. The top window is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are three input fields: 'Name' (containing 'NHS Salary History Report'), 'Operating Unit', and 'Parameters'. The bottom window is titled 'Parameters' and contains five input fields: 'Payroll', 'Period From', 'Period To', 'Assignment Set', and 'Assignment Number'. At the bottom of this window are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

**Data Items**

- Employee Number
- Assignment Number
- Last Name
- First Name
- Effective Date
- Gender
- Staff Group
- Ethnic Origin
- Grade
- Payscale
- Pay Point
- Salary

PT Salary  
Standard Hour

# PAY 6.1.44 NHS Copy Pay Advice

This report enables the user to produce a PDF copy of the payslip given to an employee for checking purposes. Note: When this is run the NHS Generate Payslip Data Archive process will also be automatically submitted. This will generate a data archive file that will be used to create the Online payslips. These can also be run as stand-alone processes.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**


XXX Payroll Audit

XXX Payroll Super Administration

**Parameters**

The image shows two overlapping software windows. The top window, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this are fields for 'Name' (containing 'NHS Copy Pay Advice (Monthly)'), 'Operating Unit', and 'Parameters'. The bottom window, titled 'Parameters', contains fields for 'Payroll' (with a dropdown arrow), 'Pay Period', 'Payroll Run', 'Assignment', and 'Group Home Addressed'. At the bottom of this window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

**Example Output:**

<p><b>If Undelivered please return to:</b></p> <p>504 ESR Training Dummy Stat Address</p> <p style="text-align: center;"><b>COPY PAY ADVICE - PRIVATE AND CONFIDENTIAL</b></p> <p>MR. C LANE05</p> <p style="text-align: right;">20006058 ESR504 MonthlyT00 Default Home 1/00001/</p>							
Assignment Number <b>20006058</b>		Employee Name <b>MR. CHRIS LANE05</b>			Location <b>504 ESRH</b>		
Department <b>Ward 9</b>		Job Title <b>Staff Nurse Band 5 - Ward 9</b>			Physcale Description <b>Review Body Band 5</b>		
		Sal/Wage <b>23177.00</b>		Inc. Date		Std Hours <b>37.5</b>	
		Tax Office Name <b>Dummy Office Name</b>		Tax Office Ref <b>999/Z9999</b>		Tax Code <b>BR NONCUM</b>	
PT Sal/Wage <b>23177.00</b>		NI Number <b>AB504515A</b>					
Pay And Allowances (- = Minus Amount)				Deductions (R Indicates Refund)			
Description	Wkd/Earned	Paid/Due	Rate	Amount	Description	Amount	Balance C/F
Basic Pay	162.95	162.95	11.8531	1931.42	PAYE	348.40	
					NI A	106.01	
					NHS Pension 9.8%	189.28	
Year To Date Balances (This Employment Only)				This Period Summary			
Gross Pay	5794.26	Taxable Pay	5226.42	Pensionable Pay	1931.42	Taxable Pay	1742.14
NI Letter	A	Tax Paid	1045.20	Tax Period	10	Non-Taxable Pay	0.00
NI Pay	5794.26	Other NI Pay	0.00	Frequency	Monthly	Total Payments	1931.42
NI Conts	318.03	Other NI Conts	0.00	Period End Date	31 JAN 2023	Total Deductions	643.69
Pensionable Pay	5794.26	Pension Conts	567.84	Pay Date	25 JAN 2023		
SD Ref Number		Employee No	20006058	Pay Method		<b>NET PAY</b>	<b>1287.73</b>

**Data Items**

Address Line 1	Non-Taxable Pay (Period To Date)	PT Sal/Wage
Address Line 2	Other NI Conts (Year To Date)	Rate
Address Line 3	Other NI Pay (Year To Date)	Sal/Wage
Amount	Paid/Due	SD Ref Number
Assignment Number	Pay and Allowances	Std Hours
Balance C/F	Pay Date	Tax Code and Tax Basis
County	Pay Point	Tax Office Name
Date	Pay Point Description	Tax Office Ref
Deductions	Payment Method	Tax Paid (Year To Date)
Department	Payroll Return Address	Tax Period
Description		Tax Period End Date

Employee Name	Payscale Description	Taxable Pay (Period To Date)
Employee Number	Payslip Number	Taxable Pay (Year To Date)
Frequency	Pension Conts (Year To Date)	Total Deductions (Period To Date)
Gross Pay (Year To Date)	Pensionable Pay (Period To Date)	Total Payments (Period To Date)
Inc Date	Pensionable Pay (Year To Date)	Town
Job Title	Post Code	Trust Name
Location	Previous Tax paid	Wkd/Earned
Net Pay (Period To Date)	Previous Taxable Pay	
NI Conts (Year To Date)		
NI Letter		
NI Number / Cat		
NI Pay (Year To Date)		

# PAY 6.1.45 NHS LGPS Band Allocation Report

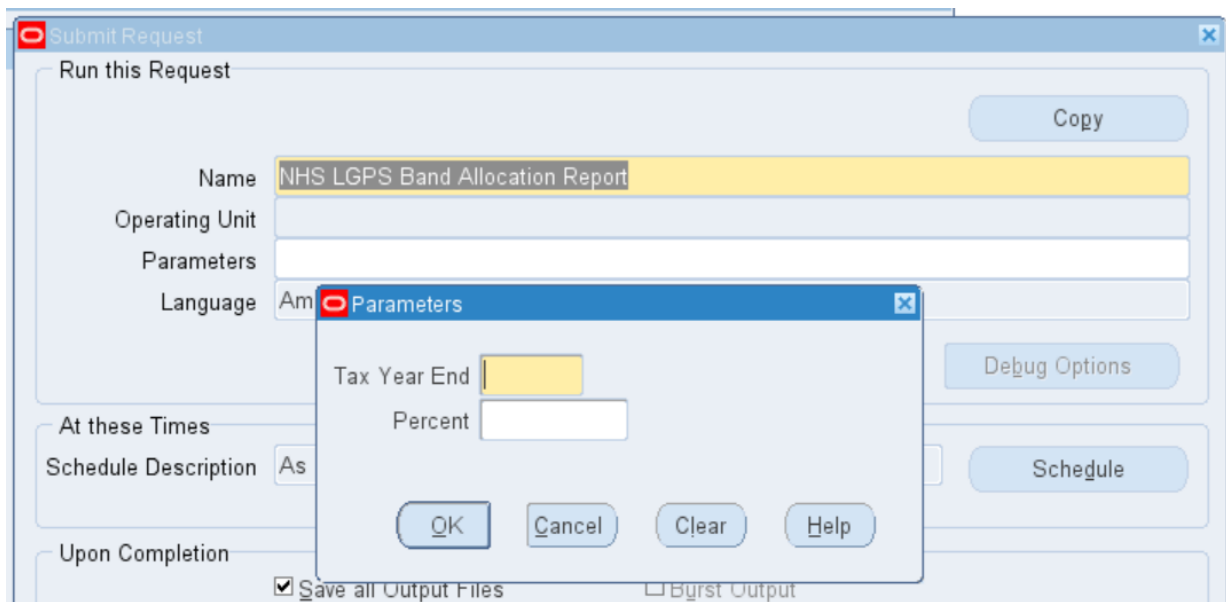
This report shows assignment and person details for the current Trust, the suggested new contribution band along with any boundary conditions or messages. The default output format is PDF however alternative outputs can be selected including Excel.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Pensions Administration

**Parameters**



**Data Items**

- Assignment Number
- Last Name
- First Name
- Middle Names
- Title
- Latest Start Date
- Assignment Status
- Assignment Category
- Assignment Status Count
- Payscale
- Grade Salary
- Spot Salary
- Effective Contract Hours
- Effective Override Hours
- Annualised Hours
- Pensionable Pay
- Hours Worked
- Deemed Hours
- Annualised Wte Pen Pay
- Old Contribution Band
- New Contribution Band
- Boundary Flag
- Messages

# Example Output

504 ESR Training

Report Date: 01-Feb-2023 10:42

## NHS LGPS Band Allocation Report

**Parameters:**

Tax Year End: 2023  
 Percent: None

Message	No of Messages
Band set to 'G' due to hours worked in the period <= 0.	1
<b>TOTAL</b>	<b>1</b>

Assignment Number	Last Name	First Name	Middle Name(s)	Title	Latest Start Date	Assignment Status	Assignment Status Count	Assignment Category	PayScale	Grade Salary	Spot Salary	Contract Hours	Override Hours	Annualised Hours	Pensionable Pay	Hours Worked	Deemed Hours	Annualised WTE Pensionable Pay	Old Contribution Band	New Contribution Band	Boundary Flag	Messages
20006063	Lane10	Chris		Mr.	01-Jan-2010	Active Assignment	1	Permanent	XRD6	23,177.00		1,955.38		1,955.38					Band 1			Band set to 'G' due to hours worked in the period <= 0.



# PAY 6.1.46 NHS Local Pension Scheme A to Z Report

This report shows YTD totals for members of the Local Pension Scheme for each assignment in the selected period.

**Expected Runtime:** Not Currently Benchmarked

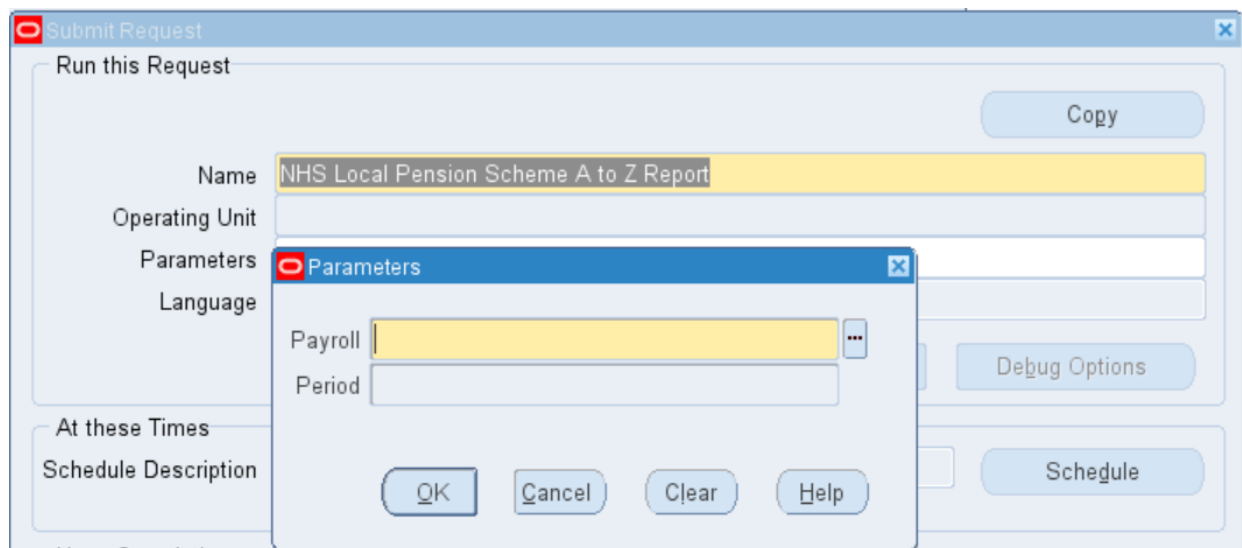
**Available to URPs:**

XXX Payroll Super Administration

XXX Payroll Administration

XXX Pensions Administration

**Parameters**



**Data Items**

Last Name	Reference
First Name	Contribution End Date
Title	Employee Pensionable Pay
Middle Names	Employer Pensionable Pay
Assignment Number	Gross Pay
NI Number	NI Able Pay Up to LEL
DOB	NI Able Pay Up to ET
Earliest Start date	NI Able Pay Up to UEL
Latest End Date	NI Able Pay Above UEL
Scheme	Total Pension and AVC Contributions
Deduction Type	Employee Contributions
Pension Basis	Employee Post Tax Contributions
Contribution Band	Employer Contributions
Tax Relief	Employee AVC Contributions
Employee Rate	Employee AVC Post Tax Contributions
Employer Rate	Employer AVC Contributions
Employee Rate Override	
Employer Rate Override	
Employee Period Cash Amount	

# Example Output

504 ESR Training

Report Date: 01-Feb-2023 10:46

## NHS Local Pension Scheme A to Z Report

### Parameters

Payroll: 504 MonthlyT00  
 Period: 11 2023 Calendar Month

### Balance Summary

Employee Pensionable Pay 0.00  
 Employer Pensionable Pay 0.00  
 Gross Pay 0.00  
 NI Able Pay Up to LEL 0.00  
 NI Able Pay Up to ET 0.00  
 NI Able Pay Up to UEL 0.00  
 NI Able Pay Above UEL 0.00  
 Total Pension and AVC Contributions 0.00  
 Employee Contributions 0.00  
 Employer Post-Tax Contributions 0.00  
 Employer Contributions 0.00  
 Employee AVC Contributions 0.00  
 Employer Post-Tax Contributions 0.00  
 Employer AVC Contributions 0.00

Last Name	First Name	Title	Midle Name	Assignment Number	NI Number	DOB	Earliest Start Date	Latest End Date	Scheme	Deduction Type	Pension Basis	Contribution Band	Tax Relief	Employee Rate	Employer Rate	Employee Rate Override	Employer Rate Override	Employee Period Cash Amount	Employer Period Cash Amount	Reference	Contribution End Date	Employee Pensionable Pay	Employer Pensionable Pay	Gross Pay	NI Able Pay Up to LEL	NI Able Pay Up to ET	NI Able Pay Above UEL	Total Pension and AVC Contributions	Employee Contributions	Employer Post-Tax Contributions	Employer Contributions	Employee AVC Contributions	Employer Post-Tax Contributions	Employer AVC Contributions

## PAY 6.1.47 NHS Payroll Message Report

This report lists all of the messages produced as part of the Payroll Run to provide information or warn of potential errors or unusual conditions applicable to assignments, as well as detail fatal messages indicating that an assignment has not been processed in the payroll run . This is an essential part of the recommended payroll best practice. The default output format is PDF however alternative formats are available including Excel.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**

- XXX Payroll Administration
- XXX Payroll Audit
- XXX Payroll Super Administration
- XXX Vehicle Administration & Expenses

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog, titled 'Submit Request', contains a 'Run this Request...' section with a 'Copy...' button. Below this are fields for 'Name' (filled with 'NHS Payroll Message Report (Monthly)'), 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). The bottom dialog, titled 'Parameters', contains fields for 'Payroll Name', 'Start Date', 'End Date', 'Process Type', 'Payroll Process', and 'Severity Level'. It also has a 'Sort By' dropdown set to 'EMPL\_NAME' with 'Employee Name' displayed next to it, and a 'Format' dropdown set to 'PDF'. At the bottom of the 'Parameters' dialog are 'OK', 'Cancel', 'Clear', and 'Help' buttons.

**Data Items**

- Name
- Assign. No
- Assign. Action Id
- Status
- Message
- Severity

# Example Output

NHS Business Group

Payroll Message Report

Effective Date: 01-FEB-2023

Report Date: 01-FEB-2023 12:08

Page: 1 of 4

**Parameters:**

Business Group: NHS Business Group  
 Payroll: 504 Monthly700  
 Start Date: 01-JAN-2023  
 End Date: 31-JAN-2023  
 Process Type: All  
 Payroll Action Id: 23911  
 Message Level: All  
 Ordered by: Employee Name, Assignment No

Period: 10 2023 Calendar Month

Date: 25-JAN-2023

Type: Run

Desc: 1--

Status: Incomplete

Request Id: 1616873

Submission Date: 01-FEB-2023

Payroll Action Id: 23911

Name	Assign. No	Assign. Action Id	Status	Message	Severity
Choi30, Miss Jenny	20005693-2	878974	Complete	Employee is not assigned to a Pay Scale	Warning
Johnson01, Mr. Andrew	20005964	877901	Error	Invalid NI Category. Category cannot be D, E, K effective from 06-APR-2016	Fatal
Johnson01, Mr. Andrew	20005964	877901	Error	Error was encountered when processing Element Type NI	Fatal

# PAY 6.1.50 NHS P45 Submit Report

This report contains details of an employee's earnings and tax details on termination of employment. If P45s are printed centrally, the NHS P45 Submit Report need not be run unless the Defer Printing parameter was set to 'Yes' when submitting the NHS P45 Process.

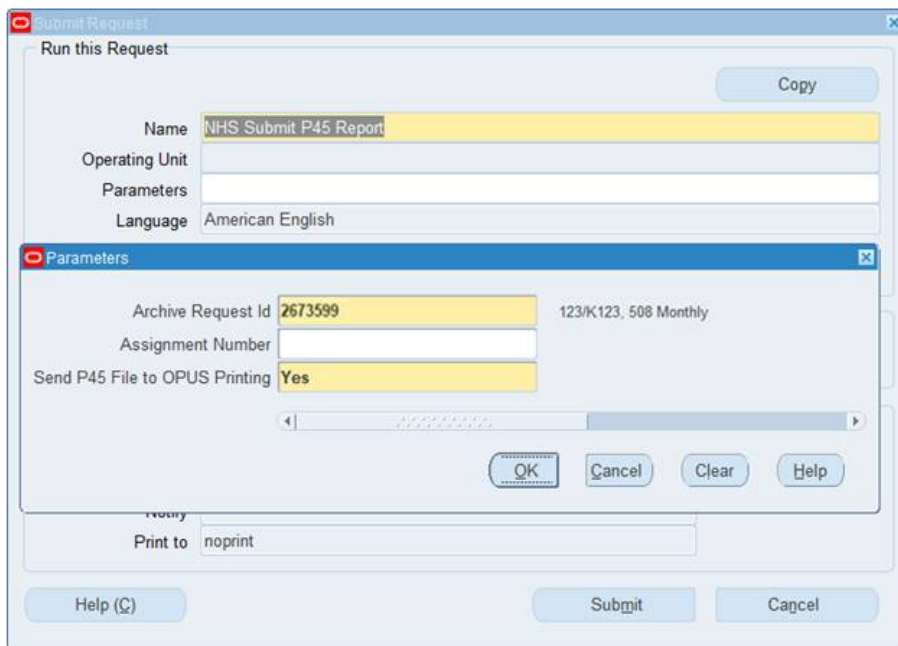
If the 'Send P45 File to OPUS Printing' field is set to No, the file will not be submitted for central printing and the file can be downloaded and either emailed or printed locally. This can be done for the whole P45 Archive, or an individual assignment by completing the Assignment Number field. If this field is set to Yes, the process will submit the print file for central printing.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**

NHS Payroll Audit  
NHS Payroll Super Administration

**Parameters**



# PAY 6.1.51 NHS LGPS A to Z Report

This report contains details of local government pension schemes employees may be enrolled in.

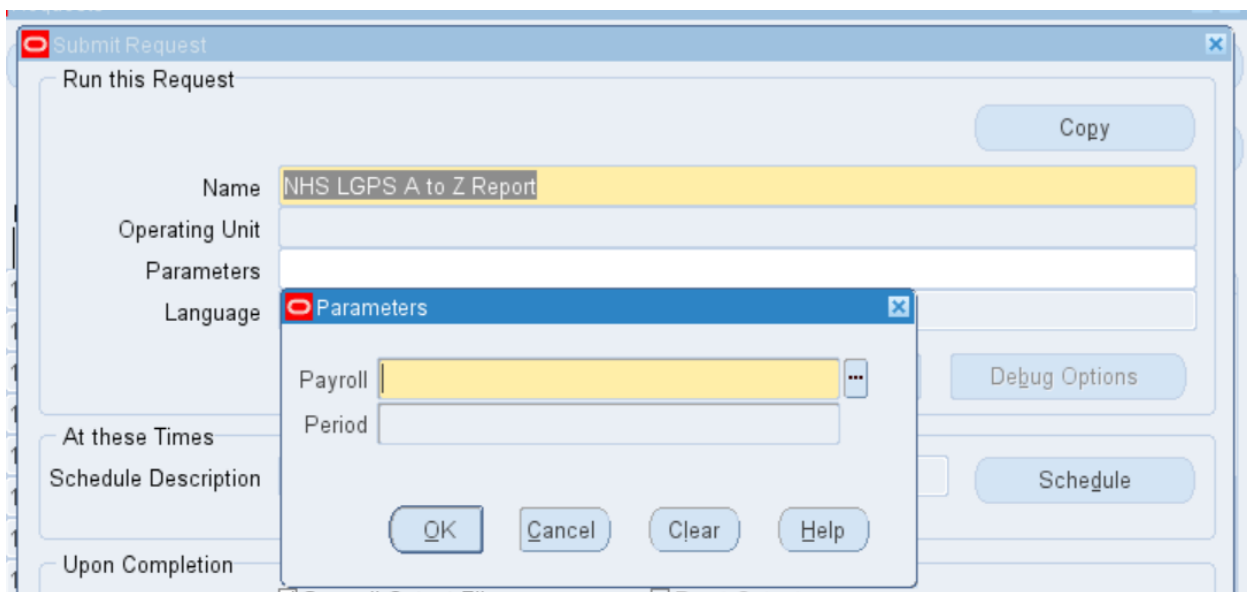
The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Expected Runtime:** Not Currently Benchmarked

**Available to URPs:**

- XXX Payroll Administration
- XXX Payroll Super Administration
- XXX Pensions Administration

**Parameters:**



**Columns:**

- Last Name
- First Name
- Title
- Middle Names
- Assignment Number
- NI Number
- DOB
- Earliest Start date
- Latest End Date
- Scheme
- LG Authority
- Contribution Band
- Pension Capping
- Capping Date
- Member Reference
- Trust Reference
- Employee Rate
- Employer Rate
- Employee Pensionable Pay
- Employer Pensionable Pay
- NI Able Pay Up to LEL
- NI Able Pay Up to ET
- NI Able Pay Up to UEL

NI Able Pay Above UEL  
 Total Pension and AVC Contributions  
 Employee Contributions  
 Employer Contributions  
 AVC Contributions  
 Additional Contributions  
 Arrears Amount  
 Arrears Periods  
 Additional Contribution Arrears

**Example Output**

504 ESR Training

Report Date: 28-Feb-2023 17:07

**NHS LGPS A to Z Report**

**Parameters**

Payroll: 504 MonthlyT00  
 Period: 10 2023 Calendar Month

**Balance Summary**

Employee Pensionable Pay	0.00
Employer Pensionable Pay	0.00
NI Able Pay Up to LEL	0.00
NI Able Pay Up to ET	0.00
NI Able Pay Up to UEL	0.00
NI Able Pay Above UEL	0.00
Total Pension and AVC Contributions	0.00
Employee Contributions	0.00
Employer Contributions	0.00
AVC Contributions	0.00
Additional Contributions	0.00
Arrears Amount	0.00
Arrears Periods	0.00
Additional Contribution Arrears	0.00

Last Name	First Name	Title	Middle Names	Assignment Number	NI Number	DOB	Earliest Start Date	Latest End Date	Scheme	LG Authority	Contribution Band	Pension Caping	Caping Date	Member Reference	Trust Reference	Employee Rate	Employer Rate	Employee Pensionable Pay	Employer Pensionable Pay	NI Able Pay Up to LEL	NI Able Pay Up to ET	NI Able Pay Above UEL	Total Pension and AVC Contributions	Employee Contributions	Employer Contributions	AVC Contributions	Additional Contributions	Arrears Amount	Arrears Periods	Additional Contribution Arrears
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## PAY 6.1.54 NHS NI Contributions Report

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This report can be used to list NI contributions for a person over a given time period.

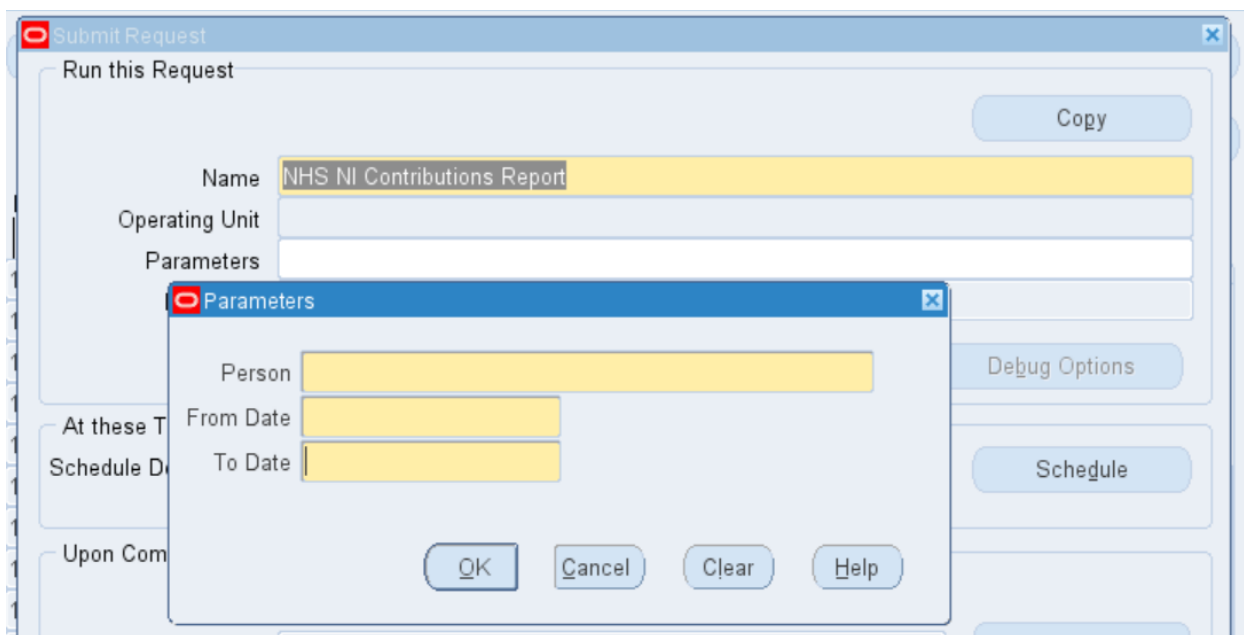
For each assignment linked to the person, the report will list the following NI values in each period paid within the time frame defined on the report parameters:

- NI Contribution Letter
- Aggregated Pay
- NI Able pay
- NI Contracted Out Pay
- NI Employee
- NI Employer
- NI Able LEL
- NI Able UEL
- NI Able ET
- NI Able AUDEL
- NI Able UAP
- NI EE AUDEL

Please note: This report can only be run overnight.

The default output format for this report is Excel however this can be changed to other formats including PDF using the Options tab on the 'Upon Completion' section of the Submit Request form.

### Parameters



### Available to:

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Pensions Administration



## Example Output

**Title** NHS NI Contributions Report  
**Date** 21-Feb-2023 17:08:54  
**VPD** 504  
**Trust Level Organisation** 504 ESR Training  
  
**Last Name:** Lane01  
**First Name:** Chris  
**Title:** Mr.  
**Employee Number:** 20006054  
**Date From:** 01-Jan-2023  
**Date To:** 31-Jan-2023  
  
**Assignment Number:** 20006054

Period	NI Letter	Aggregated	NI Able Pay	NI Contracted Out Pay	NI Employee	NI Employer	NI Able LEL	NI Able UEL	NI Able ET	NI Able AUEL	NI Able UAP	NI EE AUEL
10 2023 Calendar Month	A	Y	1,931.42	0.00	106.01	161.93	533.00	883.42	515.00	0.00	0.00	0.00
<b>Totals</b>			<b>1,931.42</b>	<b>0.00</b>	<b>106.01</b>	<b>161.93</b>	<b>533.00</b>	<b>883.42</b>	<b>515.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# PAY 6.1.55 NHS Bank Inactivation Concurrent Process

A process is available to automate the inactivation of Bank Staff that have not been paid for 17 consecutive weeks (4 consecutive months). This is especially important where the Bank Assignments in question have been granted smartcard access to clinical systems.

This smartcard access needs to be revoked after the defined period of non-payment. Assignments meeting these criteria will be updated to the assignment status of 'Inactive Not Worked'.

For ESR to UIM interface sites, where the assignment being made inactive is linked to a NHS CRS Position, then setting the status to 'Inactive Not Worked' will trigger a modify message to UIM consistent with a User setting the assignment to this status manually. This will have the effect of revoking any smartcard access that was granted to this assignment. Access associated with other assignments linked to the same smartcard will be unaffected. The count of unpaid periods will start from the release date so unpaid periods prior to the release date are not taken into account by the process i.e. no assignments should get set to 'Inactive Not Worked' by this process until at least 4 months / 17 weeks after the release date.

This job will run automatically every time the NHS OSP Batch process is submitted unless the Employing Authority (EA) has explicitly opted out of this automatic running. To opt out, an EA must set the new opt out flag available on the Organisation DFF against the Employing Authority level organisation. For an EA that has opted out, the job will still get submitted as part of the request set but will not perform any actions.

EAs that have opted out of the automated running of this job are still advised to run it on a regular basis.

**Please note** that running the NHS Bank Inactivation Concurrent Process as a stand-alone job will not take account of the opt-out flag and will always reset the assignment statuses of the Bank Staff who have met the required number of consecutive unpaid periods.

## Example Output

```
+-----+
Custom HR: version : UNKNOWN
Copyright (c) 1979, 1999, Oracle Corporation. All rights reserved.
XXBKINAC module: NHS Bank Inactivation Concurrent Process
+-----+
Current system time is 27-JAN-2011 10:50:44
+-----+
**Starts**27-JAN-2011 10:50:44
**Ends**27-JAN-2011 10:50:46
+-----+
Start of log messages from FND_FILE
+-----+
Assignment Number 20000097 has not been updated as there are future dated changes to the assignment status
Assignment Number 20000098 has not been updated as there are future dated changes to the assignment status
Assignment Number 20000099 has not been updated as there are future dated changes to the assignment status
Assignment Number 20000100 has not been updated as there are future dated changes to the assignment status
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000069 has been updated to have an assignment status of 'Inactive Not worked' from 31-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000070 has been updated to have an assignment status of 'Inactive Not worked' from 06-Aug-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000071 has been updated to have an assignment status of 'Inactive Not worked' from 23-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000072 has been updated to have an assignment status of 'Inactive Not worked' from 01-Sep-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000077-2 has been updated to have an assignment status of 'Inactive Not worked' from 31-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000078-2 has been updated to have an assignment status of 'Inactive Not worked' from 06-Aug-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000079-2 has been updated to have an assignment status of 'Inactive Not worked' from 23-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000080-2 has been updated to have an assignment status of 'Inactive Not worked' from 01-Sep-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000081 has been updated to have an assignment status of 'Inactive Not worked' from 31-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000082 has been updated to have an assignment status of 'Inactive Not worked' from 06-Aug-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000083 has been updated to have an assignment status of 'Inactive Not worked' from 23-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000084 has been updated to have an assignment status of 'Inactive Not worked' from 01-Sep-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000085 has been updated to have an assignment status of 'Inactive Not worked' from 31-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000085-2 has been updated to have an assignment status of 'Inactive Not worked' from 31-Jul-2011
Leaving per_gb_pensrv_svpn.create_gb_spn
Assignment Number 20000086-2 has been updated to have an assignment status of 'Inactive Not worked' from 06-Aug-2011
```

# PAY 6.1.56 NHS Pensions Automatic Enrolment Report

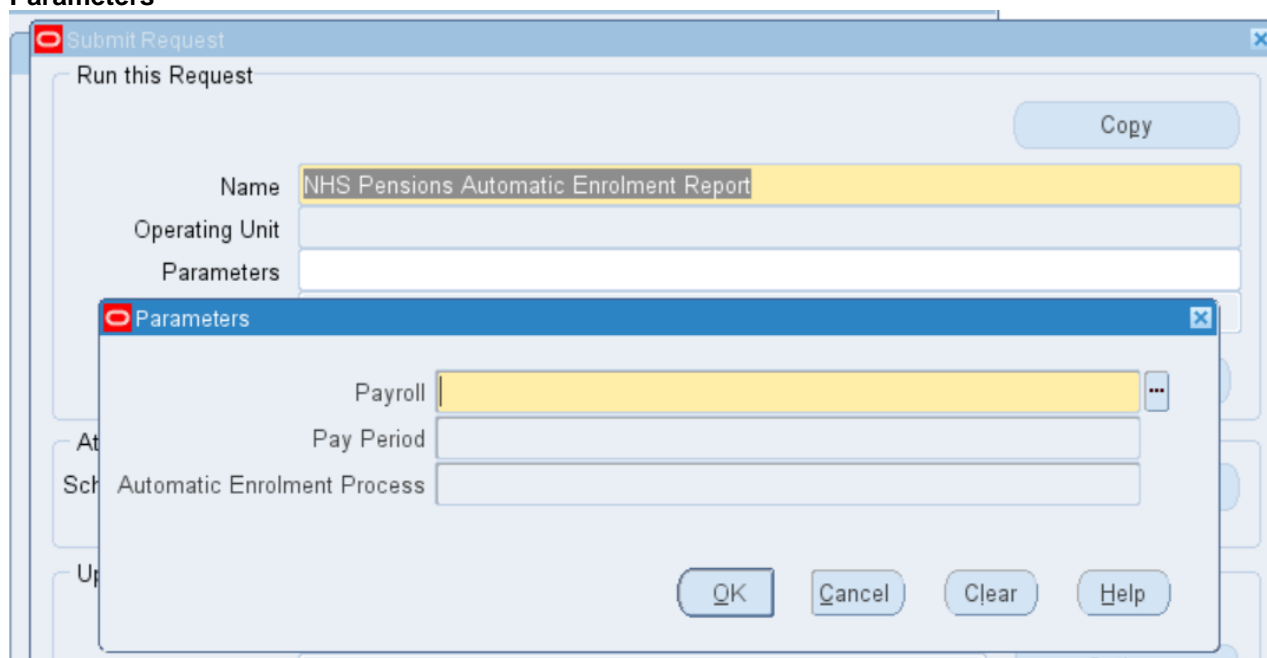
This report details all assignments which have been automatically enrolled as part of the pensions auto enrolment process.

The default output format for this report is Excel however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

## User Responsibility:

xxx Payroll Super Administration  
xxx Pensions Administration

## Parameters



## Example Output

### NHS Pensions Automatic Enrolment Report – Example Layout

#### Report Parameters

Payroll Name:	XXX Weekly
Period Name:	41 2013 Week
Payroll Mode:	Validate and Commit
Report Run Date:	14-Nov-12
Update NI Category:	Yes
Automatic Enrolment Process:	17-JAN-2013 (57905491)
Payroll Period Start Date:	07-Jan-13
Payroll Period End Date:	13-Jan-13
Pay Reference Start Date:	14-Jan-13
Pay Reference End Date:	20-Jan-13

Assignment Number	First Name	Last Name	NI Number	Date of Birth	Age	Total Earnings in Period	Pension Scheme Applied	Opt Out End Date	Automatic Enrolment Date	Employee Classification for Pensions	NI Contribution Letter Change	Status
23449973	Test	Test	AB200132C	02-Jan-55	58	365.86	Pension NHS	31-Jan-13	01-Jan-13	Eligible Job Holder	A-D	N/A
23449974	Test	Test	AB200133C	20-Jan-59	53	1428.84	Pension NHS	31-Jan-13	01-Jan-13	Eligible Job Holder	A-D	N/A

Reason for Failure	Address Line 1	Address Line 2	Town	County	Post Code
Success	70 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX
Success	81 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX

Please note: Email Address has been added as a field to the above report but isn't shown in this example report.

# PAY 6.1.57 NHS Pensions Automatic Enrolment - Qualifying Scheme Exists

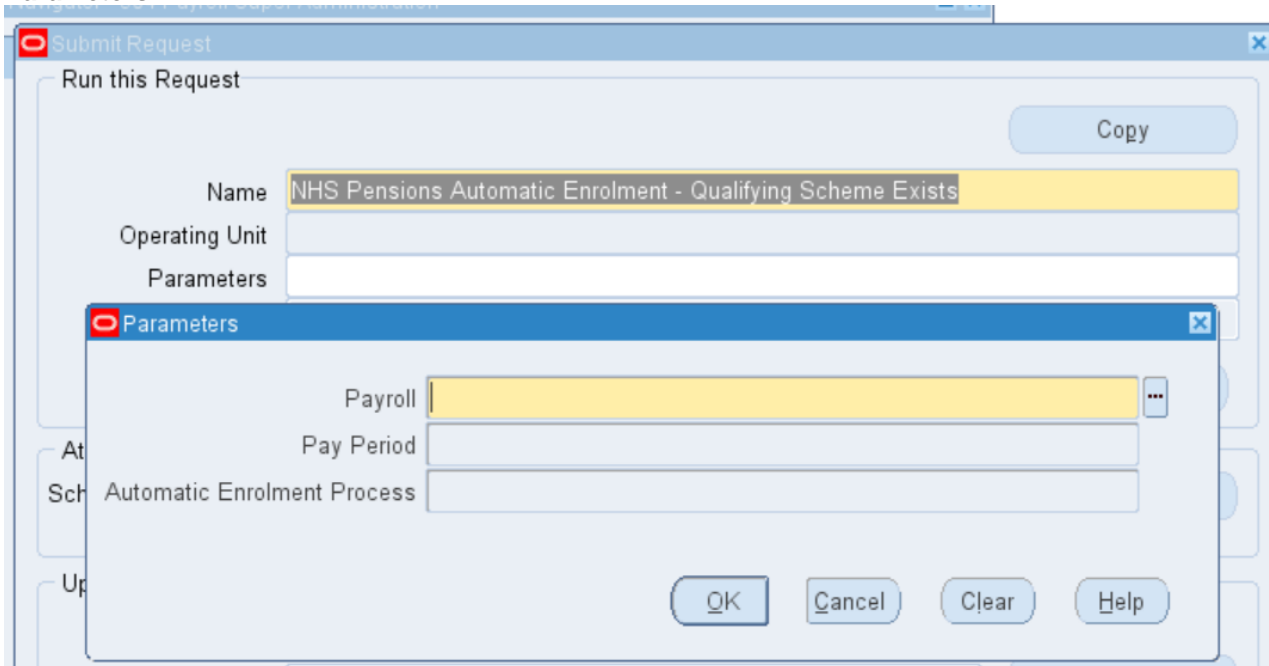
This report details all assignments which are already on a qualifying pension scheme. Once these have been reported as part of a run then they will not be reported again.

The default output format for this report is Excel however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

## User Responsibility:

xxx Payroll Super Administration  
xxx Pensions Administration

## Parameters



## Example Output

**NHS Pensions Automatic Enrolment - Qualifying Scheme Exists Report – Example Layout**

Report Parameters

Payroll Name:	XXX Weekly
Period Name:	41 2013 Week
Payroll Mode:	Validate and Commit
Report Run Date:	14-Nov-12
Update NI Category:	Yes
Automatic Enrolment Process:	17-JAN-2013 (57905491)
Payroll Period Start Date:	07-Jan-13
Payroll Period End Date:	13-Jan-13
Pay Reference Start Date:	14-Jan-13
Pay Reference End Date:	20-Jan-13

Assignment Number	First Name	Last Name	NI Number	Date of Birth	Age	Gross Qualifying Earnings in Reference Period	Pension Scheme Applied	Pension Start Date
23449979	Test	Test	AB200138C	20-Jan-86	26	365.86	Pension NHS	01-Nov-12
23449980	Test	Test	AB200139C	18-Aug-70	42	365.86	Pension NHS	01-Nov-12
23449982-2	Test	Test	AB200141C	10-May-75	37	594.37	Pension NHS	10-Nov-12

Nominal Auto Enrolment Date	Employee Classification for Pensions	NI Contribution Letter Change	Address Line 1	Address Line 2	Town	County	Post Code
	Non Eligible Job Holder	No Change	37 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX
01-Jan-13	Eligible Job Holder	No Change	48 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX
01-Jan-13	Eligible Job Holder	No Change	60 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX

Please note: Email Address has been added as a field to the above report but isn't shown in this example report.

## PAY 6.1.58 NHS Pensions Automatic Enrolment - Enrolment Not Applied

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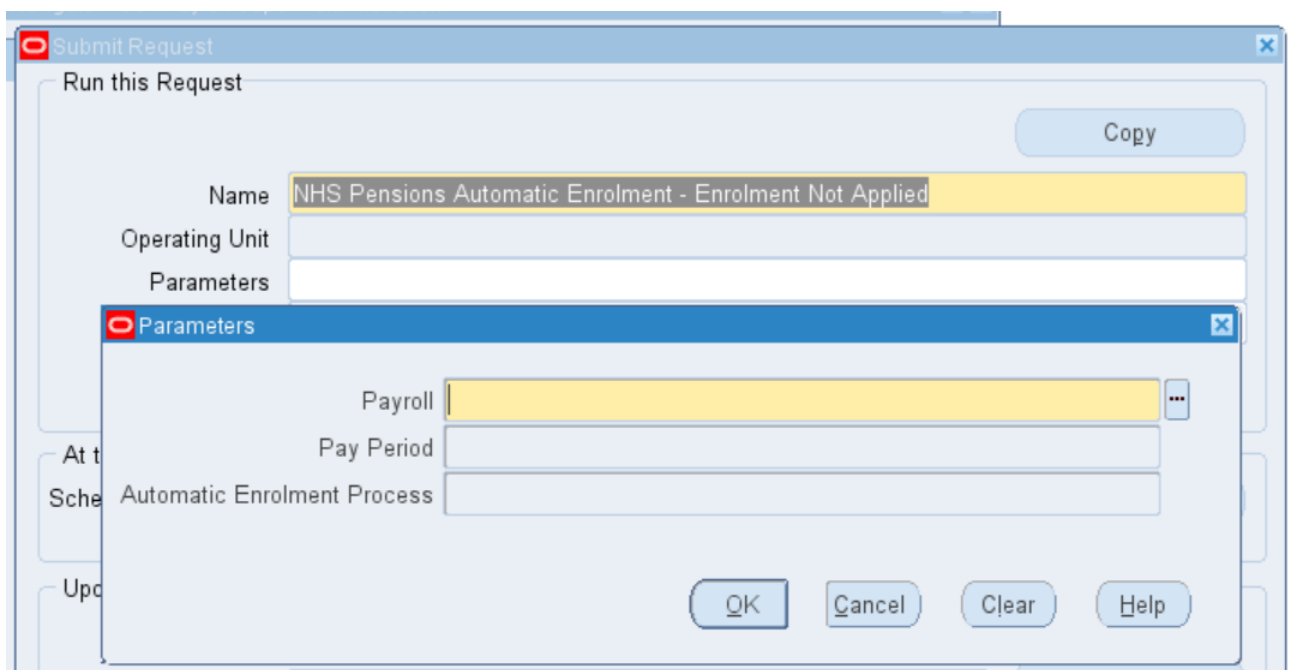
This report details all assignments which have been assessed as not being eligible to be automatically enrolled as part of the pensions auto enrolment process.

The default output format for this report is Excel however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

### User Responsibility:

xxx Payroll Super Administration  
xxx Pensions Administration

### Parameters



The image shows a software interface with two overlapping dialog boxes. The background dialog is titled 'Submit Request' and has a 'Run this Request' section with a 'Copy' button. It contains three input fields: 'Name' (filled with 'NHS Pensions Automatic Enrolment - Enrolment Not Applied'), 'Operating Unit', and 'Parameters'. The foreground dialog is titled 'Parameters' and contains three input fields: 'Payroll' (with a dropdown arrow), 'Pay Period', and 'Automatic Enrolment Process'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

### Example Output

**NHS Pensions Automatic Enrolment - Enrolment Not Applied – Example Layout**

**Report Parameters**

<b>Payroll Name:</b>	XXX Weekly
<b>Period Name:</b>	41 2013 Week
<b>Payroll Mode:</b>	Validate and Commit
<b>Report Run Date:</b>	14-Nov-12
<b>Update NI Category:</b>	Yes
<b>Automatic Enrolment Process:</b>	17-JAN-2013 (57905491)
<b>Payroll Period Start Date:</b>	07-Jan-13
<b>Payroll Period End Date:</b>	13-Jan-13
<b>Pay Reference Start Date:</b>	14-Jan-13
<b>Pay Reference End Date:</b>	20-Jan-13

Assignment Number	First Name	Last Name	NI Number	Date of Birth	Age	Total Earnings in Period	First Found Eligible Date	Postponement Period End Date
23450170	Test	Test	AB300111C	02-Jul-55	57	121.95		
23449989	Test	Test	AB300112C	02-Jan-55	58	0		
23450171	Test	Test	AB300105C	20-Jun-81	31	0		

Opt in Date	Non EJM/Worker Classified Date	Employee Classification for Pensions	Address Line 1	Address Line 2	Town	County	Post Code
		Non Eligible Job Holder	1 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX
		Worker	2 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX
		Worker	5 Norman Place Road	Coundon	Coventry	West Midlands	CV6 4GX

Please note: Email Address has been added as a field to the above report but isn't shown in this example report.

## PAY 6.1.59 NHS P11D List Report

---

This report lists the P11D values for employees in Excel format.

This will allow the user to select a specific P11D archive run for details to be supplied for. The user can further restrict the values returned by payroll and by assignment set.

The user can optionally have the Taxed at Source (TAS) Mileage Amount included in the P11D summary sheet for comparison with the actual P11D Mileage values. Note, this is the sum of the taxed portions only of the amounts paid for any of the TAS elements.

The user can also select to have the additional Work Sheet information (WS1 to WS6) included in the report output (where this is available from the archive process). There are 6 additional Work Sheet formats available which can be run together with the P11D Summary Sheet or independently as required.

The parameters for this report are as follows:

- P11D Archive Run (mandatory)
- Payroll (optional)
- Assignment Set (optional)
- Include P11D Summary Sheet (mandatory – default 'Yes')
- Include TAS Elements on Summary Sheet (mandatory – default 'No')
- Include WS1 Living Accommodation (mandatory – default 'No')
- Include WS2 Car and Fuel Benefit (mandatory – default 'No')
- Include WS3 Vans for Private Use (mandatory – default 'No')
- Include WS4 Interest-Free and Low Interest Loans (mandatory – default 'No')
- Include WS5 Relocation Expenses (mandatory – default 'No')
- Include WS6 Mileage Allowance Payments (mandatory – default 'No')

### **User Responsibility:**

XXX Payroll Administration

XXX Payroll Super Administration (with SVL)

XXX Payroll Super Administration (without SVL)



# PAY 6.1.60 NHS RTI Year to Date Reconciliation Report

This report has been provided to assist with the reconciliation process.

## User Responsibility:

xxx Payroll Super Administration

## Parameters

The screenshot shows a 'Submit Request' window with a 'Parameters' sub-window open. The main window has a 'Copy' button and a 'Name' field containing 'NHS RTI Year to Date Reconciliation Report Process'. The 'Parameters' window contains the following fields:

PAYE Reference	999/Z9999
Effective Date	
Run Mode	Compare All Payroll vs FPS or FPS Amendments
Assignment Set	
Assignments with Differences Only	Yes

Buttons at the bottom of the 'Parameters' window include 'OK', 'Cancel', 'Clear', and 'Help'.

The report should be run at the end of each tax period (month) when all of the Payrolls within a PAYE Reference have been processed, to reconcile monthly payments to HMRC.

The report lists Assignments from all of the Payrolls which have been paid in the tax year, and also includes Leavers paid in the current tax year, which are not displayed on the Full Payment Submission (FPS) once the Assignment is end-dated.

For Aggregated Assignments on multiple Payrolls, the report displays Person Level values at the end of the tax period across all Payrolls.

The report should be used to compare the values calculated by the Payroll Run with the total values archived for the FPS and the FPS Amendments processes and will report any differences between the figures. There is also a comparison of values calculated by the Payroll run with those archived by the RTI P60 process which can be used at year end.

The parameters on the report can be set to display all Employee results or to display only those with differences. In line with the Reconciliation Best Practice guidance, it is recommended that the report is run with this set to 'No'.

Even if the report is run for 'Differences Only', the PAYE Reference totals will include the amounts for all Assignments on Payrolls within the PAYE Reference. These totals can be used for overall reconciliation and payment amounts for HMRC. Therefore, the report does not need to be run twice to get the differences only and PAYE Reference totals.

If the report process is run by Assignment Set, only those Assignments in the Assignment Set will be reported. For Aggregated Assignments, all Assignments for the Employee should be included in the Assignment Set. When the report process is run by Assignment Set, the PAYE Reference totals will not be shown.



# PAY 6.1.62 NEST Pension Contributions Report

This report lists all employees which have Run Results with a Deduction Type containing the text "NEST" for a specified Accounting Period.

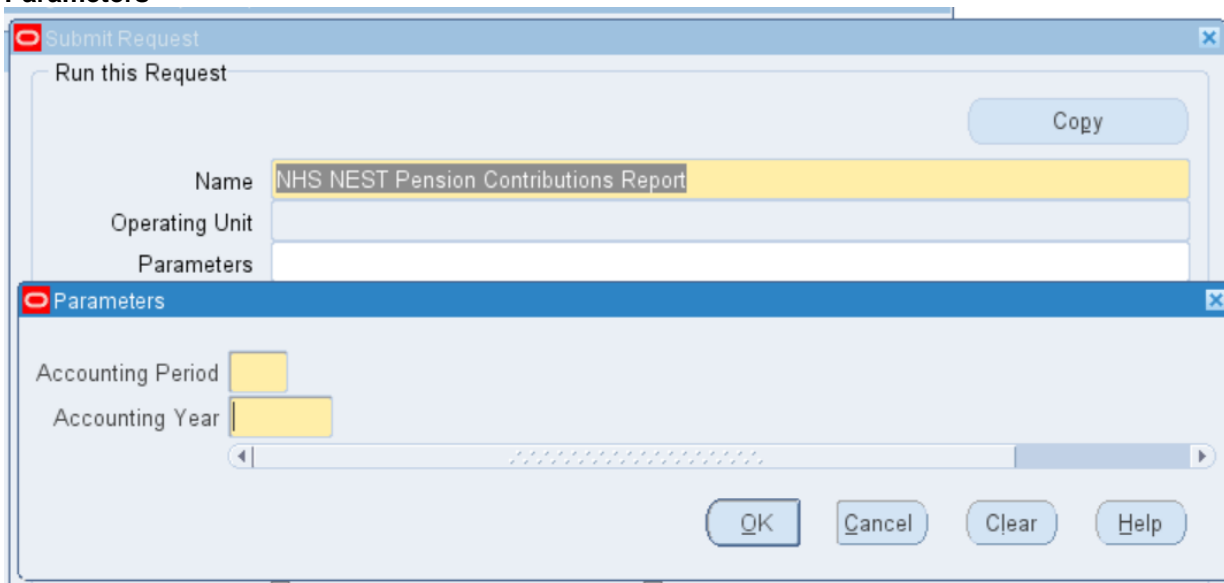
The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

The report includes employees who have the appropriate element/deduction type combination even if contributions were zero.

### User Responsibility:

XXX Payroll Super Administration  
 XXX Pensions Administration

### Parameters



### Columns

Full Name
Employee Number
NI Number
Pensionable Pay
Employee's Contributions
Employer's Contributions

### Example Output

<b>Title</b>	NHS NEST Pension Contributions				
<b>Date</b>	07-Jul-2014 16:48:03				
<b>Parameters</b>					
<b>Accounting Period</b>	04				
<b>Accounting Year</b>	2015				
<b>Full Name</b>	<b>Employee Number</b>	<b>NI Number</b>	<b>Pensionable Pay</b>	<b>Employee's Contributions</b>	<b>Employer's Contributions</b>
Test, Mr. Gross	20002464	ZY654321A	1569.83	12.56	15.7
Test, Mr. QualEarn	20002424	AB123456C	1844.08	14.75	18.44
<b>Totals</b>				27.31	34.14

## PAY 6.1.63 NHS RTI Validation Report (Frequency)

This report enables users to identify potential issues on assignments which would cause the FPS to process in error, prior to the FPS being created, including checking certain payroll balances and checking these with a validation table.

### Parameters

The screenshot shows two overlapping dialog boxes. The top dialog, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this, the 'Name' field is populated with 'NHS RTI Validation Report Process (Monthly)'. The 'Operating Unit' and 'Parameters' fields are empty. The bottom dialog, titled 'Parameters', has a 'Payroll' dropdown menu, 'Pay Period' and 'Payroll Run' text input fields, and a scroll bar. At the bottom of this dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

The NHS RTI Validation Report checks the following balances & reports Assignments which don't meet the criteria:

Balance Name	Rule	Error Message
Taxable Pay	>= 0	The Taxable Pay to Date must be greater than or equal to zero
PAYE	Exists	The Total Tax to Date is missing
Student Loan	>= 0	The Total Student loan repayment recovered to date must be greater than or equal to zero
SMP Total	>= 0	Statutory Maternity Pay must be greater than or equal to zero
SAP Total	>= 0	Statutory Adoption Pay must be greater than or equal to zero
ASPP Birth Total	>= 0	Additional Statutory Paternity Pay (Birth) must be greater than or equal to zero
ASPP Adoption Total	>= 0	Additional Statutory Paternity Pay (Adoption) must be greater than or equal to zero
SPP Birth Total	>= 0	Ordinary Statutory Paternity Pay (Birth) must be greater than or equal to zero
SPP Adoption Total	>= 0	Ordinary Statutory Paternity Pay (Adoption) must be greater than or equal to zero
ShPP Birth Total	>= 0	Shared Parental Pay (Birth) must be greater than or equal to zero
ShPP Adoption Total	>= 0	Shared Parental Pay (Adoption) must be greater than or equal to zero
Pre Tax Pension Contributions	>= 0	The Employee pension contributions not paid to date must be greater than or equal to zero
Post Tax Pension Contributions	>= 0	The Employee pension contributions paid to date must be greater than or equal to zero

NI x Able	>= 0	Pay subject to NICs Year to Date for NI Category N is invalid
NI x LEL	<= 9999.99	Earnings at Lower Earnings Limit Year to Date for NI Category x must not exceed 6 digits
NI x LEL	>= 0	Earnings at Lower Earnings Limit Year to Date for NI Category x is invalid
NI x ET	>= 0	Earnings above LEL upto PT Year to Date for NI Category x is invalid
NI x UAP	>= 0	Earnings above PT upto UAP Year to Date for NI Category x is invalid
NI x UEL	>= 0	Earnings above UAP upto UEL Year to Date for NI Category x is invalid
NI x AUEL	>= 0	Earnings above UEL Year to Date for NI Category x is invalid
NI x Employee	>= 0	The Employee contributions Payable Year to Date for NI Category x is invalid
NI x Employer	Exists	The Employer contributions Payable Year to Date is missing for NI Category x

### Example Output

```
Employers PAYE Reference : 999/Z9999
HRMC Office : DUMMY OFFICE NAME
Employer Name : DUMMY STATUTORY NAME
Employer Address : DUMMY STAT ADDRESS
Payroll : DUMMY Monthly
Period : 11 2023 Calendar Month (28-FEB-2023)
```

The following employments have completed successfully

```
Assignment Number NI Number Employee Name
-----
```

Total Number of employments completed successfully : 0

The following employments have completed with error

```
Assignment Number NI Number Employee Name Error Messages
-----
```

Total Number of employments completed with error : 0

The following employments have completed with warning

```
Assignment Number NI Number Employee Name Warning Messages
-----
```

Total Number of employments completed with warning : 0

Total Number of employments : 0

Total Number of employees successfully processed : 0

## PAY 6.2.1 Advance Pay Listing (PDF)

The Advance Pay Listing Report supplies information about the advance pay periods for employees due to receive advance pay. The report can be used to detect and control whether there are assignments with Advance Pay entries during a particular payroll period.

**Frequency:** Weekly / By Payroll

**Expected Runtime:** 2 – 5 Minutes

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**

The screenshot shows a 'Submit Request' dialog box with the following elements:

- Run this Request...** section with a **Copy...** button.
- Name:** Advance Pay Listing (PDF)
- Parameters:** (empty field)
- Parameters** sub-dialog box containing:
  - Payroll Name:** (empty text field)
  - Summary Version:** No
  - Organization Name:** (empty text field)
  - Start Date:** (empty date field)
  - End Date:** (empty date field)
  - Template Name:** (empty text field)
- Buttons: **OK**, **Cancel**, **Clear**, **Help** (in the sub-dialog); **Help (C)**, **Submit**, **Cancel** (in the main dialog).

### Example of an Advance Pay Listing Report

Report Information				Report Date:	08-MAY-2005
Advance Pay Listing					
Report Parameters					
Payroll Name: 434 MonthlyT04					
Person Name:					
Organization Name: 434 A & E Department					
Date From: 01-JAN-2004					
Date To: 31-MAR-2004					
NHS Business Group	Advance Pay Listing			Report Date:	08-MAY-2005
				Page:	1
Payroll	Assignment No.	Employee Name	Processed	Input Values	
Payroll Name	Organisation Name	Assignment Number	Employee Name	Sum Pay Value	
436 MonthlyT01	436 Ward 9	20016047	Baker01, Mrs. Yve	2201.29	
	436 Ward 9	20015812	Holloway01, Mr. Simon	758.22	
	436 Ward 9	20015787	Johnson01, Mr. Andrew	1421.67	
	436 Ward 9	20015954	Lawrence01, Mrs. Mary	1421.67	
	436 Ward 9	20016113	Martin01, Mrs. Elizabeth	1421.67	
	436 Ward 9	20016037	Neville01, Mrs. Christine	1519.17	
	436 Ward 9	20015790	Smith01, Mr. Ben	1421.67	
	436 Ward 9	20015668	Steele01, Mrs. Kerry	941.50	
	Payroll Total			----- 11106.86	

## PAY 6.2.4 Employee Payroll Movements Report

The Employee Payroll Movements Report displays employee assignment changes for a specified payroll and pay period. Such changes include terminations, new hires and transfers in and out – useful information for carrying out turnover analysis.

**Frequency:** Weekly

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

**Parameters**

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog box open. The 'Submit Request' dialog has a 'Name' field containing 'Employee Payroll Movements Report' and a 'Copy...' button. The 'Parameters' dialog has a 'Payroll' dropdown menu, a 'Pay Period' dropdown menu, and an 'Employee Detail' field set to 'Summary only'. At the bottom of the 'Parameters' dialog are 'OK', 'Cancel', 'Clear', and 'Help' buttons. The 'Submit Request' dialog also has 'Notify' and 'Print to' fields (with 'noprint' selected) and an 'Options...' button. At the bottom of the 'Submit Request' dialog are 'Help (B)', 'Submit', and 'Cancel' buttons.



## Example output for the Employee Payroll Movements Report

```
NHS Business Group                                Worker Organization Movements Report                Report Date: 01-MAR-2023 10:42

Report Parameters

    Business Group:  NHS Business Group

    Payroll:        504 MonthlyT00
    Payroll Period: 10 2023 Calendar Month
    Worker Type:    Employee
    Worker Detail:  Summary only

NHS Business Group                                Worker Organization Movements Report                Report Date: 01-MAR-2023 10:42
                                                    Page:          1 of      1
```

```
Worker assignments at period start date: 3563          Worker Assignments at period end date: 3606
New starters during the period: 49                    Terminations during the period: 51
Transfers in during the period: 15                   Transfers out during the period: 18
                                                    Net change: -5
Worker Assignments processed: 2                       Including Multiple Runs: 4
```

# PAY 6.2.5 NHS Employee Run Results Summary Report (GB)

The NHS Employee Run Results Summary Report (GB) displays assignments for a specified payroll, listed one assignment per line by assignment number or surname. The report includes all assignments, gross pay, PAYE, employee's NI contribution, employer's NI contribution, other deductions, total deductions, net pay and total pay for the payroll.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Frequency:** Every Payroll

**Expected Runtime:** Over 20 Minutes

**User Responsibility:** xxx Payroll Administration

- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Pensions Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

## Parameters

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a section 'Run this Request' with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'NHS Employee Run Results Summary Report (GB)'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several input fields: 'Payroll Name', 'Period', 'Consolidation Set Name', 'Currency', and 'Sort Order'. At the bottom of this dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

# Example output for the NHS Employee Run Results Summary Report (GB)

NHS Business Group

Employee Run Results Summary Report

Report Date: 01-MAR-2023 10:54

Page: 1 of 30

User SRS Parameters

Business Group: NHS Business Group

Payroll Name: 504 MonthlyT00

Time Period: 10 2023 Calendar Month

Consolidation Set Name:

Sort Order: Assignment\_Number

Currency Code:

NHS Business Group

Employee Run Results Summary Report

Report Date: 01-MAR-2023 10:54

Page: 5 of 30

Assign. Number	Name	Tax Code	NI Cat	Gross	PAYE	Ees NI	Ers NI	Other Deductions	Total Deductions	Net	Total Payment
20005688	J Choi25	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005689	J Choi26	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005690	J Choi27	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005691	J Choi28	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005692	J Choi29	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005693	J Choi30	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005693-2	J Choi30	BR	A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20005694	S Craddock01	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005695	S Craddock02	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005696	S Craddock03	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005697	S Craddock04	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005698	S Craddock05	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005699	S Craddock06	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005700	S Craddock07	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74
20005701	S Craddock08	BR	A	3382.33	610.00	280.12	362.16	331.47	1221.59	2160.74	2160.74

## PAY 6.2.9 NI Car Detail Report (new)

The NI Car Detail Report shows all the amounts due from employees on a given payroll who have company car benefits.

**Frequency:** Monthly

**Expected Runtime:** 2 – 5 Minutes

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

xxx Vehicle Administration

xxx Vehicle Administration & Expenses

xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled "Submit Request" and contains a section "Run this Request" with a "Copy" button. Below this are three input fields: "Name" (containing "NI Car Detail Report (new)"), "Operating Unit", and "Parameters". The bottom dialog box is titled "Parameters" and contains four input fields: "Start Date", "End Date", "Payroll", and "Order" (containing "Sort by Employee Name"). At the bottom of the "Parameters" dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

## Example of a NI Car Detail Report

---

NHS Business Group

NI Car Detail Report

Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023

Report Parameters

Business Group: NHS Business Group

Start Date: 06-APR-2022

End Date: 05-APR-2023

Payroll Name: All Payrolls

Order: Full Name

NHS Business Group

NI Car Detail Report

Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023  
Page: 1 of 1

Grand Total

# PAY 6.2.12 P11D Gaps & Overlaps Report

The P11D Gaps & Overlaps Report identifies taxable benefits spread over multiple periods, with a gap between each period. It also can identify taxable benefits of the same type that overlap each other within the same period.

**Frequency:** Year End

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Payroll Super Administration
- xxx Vehicle Administration
- xxx Vehicle Administration & Expenses
- xxx Vehicle Administration & Payroll Data Entry

**Parameters**

The screenshot shows a 'Submit Request' dialog box with the following fields and values:

- Name:** P11D Gaps & Overlaps Report
- Parameters:** (empty)
- Benefit Start Date:** (empty)
- Benefit End Date:** (empty)
- Benefit Type:** (empty)
- Overlap:** 1
- Gap:** 30
- Payroll:** (empty)
- Person Name:** (empty)
- Employers PAYE Reference:** (empty)
- Consolidation Set:** (empty)
- Assignment Set Name:** (empty)

Buttons: OK, Cancel, Clear, Help

## Example output for the P11D Gaps & Overlaps Report

Benefit Start Date	01-APR-2022
Benefit End Date	31-MAR-2023
Benefit Type	All
Overlap	1
Gap	30
Payroll	
Person Name	
Employers PAYE Reference	
Consolidation Set	
Assignment Set (Static)	

\*\*\*\*\* No Data Found \*\*\*\*\*

# PAY 6.2.13 P45(3) & P46 Exceptions Report

The P45 & P46 Exceptions Report enables you to identify those employees for whom a P45 (3) or P46 has not been created, yet have been paid since their initial hire date.

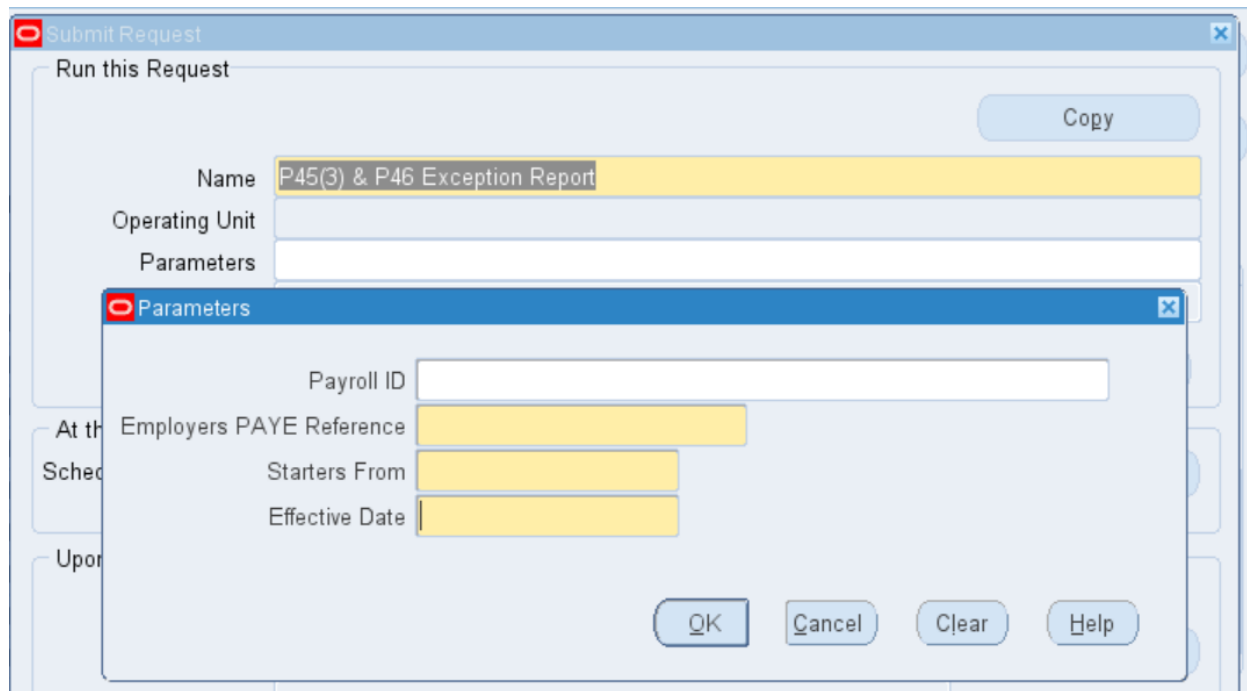
**Frequency:** Every Payroll

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

xxx Payroll Administration  
xxx Payroll Super Administration

**Parameters**





## Example output for the P45 (3) & P46 Exceptions Report

### Report Parameters

Business Group: NHS Business Group  
PAYE Reference: 999/Z9999  
Payroll Name: All Payrolls  
Starters From: 01-APR-2022  
Effective Date: 31-MAR-2023  
NHS Business Group

P45(3) & P46 Exception

Report Date: 08-MAR-2023  
Page: 1 of 1

Payroll Name :	434carolrtestmonthly	
Assignment Number	National Identifier	Employee Name
20014130	YR245678D	Russell02 Carol

## PAY 6.2.14 Payments Summary Report (GB)

The Payments Summary Report details payments totalled by payment method for a specified payroll and payroll period. Account details for each organisational payment method are also listed.

**Frequency:** Every Payroll

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

xxx Finance Reporting

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

### Parameters

The image shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog box open. The 'Submit Request' dialog has a title bar with a red close button and a blue maximize button. It contains a 'Run this Request' section with a 'Copy' button. Below this are three input fields: 'Name' (containing 'Payments Summary Report (GB)'), 'Operating Unit', and 'Parameters'. The 'Parameters' sub-dialog box is overlaid on top, with a title bar containing a red close button and a blue maximize button. It contains four input fields: 'Payroll' (with a dropdown arrow), 'Earliest Payment Start Date', 'Latest Payment Start Date', and 'Consolidation Set'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.



## PAY 6.2.16 SPP Adoption Element Results

The SPP Adoption Element Results Report lists and adds the run results processed for the relevant statutory pay element, for a specified payroll period, and then displays them by individual assignment. All input values defined for the element are displayed, and using the sort options allows you to display the report by assignment or employee name.

**Frequency:** By Exception

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:** xxx Absence Administration

xxx Absence Data Entry  
xxx Payroll Administration  
xxx Payroll Audit  
xxx Payroll Super Administration

### Parameters

**Submit Request**

Run this Request Copy

Name: SPP Adoption Element Results

Operating Unit:

Parameters:

**Parameters**

Payroll Name:

Consolidation Set:

Period:

Sort Option: Assignment Number Sort by Assignment Number

Report Type: O Ordinary Paternity

Print to:

Help (C)

**Report Type**

Find %

Report Type	Description
A	Additional Paternity
O	Ordinary Paternity

Find OK Cancel

# Example output for the SPP Adoption Element Results Report

NHS Business Group

OSPP Adoption Element Result Listing

Effective Date: 08-MAR-2023

Report Date: 08-MAR-2023 16:32

Report Parameters

Business Group: NHS Business Group

Payroll Name: 504 MonthlyT00

Time Period Name: 10 2023 Calendar Month

Consolidation Set Name:

Sort Option: Order By assignment\_number

NHS Business Group

OSPP Adoption Element Result Listing

Effective Date: 08-MAR-2023

Report Date: 08-MAR-2023 16:32

Page: 1 of 1

----- Input Values -----					
Assignment Number Name	Run Result	Commencing	Amount	Recoverable	Correction
Report Total:	-----	-----	-----	-----	-----
				0.00	

## PAY 6.2.17 SPP Birth Element Results

The SPP Birth Element Results Report lists and adds the run results processed for the relevant statutory pay element, for a specified payroll period, and then displays them by individual assignment. All input values defined for the element are displayed, and using the sort options allows you to display the report by assignment or employee name.

**Frequency:** By Exception

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'SPP Birth Element Results'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several fields: 'Payroll Name' (highlighted in yellow), 'Consolidation Set', 'Period', 'Sort Option' (set to 'Assignment Number'), and 'Report Type' (set to '0'). To the right of the 'Sort Option' field, it says 'Sort by Assignment Number'. Below these fields is a horizontal scroll bar. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

## Example output for the SPP Birth Element Results Report

NHS Business Group

OSPP Birth Element Result Listing

Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023 16:33

Report Parameters

Business Group: NHS Business Group

Payroll Name: 504 MonthlyT00

Time Period Name: 10 2023 Calendar Month

Consolidation Set Name:

Sort Option: Order By assignment\_number

NHS Business Group

OSPP Birth Element Result Listing

Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023 16:33  
Page: 1 of 1

----- Input Values -----					
Assignment Number Name	Run Result	Commencing	Amount	Recoverable	Correction
Report Total:	-----	-----	-----	-----	-----
				0.00	

# PAY 6.2.18 SSP Element Results

The SSP Element Result Listing Report lists and adds all the run results processed for the Statutory Sickness Pay element for a specified payroll period, and displays them by individual assignment. All input values defined for the element are displayed, and the sort options allow you to display the report by assignment or employee name.

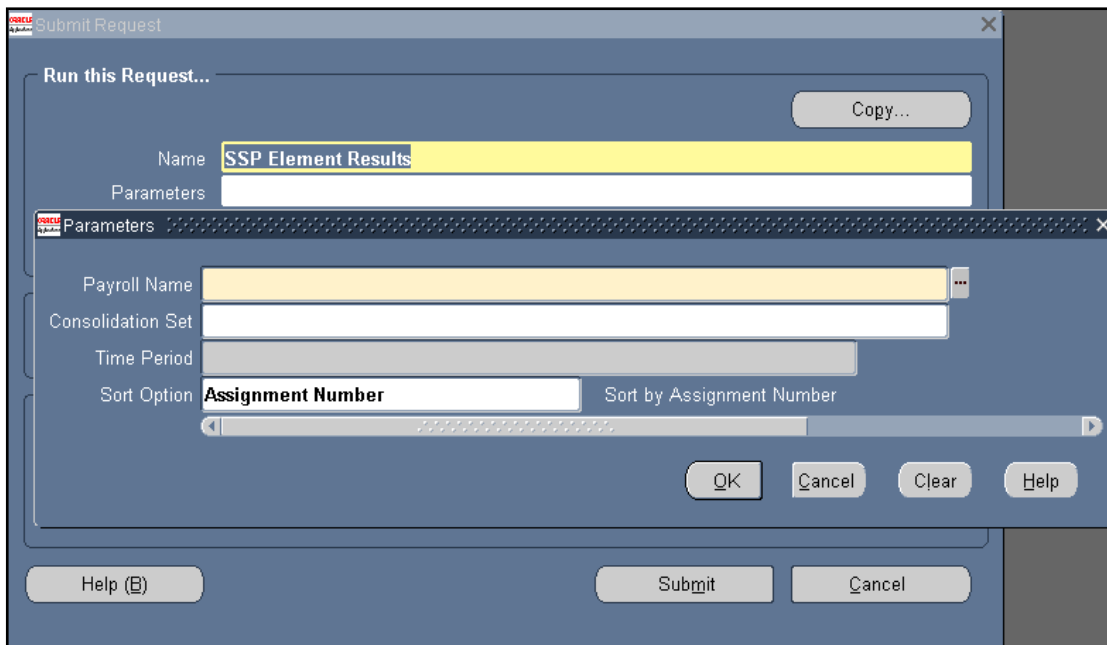
**Frequency:** By Exception

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

### Parameters





## Example output for the SSP Element Results Report

NHS Business Group		SSP Element Result Listing		Effective Date: 08-MAR-2023						
				Report Date: 08-MAR-2023 16:35						
Report Parameters										
Business Group:	NHS Business Group									
Payroll Name:	504 MonthlyT00									
Time Period Name:	10 2023 Calendar Month									
Consolidation Set Name:										
Sort Option:	1									
NHS Business Group		SSP Element Result Listing		Effective Date: 08-MAR-2023						
				Report Date: 08-MAR-2023 16:35						
				Page: 1 of 1						
----- Input Values -----										
Assignment	Run Result	From Date	To Date	Qual. Days	Withheld Days	SSP Days	SSP Weeks	Rate	Amount	Correction
Number Name										
Report Total:		**** No Data Found ****								

# PAY 6.2.20 Void Payments Report

The Void Payments Report shows details of cancelled cheque payments.

**Frequency:** Every Payroll

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and controls:

- Run this Request...:** A section containing a 'Copy...' button and a 'Name' field with the value 'Void Payments Report'.
- Parameters:** A section containing 'Start Date', 'End Date', 'Payroll Name', and 'Consolidation Set Name' fields.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' buttons are located below the 'Parameters' section.
- Additional Fields:** 'Layout', 'Notify', and 'Print to' (set to 'noprint') fields are located below the 'Parameters' section.
- Options:** An 'Options...' button is located to the right of the 'Notify' field.
- Bottom Buttons:** 'Help (C)', 'Submit', and 'Cancel' buttons are located at the bottom of the dialog.

## Example output for the Void Payments Report

---

NHS Business Group

Report Information

Report Date: 08-MAR-2023 16:36

Void Payments Report

### Report Parameters

Start Date: 01-JAN-23

End Date: 31-MAR-23

Payroll Name:

NHS Business Group

Consolidation Set Name:  
Void Payment Report

Report Date: 08-MAR-2023 16:36

From 01-JAN-2023 To 31-MAR-2023

Page: 1 of 1

Total Number Void Payments :

Amount :

\*\*\*\*\* End of Report \*\*\*\*\*

# PAY 6.2.21 Year End Reconciliation Report

The Year End Reconciliation Report assists in the year end balancing of tax and NI.

**Frequency:** Annually

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following sections:

- Run this Request...:** A section containing a 'Copy...' button, a 'Name' field with the value 'Year End Reconciliation Report', and an empty 'Parameters' field.
- Parameters:** A section with an 'Archive End Date' field and a dropdown arrow.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' buttons are located below the 'Parameters' section.
- Upon Completion...:** A section with a checked checkbox for 'Save all Output Files', and three fields for 'Layout', 'Notify', and 'Print to' (with the value 'noprint'). An 'Options...' button is to the right.
- Bottom Buttons:** 'Help (C)', 'Submit', and 'Cancel' buttons are at the bottom of the dialog.

## PAY 6.2.22 SAP Element Results

The SAP Element Results Report lists and adds all the run results processed for the Statutory Adoption Pay element for a specified payroll period, and displays them by individual assignment. All input values defined for the element are displayed, and the sort options allow you to display the report by assignment or employee name.

**Frequency:** By Exception

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from an SAP system. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'SAP Element Results'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains several input fields: 'Payroll Name', 'Consolidation Set', 'Period', and 'Sort Option' (set to 'Assignment Number'). To the right of the 'Sort Option' field, it says 'Sort by Assignment Number'. At the bottom of the 'Parameters' dialog are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

## Example output for the SAP Element Result

NHS Business Group SAP Element Result Listing Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023 16:39

Report Parameters

Business Group: NHS Business Group  
 Payroll Name: 504 MonthlyT00  
 Time Period Name: 10 2023 Calendar Month  
 Consolidation Set Name:  
 Sort Option: Order By assignment\_number

NHS Business Group SAP Element Result Listing Effective Date: 08-MAR-2023  
Report Date: 08-MAR-2023 16:39  
Page: 1 of 1

----- Input Values -----					
Assignment Number Name	Run Result	Commencing	Amount	Recoverable	Correction
-----					
Report Total:	-----			0.00	
**** No Data Found ****					

## PAY 6.2.23 SMP Element Results

The SMP Element Results lists and adds all the run results processed for the Statutory Maternity Pay element for a specified payroll period, and displays them by individual assignment. All input values defined for the element are displayed, and the sort options allow you to display the report by assignment or employee name.

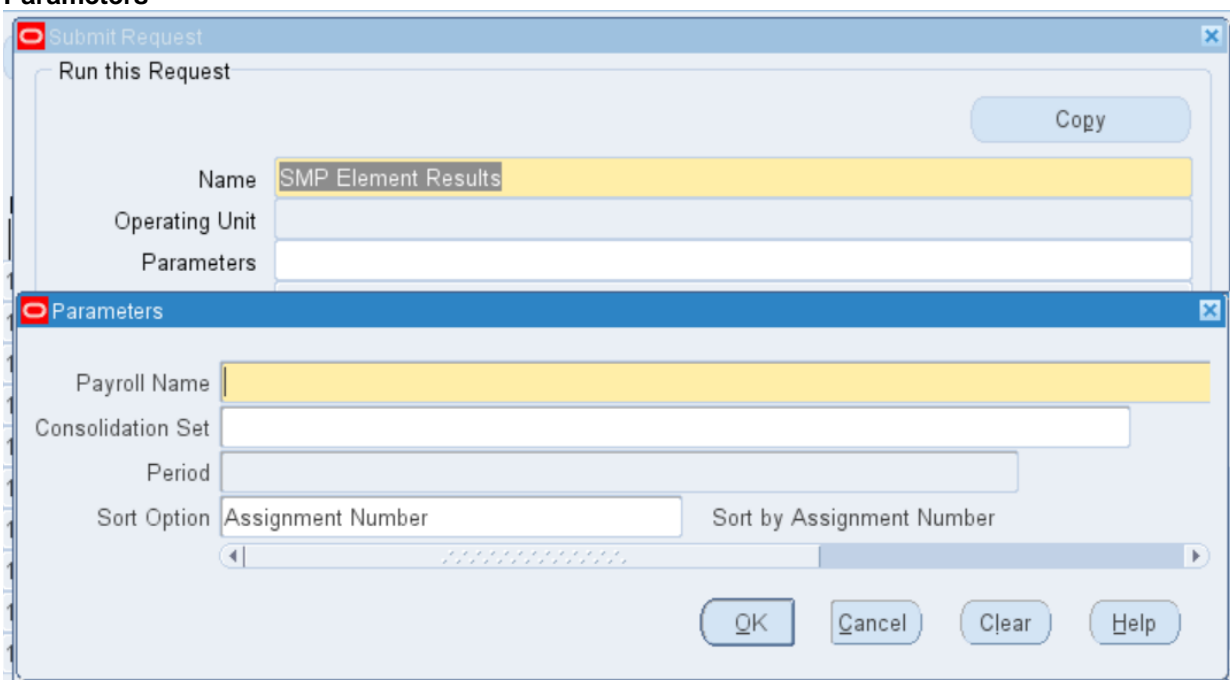
**Frequency:** By Exception

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Absence Administration
- xxx Absence Data Entry
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration

**Parameters**



### Example output for the SMP Element Result

```

NHS Business Group
SMP Element Result Listing
Effective Date: 08-MAR-2023
Report Date: 08-MAR-2023 16:39

Report Parameters
Business Group: NHS Business Group
Payroll Name: 504 MonthlyT00
Time Period Name: 10 2023 Calendar Month
Consolidation Set Name:
Sort Option: Order By assignment_number
NHS Business Group
SMP Element Result Listing
Effective Date: 08-MAR-2023
Report Date: 08-MAR-2023 16:39
Page: 1 of 1
    
```

----- Input Values -----					
Assignment Number Name	Run Result	Commencing	Amount	Recoverable	Correction
20000946 Maternity, Miss Iamo	106.00	03-APR-2005	106.00	97.52	
	106.00	10-APR-2005	106.00	97.52	
	106.00	17-APR-2005	106.00	97.52	
	106.00	24-APR-2005	106.00	97.52	
Assignment Total:	424.00			390.08	
Report Total:	424.00			390.08	
**** End OF Report ****					



# PAY 6.2.24 P11D Reports (PDF)

The P11D Reports (PDF) produces P11Ds for employees in PDF.

**Frequency:** Annually

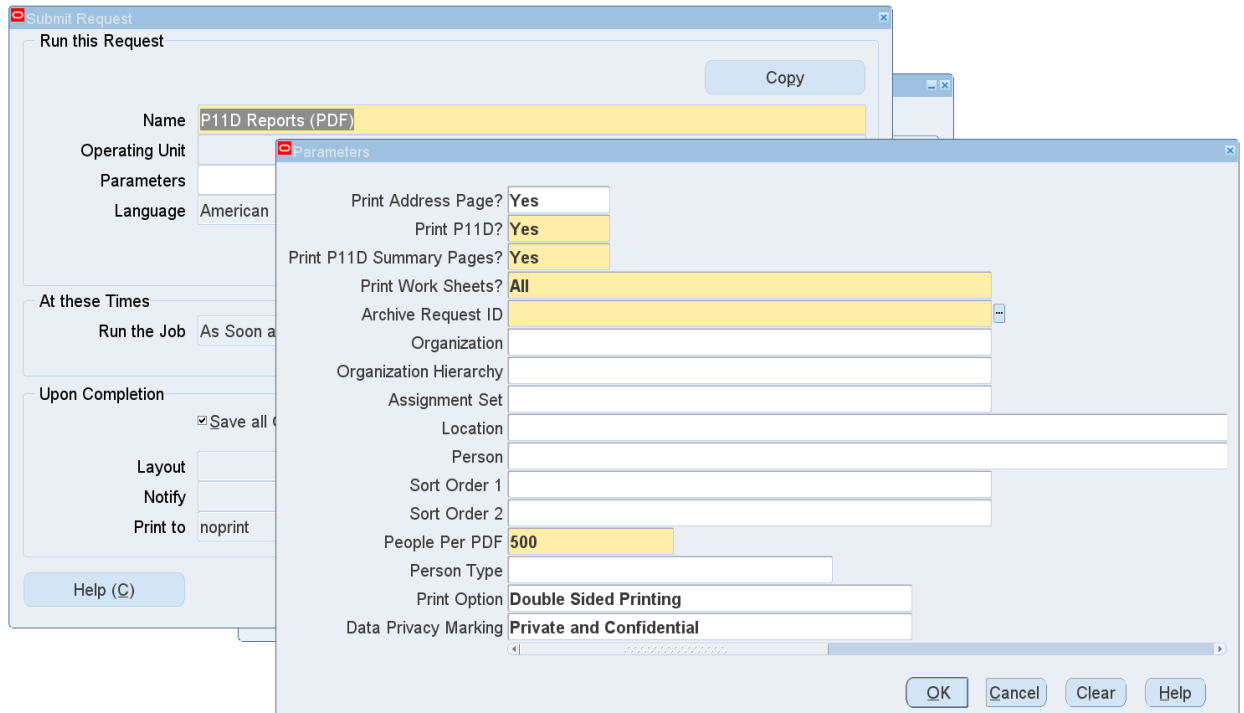
**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx Payroll Administration

xxx Payroll Super Administration

**Parameters**



# PAY 6.2.27 P45 Issued for Active Assignments Report

The P45 Issued for Active Assignments Report provides information on Active Assignments that have had P45s issued to them but whose status is still active

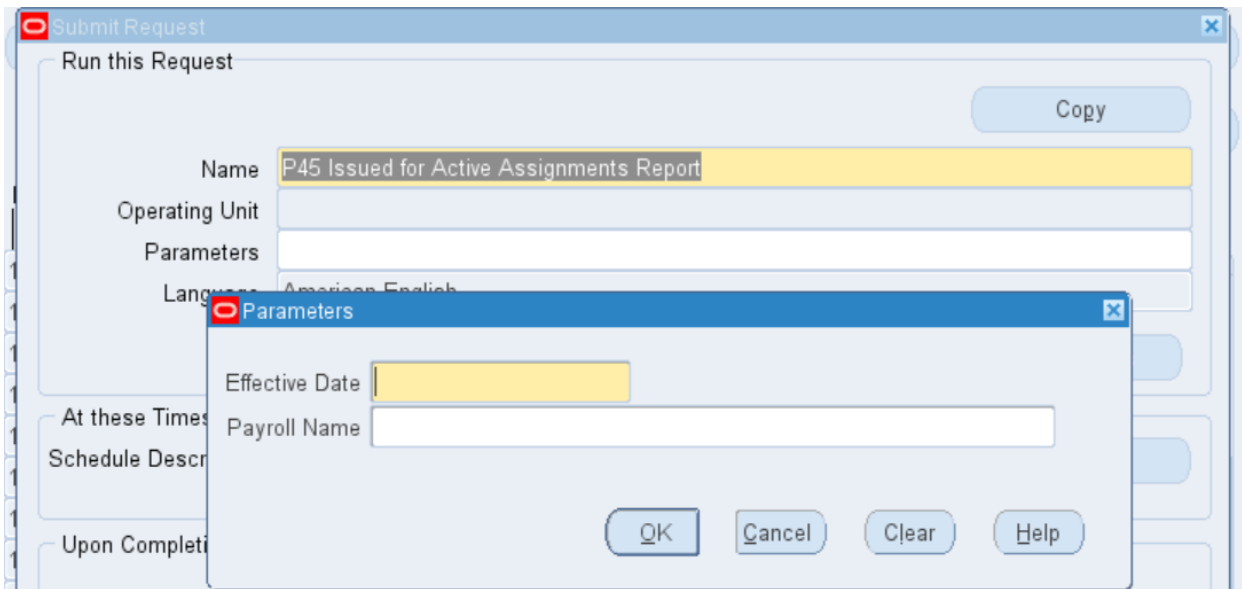
**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Pensions Administration

**Parameters**



**Example output for the P45 Issued for Active Assignment Report**

P45 Issued for Active Assignments Report		
Business Group : NHS Business Group		
Effective Date : 01-SEP-07		
Payroll :		
P45 Manually Issued for Assignments active or suspended as at 01-SEP-07 :		
Payroll Name : 298_MonthlyPayroll		
Assignment	Full Name	Manual Issue Date
-----	-----	-----
20000321	Stone, Miss Sharon	22-JUN-07
Total Number of active or suspended assignments issued P45 manually: 1		
P45 Issued for Assignments/Aggregated Assignments active or suspended as at 01-SEP-07 :		
Total number of active or suspended assignments/aggregated assignments issued P45: 0		

# PAY 6.2.28 NHS BIK Validation Report

This report can be run prior to the Payroll run to check any data on the Benefits in Kind elements which have not been entered correctly.

## User Responsibility

XXX Payroll Administration  
XXX Payroll Super Administration

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request**
  - Name: NHS BIK Validation Report (Monthly)
  - Operating Unit: [Empty]
  - Parameters: [Empty]
  - Language: American English
  - Buttons: Copy, Language Settings, Debug Options
- At these Times**
  - Run the Job: [Empty]
  - Buttons: Schedule
- Upon Completion**
  - Layout: [Empty]
  - Notify: [Empty]
  - Print to: [Empty]
  - Buttons: OK, Cancel, Clear, Help

The 'Parameters' sub-dialog box is open, showing:

- Payroll: [Empty]
- Pay Period: [Empty]
- Buttons: OK, Cancel, Clear, Help

# PAY 6.2.29 NHS RTI FPS Car Reconciliation Report

This report is only produced if there are any details included in the FPS, if users are not payrolling this benefit or have no changes in a period, then the report cannot be produced.

## Responsibilities

XXX Payroll Administration  
 XXX Payroll Super Administration

## Parameters

## Example Output

NHS RTI FPS Car Bene

Parameters  
 FPS Process: 22-AUG-2019 (132456)

FPS Details  
 Payroll Name: 000 Monthly  
 Pre-Payment Process: 22-AUG-2019 (93974362)  
 First FPS: No  
 Final Submission: No  
 PAYE Reference: XXX/XXXX  
 Statutory Employer Name: EXAMPLE NHS TRYST  
 Account Office Number: 123456

Assignment Number	NI Number	Employee Name	Start Date	Leave Date	Aggr. NI / PAYE	Tax Code	Tax Basis	Hours Band	Irregular Pay	Periods Covered	Period	RTI Payroll Ref.	Pay
Record Count			0	0	0								
REPORT TOTALS			0	0	0								

Payrolled Car Benefit Details											
Car Make and Model	Car Identifier	CO2 Emission	Fuel Type	Amendment Indicator	Date Car Available From	Date Car Available To	Date Free Fuel		List Price	Cash Equivalent of Car	Cash Equivalent of Fuel
							Provided	Withdrawn			

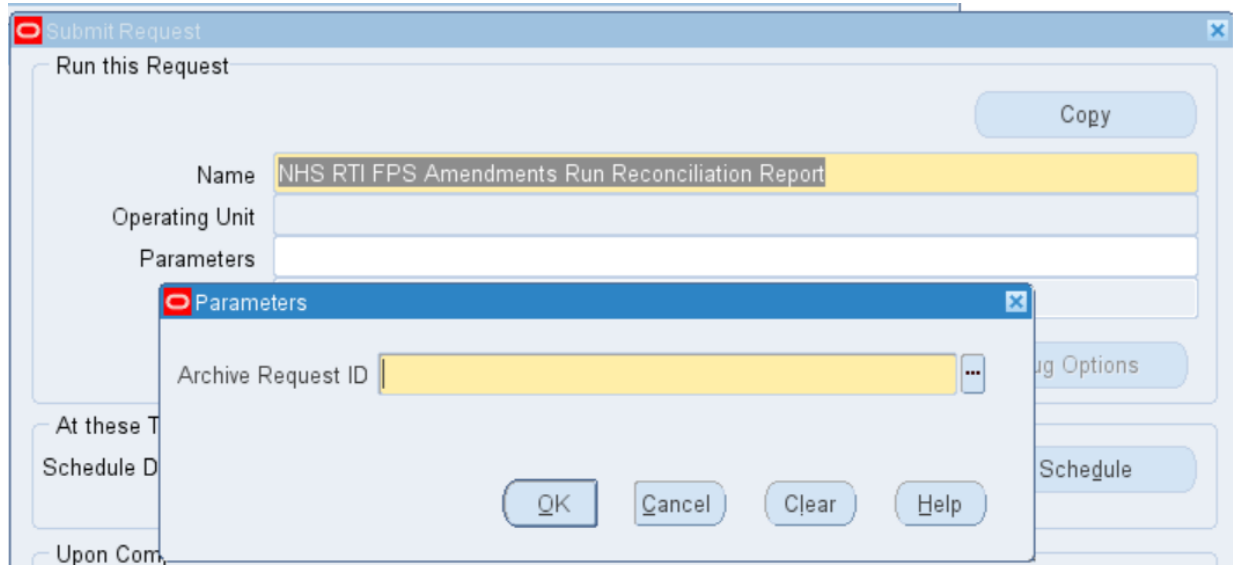
# PAY 6.2.30 NHS RTI FPS Amendments Run Reconciliation Report

This is a reconciliation report. 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.

## Responsibilities

XXX Payroll Administration  
 XXX Payroll Super Administration

## Parameters



## Example Output

NHS RTI FPS Amendments

Parameters  
 FPS Process: 05-APR-2020 (95196644)

FPS Details  
 Assignment Set  
 PAYE Reference 966/A866  
 Statutory Employer Name IBM TESTING  
 Account Office Number 966PM12345678

Assignment Number	NI Number	Employee Name	Start Date	Leave Date	Aggr. NI / PAYE	Tax Code	Tax Basis	Hours Band	Irregular Pay	Periods Covered	Period	RTI Payroll Ref.	Payment Date	Taxable Pay	Benefit Taxed	T																			
28273871		Car Details, Mr. Phil			Y / N	BR	Non Cumulative D				1	12	28273871	23-Mar-20	0	0																			
28273810		FPS Amendments, Mr. Phil			N / N	BR	Non Cumulative D				1	12	28273810	23-Mar-20	0	0																			
28273550		FPS Test, Mr. Phil			Y / N	BR	Non Cumulative D				1	12	28273550	23-Mar-20	0	0																			
													Record Count	Emp Count	Asg Count								Taxable Pay	Benefit Taxed	T										
REPORT TOTALS													3	3	3																				

Reconciliation Report

Report Date: 15-APR-2020 19:14  
Page: 1 of 1

Payments processed this Run													Year to Date										
Tax Paid	Student Loan	Student Loan Plan Type	Postgrad Loan	NI	NI Able	NI EEs	NI ERs	Taxable Pay	Benefit Taxed	Tax Paid	Student Loan	Postgrad Loan	SSP	SMP	SPP	SAP	Pre-Tax Pension	Post-Tax Pension	ShPP	NI	NI Able	NI EEs	NI ERs
0	0		0	A	0	0	0	3180.76	314	631	0	0	0	0	0	0	288.82	0	0	A	3105.58	286.39	329.35
0	0		0	A	0	0	0	3183.24	0	636.8	0	0	0	0	0	0	288.82	0	0	A	3105.58	286.39	329.35
0	0		0	A	0	0	0	2816.76	0	563.2	0	100	0	0	0	0	288.82	0	0	A	3105.58	286.39	329.35
Payments processed this Run													Year to Date										
Tax Paid	Student Loan	Student Loan Plan Type	Postgrad Loan	NI	NI Able	NI EEs	NI ERs	Taxable Pay	Benefit Taxed	Tax Paid	Student Loan	Postgrad Loan	SSP	SMP	SPP	SAP	Pre-Tax Pension	Post-Tax Pension	ShPP	NI	NI Able	NI EEs	NI ERs
0	0		0	A	0	0	0	9180.76	314	1831	0	100	0	0	0	0	866.46	0	0	A	9316.74	859.17	988.05

Year to Date																	
Taxable Pay	Benefit Taxed	Tax Paid	Student Loan	Postgrad Loan	SSP	SMP	SPP	SAP	Pre-Tax Pension	Post-Tax Pension	ShPP	SPBP	NI	NI Able	NI EEs	NI ERs	Class 1 A NICs
2949.79	0	381.4	0	0	0	0	0	0	302.46	0	0	0	A	0	0	0	0
													V	3252.25	294.63	0	0



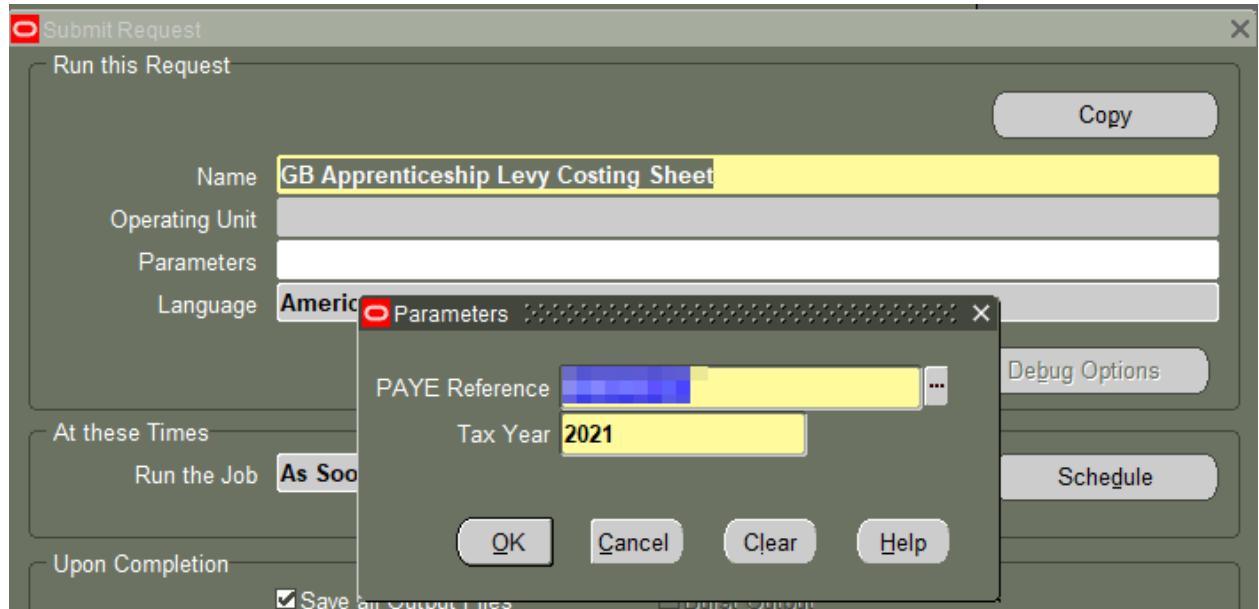
# PAY 6.2.31 GB Apprenticeship Levy Costing Sheet

This report can be used to add the Apprenticeship Levy into your GL. This wont be costed directly by the payroll run due to how the Annual Apprenticeship Levy Allowance would be distributed over all of the assignments processed on the PAYE Reference for the Tax Month.

## Responsibilities

XXX Payroll Administration  
 XXX Payroll Super Administration

## Parameters



## Example Output

Payroll **Apprenticeship Levy Costing Report** Report Date: 17-Feb-2017 Page 1 of 1

PAYE Reference	120UA56427
Tax Year	2018

Month	Employer Pay Bill	Employer Pay Bill YTD	Gross Apprenticeship Levy	Gross Apprenticeship Levy YTD	Apprenticeship Allowance	Apprenticeship Allowance YTD	Net Apprenticeship Levy Paid Each Month	Net Apprenticeship Levy Paid Each Month YTD
05-May-17	2404835.72	2404835.72	12024	12024	1250	1250	10774	10774

# PEN 7.1.1 NHS Annual Pension List Report

The Annual Pension List Report has been designed to allow the user to audit and fix year to date records from the Annual Pension Interface that have been rejected by the NHSPA.

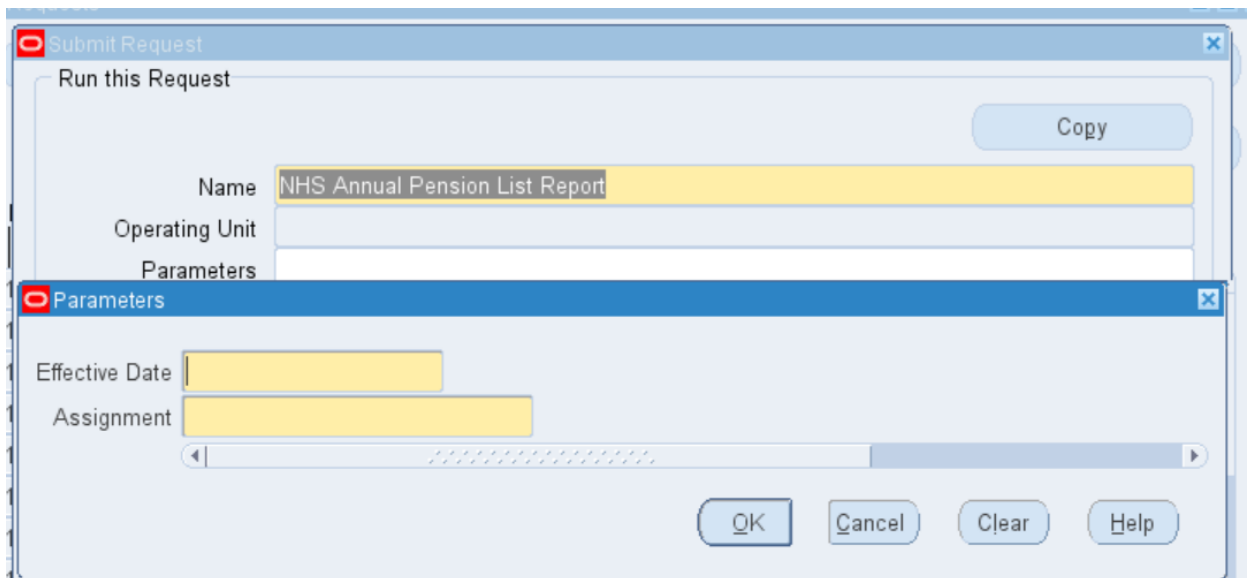
**Frequency:** Annually & Ad Hoc

**Expected Runtime:** Over 20 Minutes

**User Responsibility:**

- XXX Payroll Administration
- XXX Payroll Audit
- XXX Payroll Super Administration
- XXX Pensions Administration

**Parameters**



## Example output for the NHS Annual Pension List Report

Trust ID: 504		Report Date: 08-MAR-2023 16:47:41	
Annual Pension list -----			
Surname:	Leese01	EE's Contributions(YTD):	532.97
Forename(s):	Vivian	EE's Pensionable Pay(YTD):	5,438.50
NI Number:	AB504001A	ER's Contributions(YTD):	782.06
SD Number:	11111111	ER's Pensionable Pay(YTD):	5,438.50
Assignment Number:	20005544	EE's Gross Rate of Pay(YTD):	5,438.50
Employment ID:		Annual Basic Salary:	65,262.00
Capacity Code:	1G	Additional Conts(YTD):	0.00
Max Part Time Flag:	Y	Total Add Pension Purchase Cont(YTD):	0.00
Employment Category:	Permanent	Arrears Pension Contribution(YTD):	0.00
Employee Category:	Full Time	Arrears of Pension Balance(ITD):	0.00
Employment Type:	1	Arrears of Pension periods(ITD):	0.00
Pension Start Date:	01-APR-2017	Arrears of AVC Pension Contribution(YTD):	0.00
Date of Leaving		Arrears of AVC Pension Balance(ITD):	0.00
Pension Scheme:		Arrears of AVC Pension periods(ITD):	0.00
Reason for Leaving		Non Pensionable Days:	0
Pension Scheme:		Number of Part Time	
Address Line 1:	1 Peachtree Avenue	Hours/Sessions Worked(YTD):	0
Address Line 2:		Contracted Out NI Earnings	
Address Line 3:		this Tax Year:	0.00
County:	Warwickshire	Actual Hours/Sessions:	37.50
Postcode:	CV34 6NZ	Standard Hours/Sessions:	37.50
Job Title:	Director of Nursing	Frequency:	Week
Place of Employment:	504 ESRH	Effective Date:	31-JAN-2023
MHO Indicator:		Date of Birth:	01-JAN-1970    Verified:N
		Gender:	F
		Title:	MRS.
		Former Surname:	
Changes in Period -----			
Field Changed	Old Value	New Value	Date of Change    Effective Start Date
-----	-----	-----	-----
No changes found.			
** End of Report **			

## PEN 7.1.3 NHS Pensionable Pay Report

The NHS Pensionable Pay Report is used when employees are approaching retirement, so that the Total Pensionable Pay can be derived to assist in Pension estimates or in the submission of Pension claim forms. It provides a listing of the elements that have been used to calculate the Total Pensionable Pay. The report will also attempt to estimate future payments if the date to is in the future and that payroll run has not yet been undertaken. This report will be applicable to non-practitioner members only.

**Frequency:** Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

xxx HR Management

xxx Payroll Administration

xxx Payroll Audit

xxx Payroll Super Administration

xxx Pensions Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a section 'Run this Request' with a 'Copy' button. Below this are three input fields: 'Name' (containing 'NHS Pensionable Pay Report'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains four input fields: 'Excel or Text Output' (with 'E' selected and 'Excel' displayed), 'Date From', 'Date To', and 'Employee'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

### Example output for the NHS Pensionable Pay Report

PENSION REPORTS													
NHS Pensionable Pay Report													
Report Parameters		Employee Number: 20015987											
		Employee Name: 008Steele K											
		Date From: 01-JAN-2003											
DNHS Business Group		Date To: 08-APR-2005						Effective Date:					
								Report Date:					
								Page:					
Organisation: 436 Ward 9						NHS Pensionable Pay Report							
Payroll	Employee Number	Full Name	Period for TPP Calculation				NI Number	SD Number					
=====	=====	=====	=====				=====	=====					
436 MonthlyT00	20015987	008Steele K	From 01-JAN-2003 to 08-APR-2005				WA436215A						
Contracted Hours: Part Time 22.5 hours per week													
Assignment Number: 20015987													
		Total Pen Hrs				Total TPP	Absence Days						
Pay Period	Days	for P/T Staff	Element Name	Amount	Deemed Pay	for Period	<-OSP->		<-OMP->				
=====	=====	=====	=====	=====	=====	=====	U	F	H	N	F	H	N
31-JAN-03*	31	97.77			0.00	0.00	0	0	0	0	0	0	0
28-FEB-03*	28	97.77			0.00	0.00	0	0	0	0	0	0	0
31-MAR-03*	31	97.77			0.00	0.00	0	0	0	0	0	0	0
Totals:	829	2665.86			0.00	0.00							

## PEN 7.1.4 NHS Monthly Summary for Pension Schemes

This report summarises the amounts of money paid over to the Pension Agency during an accounting period by an organisation and also includes an employee count of those in the scheme.

Please note this report can only be submitted once until completion. Users who wish to submit the report more than once will need to wait until the previous submission has completed.

The default output format for this report is PDF however this can be changed to other formats including Excel using the Options tab on the 'Upon Completion' section of the Submit Request form.

**Frequency:** Monthly & Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

### User Responsibility:

XXX Payroll Administration  
XXX Payroll Audit  
XXX Payroll Super Administration  
XXX Pensions Administration

### Parameters

The image shows two overlapping windows from a software application. The top window, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button and a text field containing 'NHS Monthly Summary for Pension Schemes'. Below it is an empty 'Operating Unit' field. The bottom window, titled 'Parameters', contains several fields: 'Accounting Period' (empty), 'Accounting Year' (empty), 'Organization' (empty), 'Payroll' (empty), 'Consolidation Set' (empty), 'Include NHS Pension' (Yes), 'Include LGPS' (No), 'Include FPS' (No), 'Include Local' (No), and 'NHS Pensions EA Code' (empty). At the bottom of the 'Parameters' window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

# Example output for the NHS Monthly Summary for Pension Schemes Report

504 ESR Training

Report Date: 22-Feb-2023

## NHS Monthly Summary for Pension Schemes

Page 2 of 2

Accounting Period 10	Include NHS Pension Y	Organization
Accounting Year 2023	Include LGPS N	Payroll
	Include FPS N	Consolidation Set
	Include Local N	NHS Pensions EA Code

NHS Pension Scheme:

Payroll Period	Total EE Pension Pay		Total ER Pension Pay		Total EE Contribution		Total ER Contribution		Total EE Additional Contribution (Pre-2008)		Total Add Pen Purchase		Total EE ERRBO Contributions		Total ER ERRBO Contributions		Total Contribution	
	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date	This Period	Year to Date
10 2023 Calendar Month	2,015,732.91	2,015,732.91	197,541.83	198,864.07	289,862.76	291,877.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	487,404.59	490,741.45
<b>Total For Period</b>	2,015,732.91	2,015,732.91	197,541.83	198,864.07	289,862.76	291,877.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	487,404.59	490,741.45
<b>Number of Employees:</b>	685																	

# PEN 7.1.5 NHS Periodic Pension List Report

The NHS Periodic Pension List Report enables you to audit and fix records from the Pension Interfaces that have been rejected by the NHSPA.

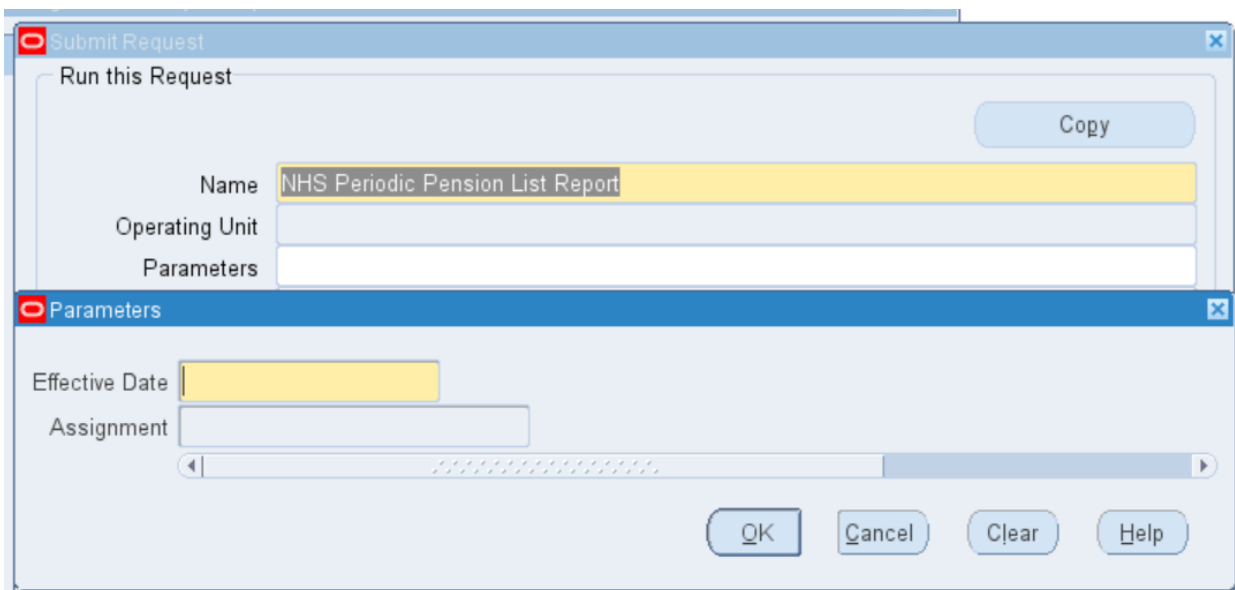
**Frequency:** Ad Hoc

**Expected Runtime:** 6 – 20 Minutes

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Super Administration
- xxx Pensions Administration

**Parameters**





# Example output for the NHS Periodic Pension List Report

Trust ID: 504

Report Date: 09-MAR-2023 09:27:33

Periodic Pension list  
=====

Surname:	Leese01	EE's Contributions(PTD):	532.97
Forename(s):	Vivian	EE's Pensionable Pay(PTD):	5,438.50
NI Number:	AB504001A	ER's Contributions(PTD):	782.06
SD Number:	11111111	ER's Pensionable Pay(PTD):	5,438.50
Assignment Number:	20005544	EE's Gross Rate of Pay(PTD):	5,438.50
Employment ID:		Annual Basic Salary:	65,262.00
Capacity Code:	1G	Additional Conts(PTD):	0.00
Max Part Time Flag:	Y	Total Add Pension Purchase Cont(PTD):	0.00
Employment Category:	Permanent	Arrears Pension Contribution(PTD):	0.00
Employee Category:	Full Time	Arrears of Pension Balance(ITD):	0.00
Employment Type:	1	Arrears of Pension periods(ITD):	0.00
Pension Start Date:	01-APR-2017	Arrears of AVC Pension Contribution(PTD):	0.00
Date of Leaving		Arrears of AVC Pension Balance(ITD):	0.00
Pension Scheme:		Arrears of AVC Pension periods(ITD):	0.00
Reason for Leaving		Non Pensionable Days:	0
Pension Scheme:		Number of Part Time	
Address Line 1:	1 Peachtree Avenue	Hours/Sessions Worked(PTD):	0
Address Line 2:		Contracted Out NI Earnings	
Address Line 3:		this Tax Year:	0.00
County:	Warwickshire	Actual Hours/Sessions:	37.50
Postcode:	CV34 6NZ	Standard Hours/Sessions:	37.50
Job Title:	Director of Nursing	Frequency:	Week
Place of Employment:	504 ESRH	Period Name:	10 2023 Calendar Month
MHO Indicator:		Effective Date:	31-JAN-2023
		Date of Birth:	01-JAN-1970 Verified:N
		Gender:	F
		Title:	MRS.
		Former Surname:	

Changes in Period

Field Changed	Old Value	New Value	Date of Change	Effective Start Date
-----	-----	-----	-----	-----
No changes found.				

\*\* End of Report \*\*

## PEN 7.1.6 NHS Pension Annual Benefit Statement (Non Members)

---

The NHS Pension Annual Benefit Statement (Non Members) report will produce letters to all non-bank employees who are entitled to be, but are not currently, members of the Pension scheme. This letter will provide an illustration of the costs and benefits of joining the pension scheme assuming current pay and work pattern until the age of 60.

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx HR Administration

xxx Payroll Super Administration

**Parameters**

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'Submit Request' and contains a 'Run this Request' section with a 'Copy' button. Below this, there are three input fields: 'Name' (containing 'NHS Pensions Agency NINO And Start Date Discrepancy Report'), 'Operating Unit', and 'Parameters'. The bottom dialog box is titled 'Parameters' and contains three input fields: 'Trust Identifier', 'Date Range Lower', and 'Date Range Upper'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

# PEN 7.1.7 NHS Pensions Agency NINO and Start Date Discrepancy Report

The NHS Pensions Agency NINO and Start Date Discrepancy Report compares information supplied from the NHS Pensions Inbound interface and the Pensions Interface holding table. The report will identify what has been updated by the inbound interface and what has been rejected.

**Frequency:** Ad Hoc

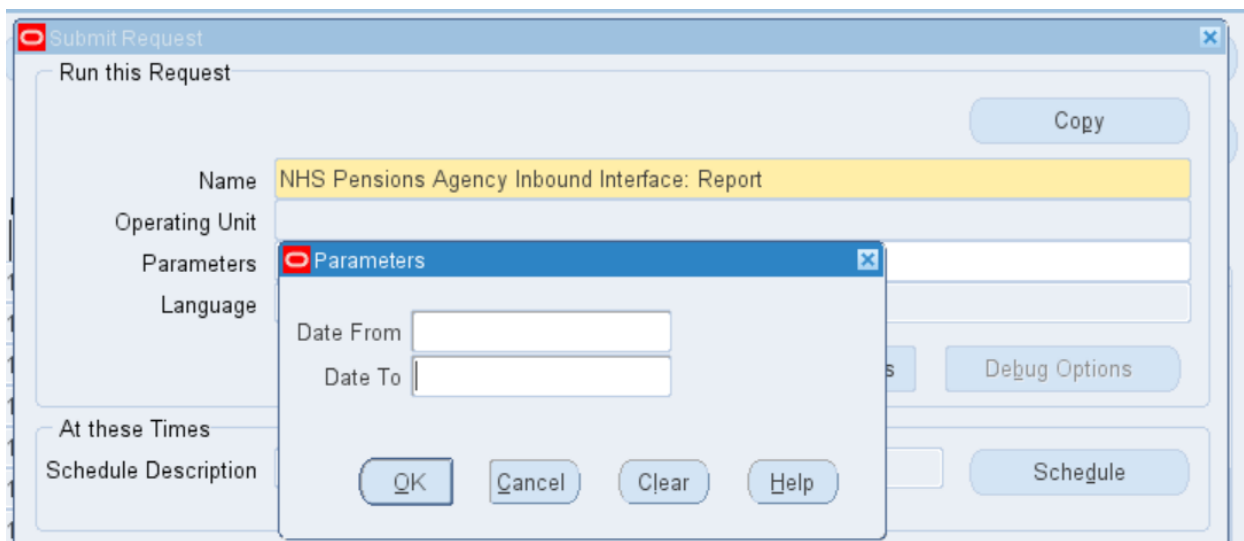
**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx HR Administration

xxx Payroll Super Administration

**Parameters**



**Example Layout**

```

Report Date: 09-MAR-2023 09:35
Page: 1 of 2

NHS Pensions Agency Inbound Interface Report

Source System Code : NHS
Interface File Id :
Interface File Name : Multiple Files

Interface Summary
*****
Interface Status : - Completed Successfully

Number of Lines Successfully Imported : 0
Number of Lines with Validation Errors : 0
Number of Lines with Import Errors : 0

Report Date: 09-MAR-2023 09:35
Page: 2 of 2

NHS Pensions Agency Inbound Interface Report

Source System Code : NHS
Interface File Id :
Interface File Name : Multiple Files

Interface Errors
*****

**** End of Report ****

```

# PEN 7.1.8 NHS Pensions Agency Inbound Interface: Report

The NHS Pensions Agency Inbound Interface Report notifies the errors that have been found by the Pensions Agency that will require some corrective action in order to align ESR and NHS Pension records.

**Frequency:** Ad Hoc

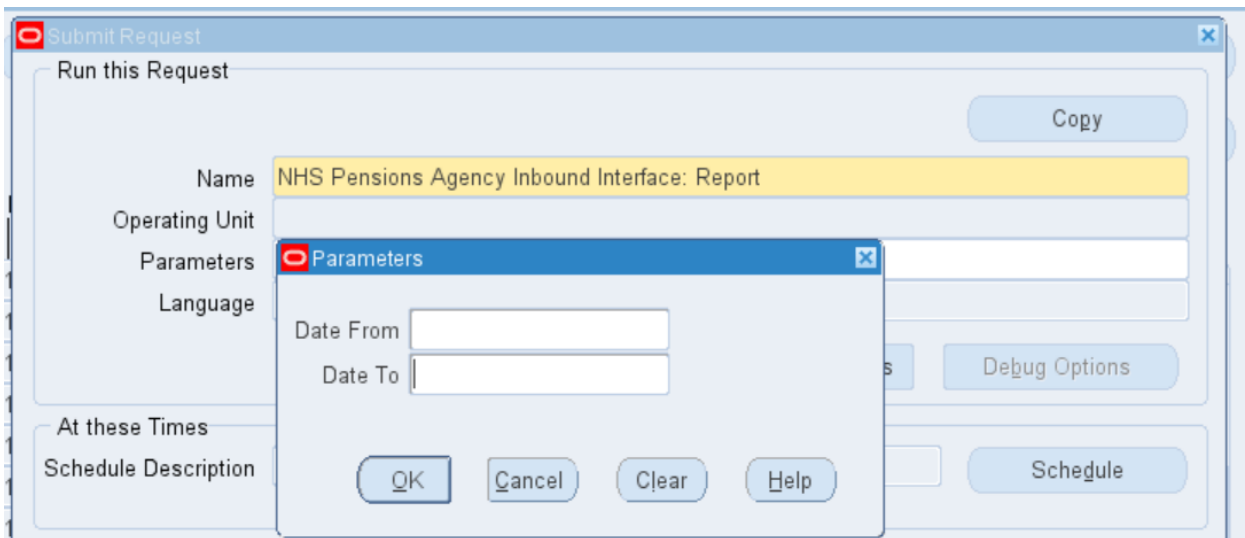
**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

xxx HR Administration

xxx Payroll Super Administration

## Parameters



## Example Layout

```
Report Date: 09-MAR-2023 09:35
Page: 1 of 2

NHS Pensions Agency Inbound Interface Report

Source System Code : NHS
Interface File Id :
Interface File Name : Multiple Files

Interface Summary
=====
Interface Status : - Completed Successfully

Number of Lines Successfully Imported : 0
Number of Lines with Validation Errors : 0
Number of Lines with Import Errors : 0

Report Date: 09-MAR-2023 09:35
Page: 2 of 2

NHS Pensions Agency Inbound Interface Report

Source System Code : NHS
Interface File Id :
Interface File Name : Multiple Files

Interface Errors
=====

**** End of Report ****
```

# PEN 7.1.9 NHS Pension Band Allocation Report

This report allows users to check the band allocation applied at mid-year and year end.

The default output format for this report is Excel PDF however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

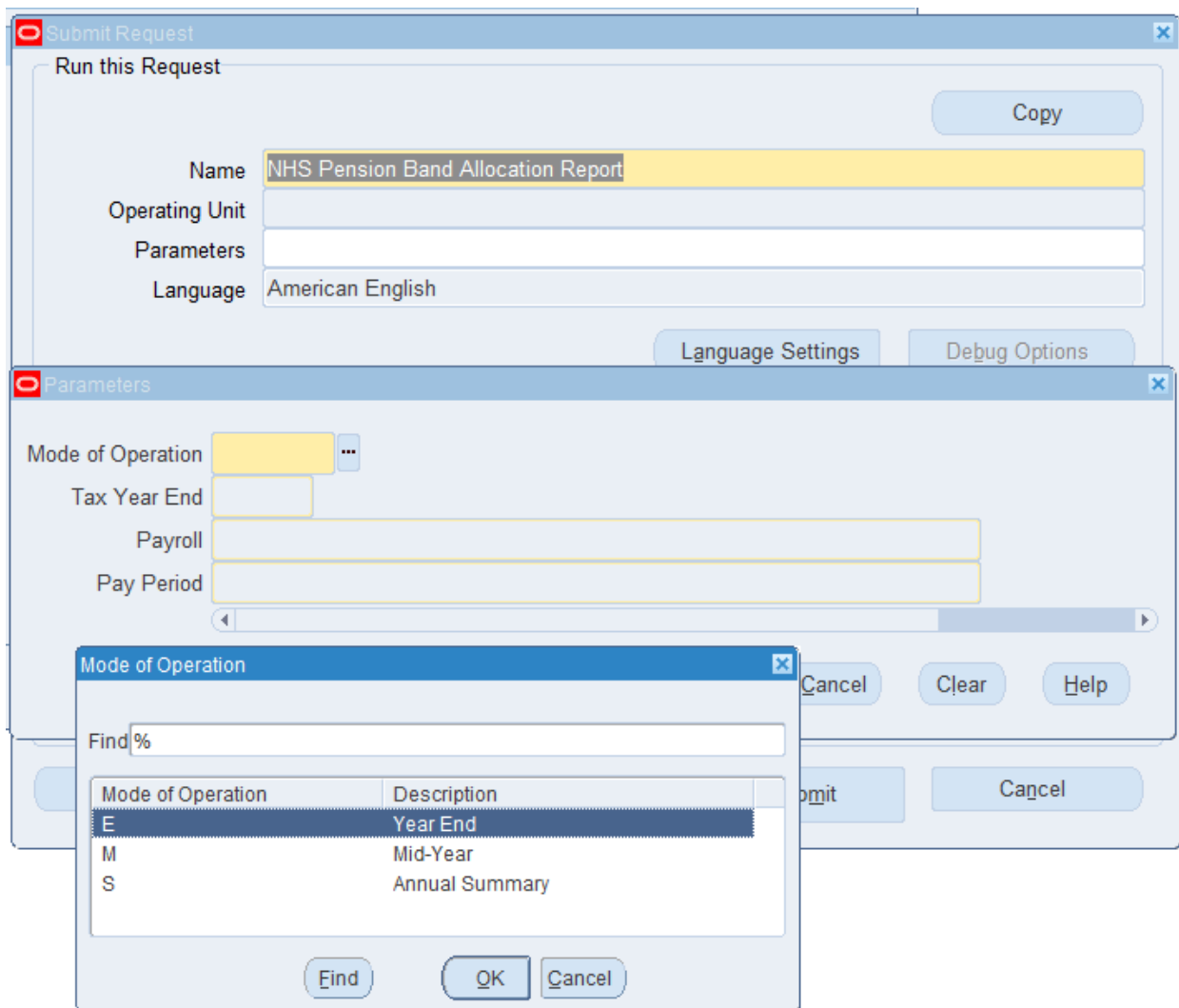
**Frequency:** Payroll processing frequency and Yearly

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:**

- xxx Payroll Administration
- xxx Payroll Super Administration
- xxx Pensions Administration

**Parameters**



**Example Output**

Year End Message		No. of Messages
No Message		5,276
Check band - Assignment has had more than one		1,167
Check band - No grade or spot salary defined		366
Band set to default band due to pensionable pay in		250
Band set to default band due to hours worked in		41
Automatic re-banding overridden for this		3
Assignment has had a mid-period change and		5
Assignment skipped due to pay affecting change		1
<b>TOTAL</b>		<b>10,391</b>

Assignment Number	Last Name	First Name	Latest Start	Current Assignment Status	Number of Assignment Status Changes	Current Assignment	Current	Current Grade F.T.	Current Spot
21004911 Test1	Test		01-Mar-22	Active Assignment	1	Bank			
21004911 Test2	Test		01-Mar-22	Active Assignment	1		20RS	27,695.00	
21004911 Test3	Test		01-Mar-22	Active Assignment	1		20RS	27,695.00	
21005011 Test4	Test		01-Mar-22	Active Assignment	1	Bank		40,588.00	
							20RS	28,314.00	

Current PT	Contract	Override	Pensionable Pay used in	Pay Award arrears	Date Latest Pay Affecting Change	Effective Date of Latest Pay Affecting Change
0	0		4,117.00	0		
	37.5		31,350.00	0		
	37.5		45,515.00	0		
0	0		4,241.00	0	28-Feb-23	12-Jun-22

Old Capacity	New Capacity	Capacity Code Change	Assessment	Assessment	Within 1% of tier boundary	Reason for	Messages
1G	1A	Y	Year-End	n/a			
2G	2G	N	Year-End	n/a			
4A	4H	Y	Year-End	n/a			
1G	1A	Y	Year-End	n/a			Assignment has had a mid-period change a

## PEN 7.1.10 NHS Pensions Data Exceptions Report

---

This report lists all instances of an employee assignment having one of a series of pre-defined conditions. The exceptions in this report will relate to the state of data on a particular date. This is as opposed to exceptions relating to pensionable payments over the financial year.

The report will list the following exceptions:

- Capacity code is incompatible with job. It will look for assignments where the Capacity Code does not exist in the Job EIT.
- Consultant under new contract (NHS primary payscale letter 'Y' or 'Z'), that have contracted sessions plus APA's exceeding 10. APA's will be derived from the 'Units Worked' element entry value on the following elements:
  - NHS primary pay scale letter 'M' and contribution rate not 6.5%, 7.5% or 8.5%.
  - NHS primary pay scale letter 'W' grade point greater than 35 and below 140 and contribution rate not 6.5%.
  - NHS primary pay scale letter 'W' grade point greater than 130 and below 470 and contribution rate not 7.5%.
  - NHS primary pay scale letter 'W' grade point greater than 460 and contribution rate not 8.5%.
- Added Years element % greater than 9%. This will be calculated as the total of 'Employee Percentage' element entries per assignment for Pension Add Yrs elements:
  - Pension Add Yrs Full 1 NHS
  - Pension Add Yrs Full 2 NHS
  - Pension Add Yrs Full 3 NHS
  - Pension Add Yrs Half 1 NHS
  - Pension Add Yrs Half 2 NHS
- Leaver with Date of Leaving (Actual Termination Date) in current pay period has a Recurring Pension Arrears element:
  - Prev Pen Arrears NHS
  - Prev AddYrs Arrears NTR NHS
  - Prev AddYrs Arrears NHS
- Leaver with Date of Leaving (Actual Termination Date) in current pay period has the 'Lieu of Annual Leave NR NHS' element and the Override End Date field is not entered on the Pension NHS element where opt out flag is set to No.
- The 'Pension Interface Assignment Override NHS' Element is present on the assignment record but the assignment has not opted out and assignment is not signalled as a retirement leaver.
- Person Title is missing.
- Employment ID is missing. (Element Entry on the 'Pension NHS' element) and the pension start date is greater than two months prior to the report run date.
- Date of Birth not verified. (Additional Personal Details).
- Pension Status field blank. (Element Entry on the 'Pension NHS' element).
- Part Time Employee with 0 standard work hours on assignment, not a bank employee and not opted out.
- Assignment has both 'Pension NHS' element with the opt out flag set to No and 'Chair/Exec Fees' element.
- Assignment contains Chair/Exec Fees element but no Auto Enrolment Eligibility NHS element.
- Date Commenced in Pension Scheme is a future date. Note this is in relation to the current date; this exception will ignore the effective date parameter.
- Employee has been in the pension scheme whilst outside the permitted age range (16 – 74).
- Assignment contains Pension NHS element with opt out flag set to No and Local Pension element.
- Assignment contains Pension NHS element with opt out flag set to No and LGPS element
- Assignment has Pension NHS element with opt out flag set to No and an opt out date present
- Assignment has Pension NHS element with opt out flag set to Yes and an override start date present
- Assignment has the Pension Information element with the opt out date present but the assignment has the NHS.
- Pension element with opt out flag set to No
- The Pension Information element is not present on the assignment

This report will be placed into an overnight running queue, so even if it is submitted during the day the output will not be available until the following morning. It is advised that users schedule this report so that output is available when it is needed.

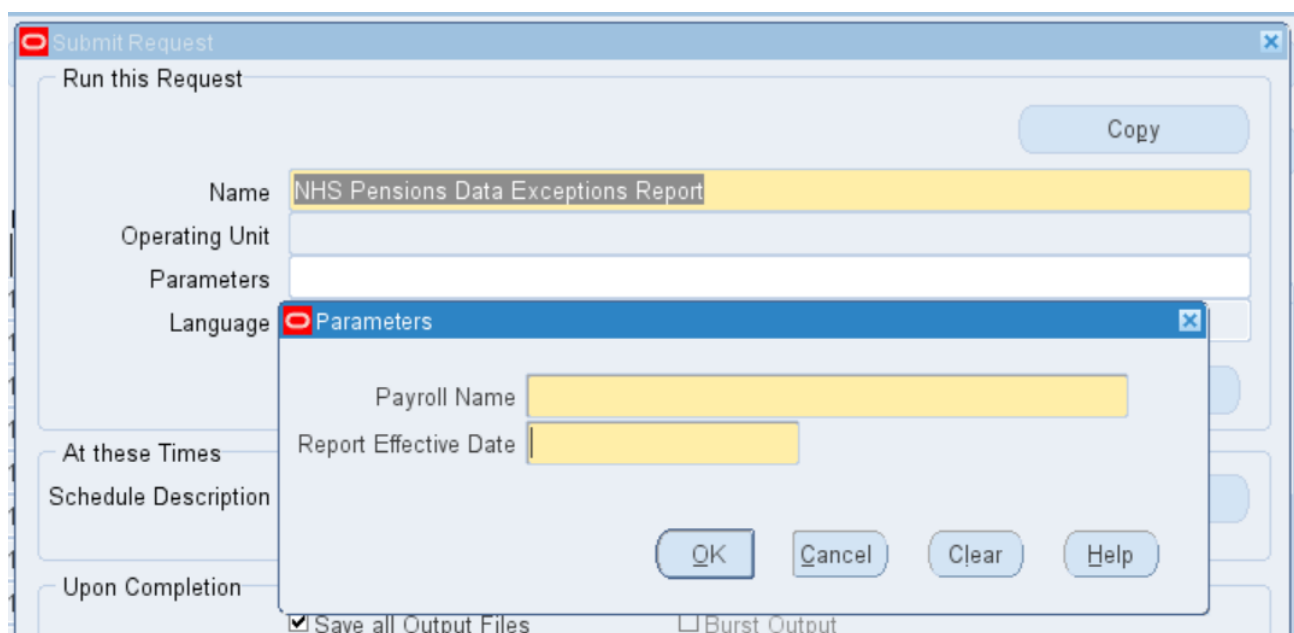
The default output format for this report is Excel PDF however this can be changed to other formats using the Options tab on the 'Upon Completion' section of the Submit Request form.

Output will be retained on ESR for 60 days as per the standard retention period policy. Please note that the output from this report contains payroll information, so proper care and attention should be given to supplying this data to any third party. All data transfers should be carried out in a secure manner and should comply with the guidelines issued by your organisation.

**User Responsibility:**

- XXX Pensions Administration
- XXX Payroll Administration
- XXX Payroll Super Administration
- XXX Payroll Audit

**Parameters:**



**Data Items**

- Last Name
- First Name
- Middle Names
- Title
- Assignment Number
- Assignment Status
- SD Number
- Paypoint
- Organisation
- Pension Start Date
- Opt Out
- Reason For Exception



## Example Output

	A	B	C	D	E	F	G	H	I	J	K	L
1	Title	NHS Pensions Data Exceptions Report										
2	Date	13/04/2011 15:48										
3	VPD	T01										
4	Trust Level	Test Trust 01 ( 060 )										
5												
6	Payroll	T01 Monthly										
7	Effective Date	30-Apr-11										
8												
9												
10	<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	<b>Titl</b>	<b>Assignment</b>	<b>Assignment Status</b>	<b>SD Number</b>	<b>Paypoint</b>	<b>Organisation</b>	<b>Pension Start Date</b>	<b>Opt</b>	<b>Reason For Exception</b>
11	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	Pension SD Number is missing.
12	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	Scheme ID on the 'Employment ID' Element
13	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	Capacity Code (IB - Nurse, Health Visitor,
14	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	Employment ID on the 'Pension NHS'
15	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	NHS primary pay scale letter M and
16	CCN884	Test01		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11	Yes	Date of Birth not verified.
17	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		Date of Birth not verified.
18	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		Pension SD Number is missing.
19	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		Capacity Code (IB - Nurse, Health Visitor,
20	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		Scheme ID on the 'Employment ID' Element
21	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		Employment ID on the 'Pension NHS'
22	CCN884	Test02		Mr.	20000235	Active Assignment		Default	T01 Acute	01-Apr-11		NHS primary pay scale letter M and
23	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		NHS primary pay scale letter M and
24	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		Capacity Code (IB - Nurse, Health Visitor,
25	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		Employment ID on the 'Pension NHS'
26	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		Date of Birth not verified.
27	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		Pension SD Number is missing.
28	CCN884	Test03		Mr.	20000237	Active Assignment		Default	T01 Acute	01-Apr-11		Scheme ID on the 'Employment ID' Element

'Pension Start Date' will be the value as calculated for the Pensions Interface and 'Opt Out' flag will be the value on the pension element as at the effective date of the report. Only Yes values will be displayed for 'Opt Out'.

## PEN 7.1.11 NHS Pensions Payment Exceptions Report

---

This report identifies potential pension contribution issues that will need to be reviewed and corrected or accepted depending upon circumstances. It lists all instances of an employee assignment having one of a series of pre-defined conditions. The exceptions in this report will relate to year to date pension payment data during the current financial year.

- The report will list the following exceptions:
- EE's Pension contributions are not 14% of ER's Pensioned Pay to date (including deemed).
- EE's contributions to date are not in line with deduction rate; i.e. not 5.5, 6.5, 7.5% or 8.5% of EE's Pensioned pay to date.
- Part Time Staff have P/T Pensioned hours of zero but EE Pension Contributions to date exist.
- ER's Pension Contributions exist (> 0) but EE's Contributions are 0 or less.
- ER's Pensioned Pay less than EE's Pensioned Pay.
- ER's Contributions less than EE's Contributions.
- Pensionable hours paid exceed contracted hours for the grade (WTE > 1).

The report will only take into account assignments that have been processed in the selected payroll period.

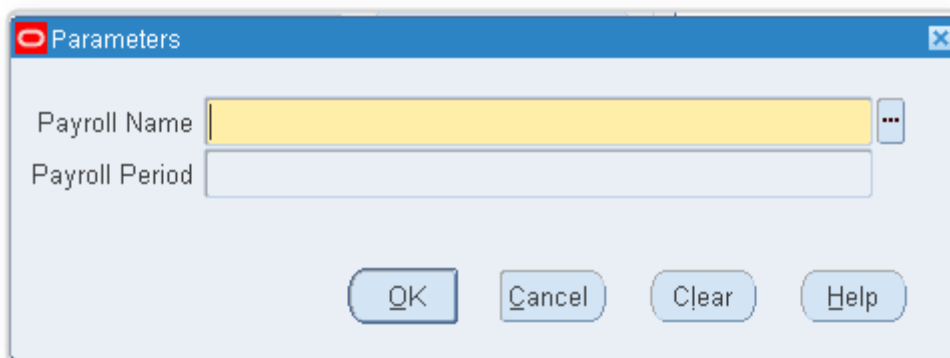
This report will be placed into an overnight running queue, so even if it is submitted during the day the output will not be available until the following morning. It is advised that users schedule this report so that output is available when it is needed.

Output will be retained on ESR for 60 days as per the standard retention period policy. Please note that the output from this report contains payroll information, so proper care and attention should be given to supplying this data to any third party. All data transfers should be carried out in a secure manner and should comply with the guidelines issued by your organisation.

### Available to:

XXX Pensions Administration  
XXX Payroll Administration  
XXX Payroll Super Administration  
XXX Payroll Audit

### Parameters



The screenshot shows a 'Parameters' dialog box with a blue title bar. It contains two input fields: 'Payroll Name' with a yellow background and a dropdown arrow, and 'Payroll Period' with a white background. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

### Data Items

Last Name  
First Name  
Middle Names  
Title  
Assignment Number  
Assignment Status  
SD Number  
Paypoint  
Organisation  
Reason For Exception

<b>Title</b>	NHS Pensions Payment Exceptions								
<b>Date</b>	25.01.2022 15:32								
<b>VPD</b>	508								
<b>Trust Level Organisation</b>	508 ESR Trainee								
<b>Payroll</b>	508 MonthlyT01								
<b>Payroll Period</b>	10 2022 Calendar Month								
Last Name	First Name	Middle Names	Title	Assignment Number	Assignment Status	SD Number	Paypoint	Organization	Reason For Exception
Seath01	Ben		Mr	12345678	Active Assignment	22334455	508 Ward	508 Ward 9	Employee's contributions are less than employee's contributions.
Lavence01	Mary		Mrs	12121212	Active Assignment	33445566	508 Ward	508 Ward 9	Employee's pensioned pay is less than employee's pensioned pay.
Imenez01	Monica		Miss	12312312	Active Assignment	44556677	508 Ward	508 Ward 9	Part time pensionable hours paid exceed contract hours for the grade.

# PEN 7.1.12 NHS Pensions Automatic Re-Enrolment Report

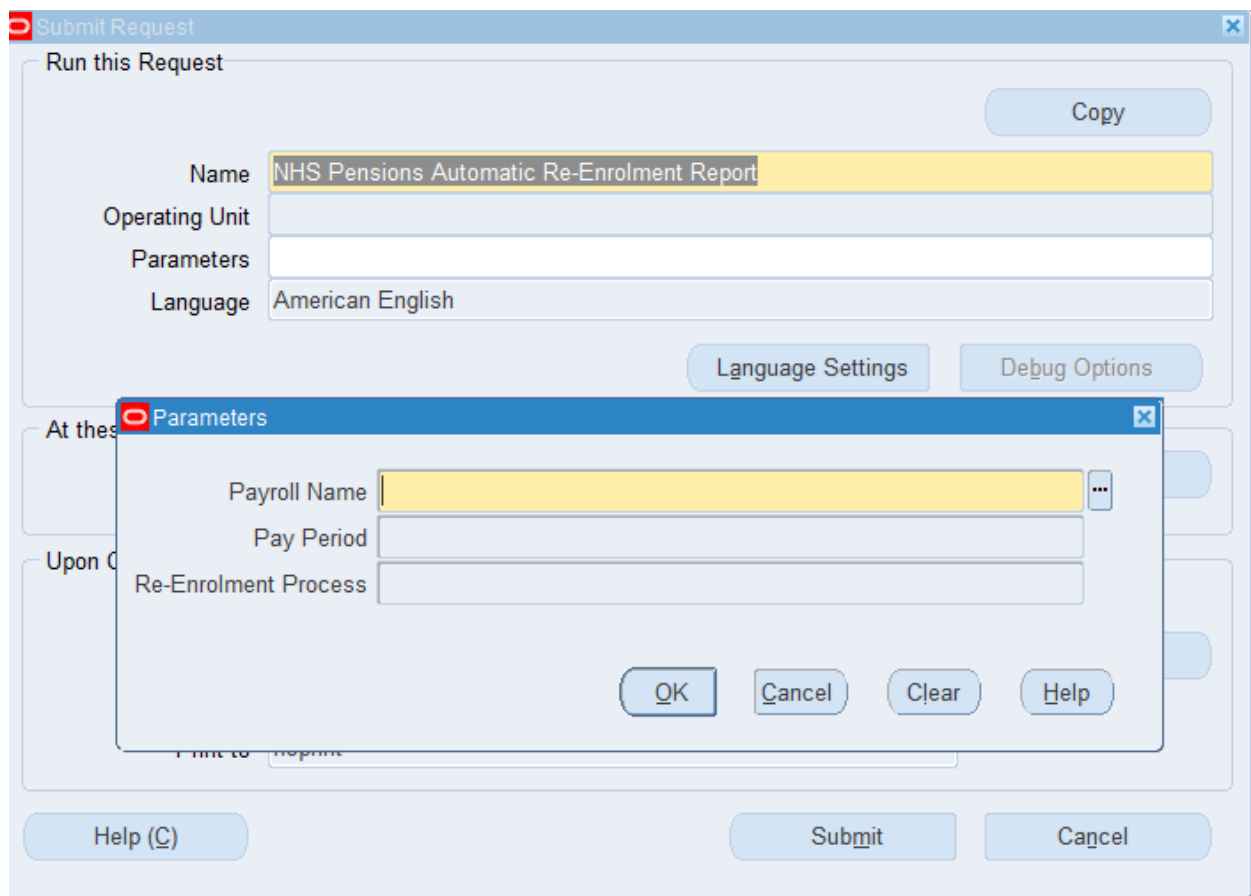
The NHS Pensions Automatic Re-enrolment Report is produced as part of the NHS Pensions Automatic Re-Enrolment Process but is also available as a standalone process.

This report lists all Assignments in the Payroll which are automatically re-enrolled into a qualifying pension scheme as on the re-enrolment date that would have been set as parameter for the process.

**User Responsibility:**

- XXX HR Administration
- XXX Payroll Super Administration
- XXX Pensions Administration

**Parameters:**



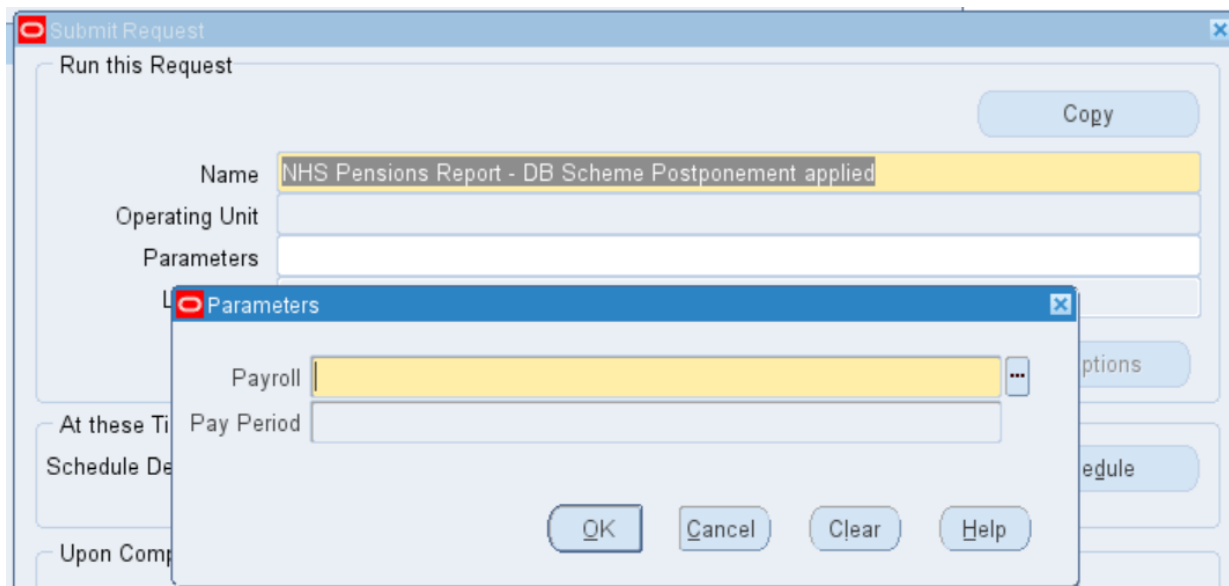
## PEN 7.1.13 NHS Pensions Report - DB Scheme Postponement applied

---

This report uses the Pension Information element and the Postponement type identified and list all Assignments in the Payroll who have DB Scheme Postponement applied.

### User Responsibility:

XXX HR Administration  
XXX Payroll Super Administration  
XXX Pensions Administration

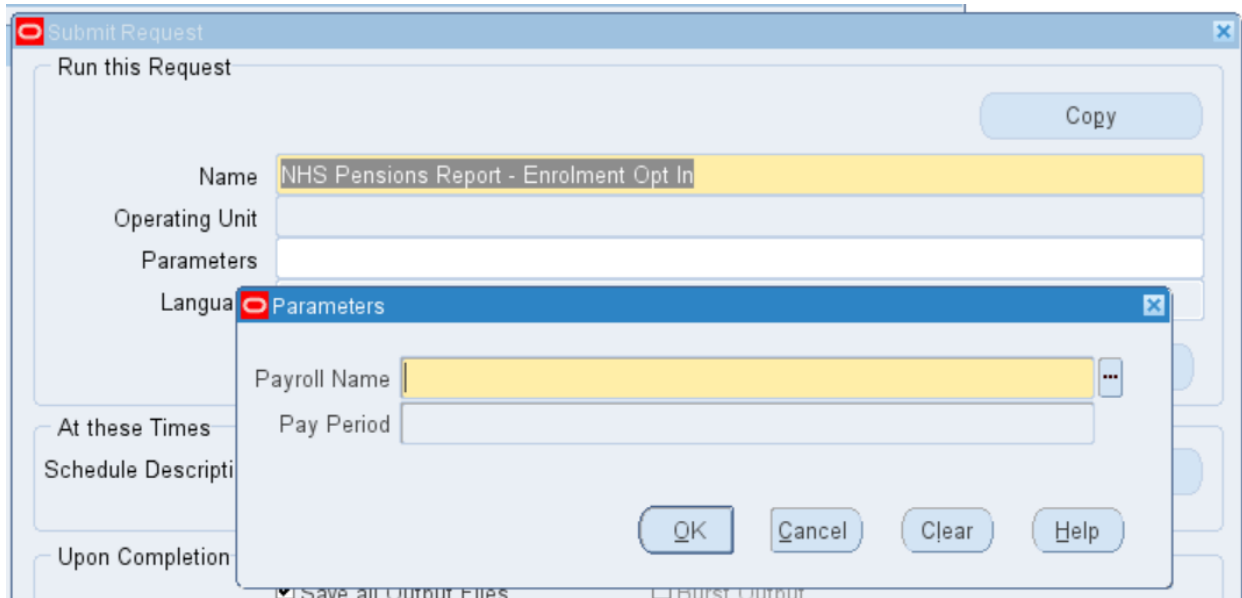


# PEN 7.1.14 NHS Pensions Report - Enrolment Opt In

This report uses the Pension Information element and the Postponement type identified and lists all Assignments in the Payroll who have DB Scheme Postponement applied.

### User Responsibility:

- XXX HR Administration
- XXX Payroll Super Administration
- XXX Pensions Administration



# PEN 7.1.15 GB Pensions Report (Automatic Re-enrolment Applied)

This report lists the assignments which have been automatically re-enrolled in the period for which the report is run.

**User Responsibility:**

XXX Payroll Super Administration

**Parameters:**

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

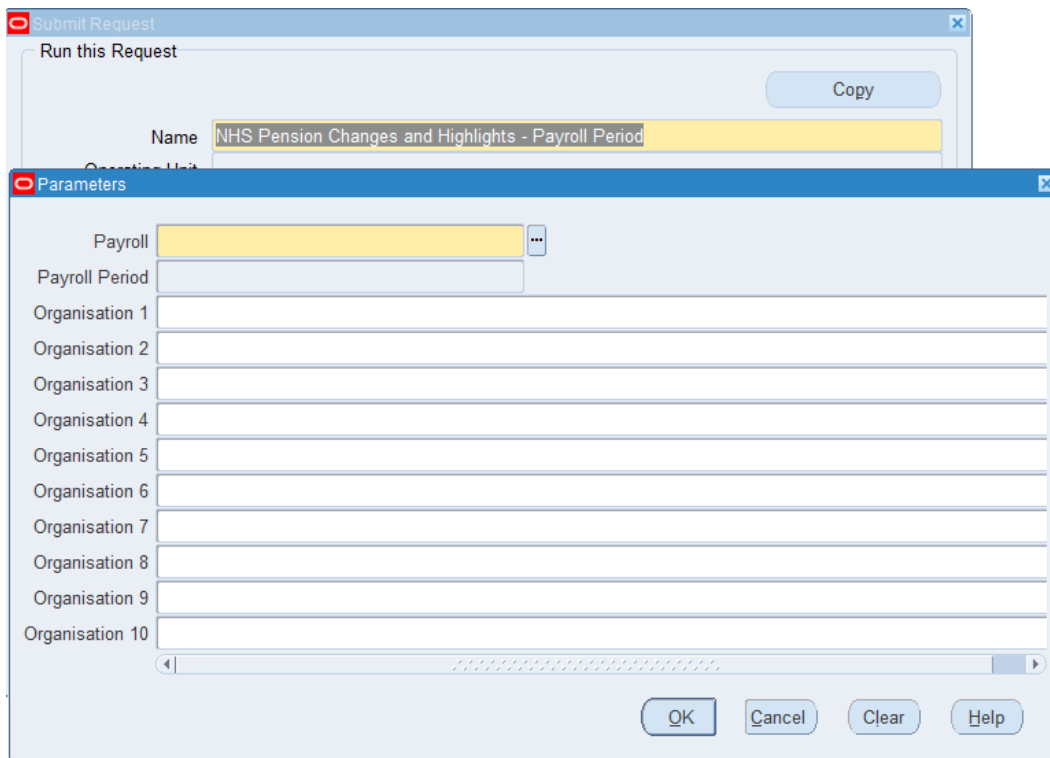
- Run this Request** section:
  - Name:** GB Pensions Report (Automatic Re-enrolment Applied)
  - Operating Unit:** (empty)
  - Parameters:** (empty)
  - Language:** American English
  - Buttons: Copy, Language Settings, Debug Options
- At these Times** section: (empty)
- Upon** section: (empty)
- Parameters** sub-dialog box (open):
  - Payroll:** (empty)
  - Re-enrolment Date:** (empty)
  - Buttons: OK, Cancel, Clear, Help
- Bottom buttons: Help (C), Submit, Cancel

# PEN 7.1.16 NHS Pension Changes and Highlights – Payroll Period

This report provides users with information in order to validate accuracy of data entered onto ESR by displaying selected date tracked changes and highlight selected conditions for current employees and leavers, within a specified period.

## User Responsibility:

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Pensions Administration



## Example Output

NHS Pension Changes and Highlights - Payroll Period				Date Run:	24/02/2017 15:44		
Payroll Name	XXX Monthly						
Payroll Period	10/2017 Calendar Month						
Organisation(s)	<input type="text"/>						
Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Update Date

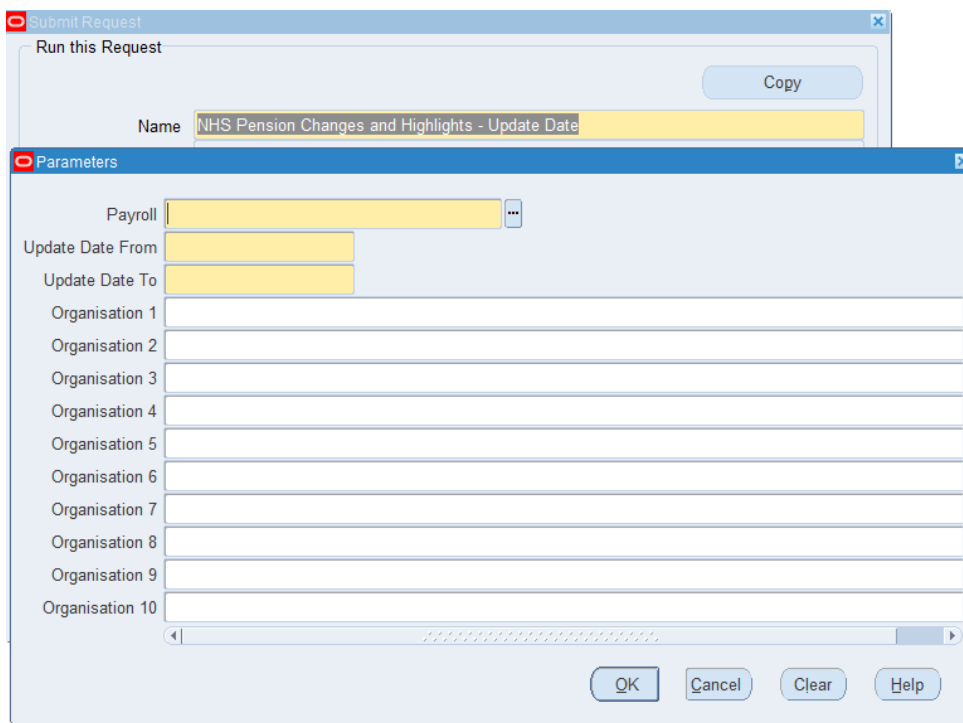


# PEN 7.1.17 NHS Pension Changes and Highlights – Update Date

This report provides users with information in order to validate accuracy of data entered onto ESR by displaying selected date tracked changes and highlight selected conditions for current employees and leavers, within a specified period.

## User Responsibility:

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Pensions Administration



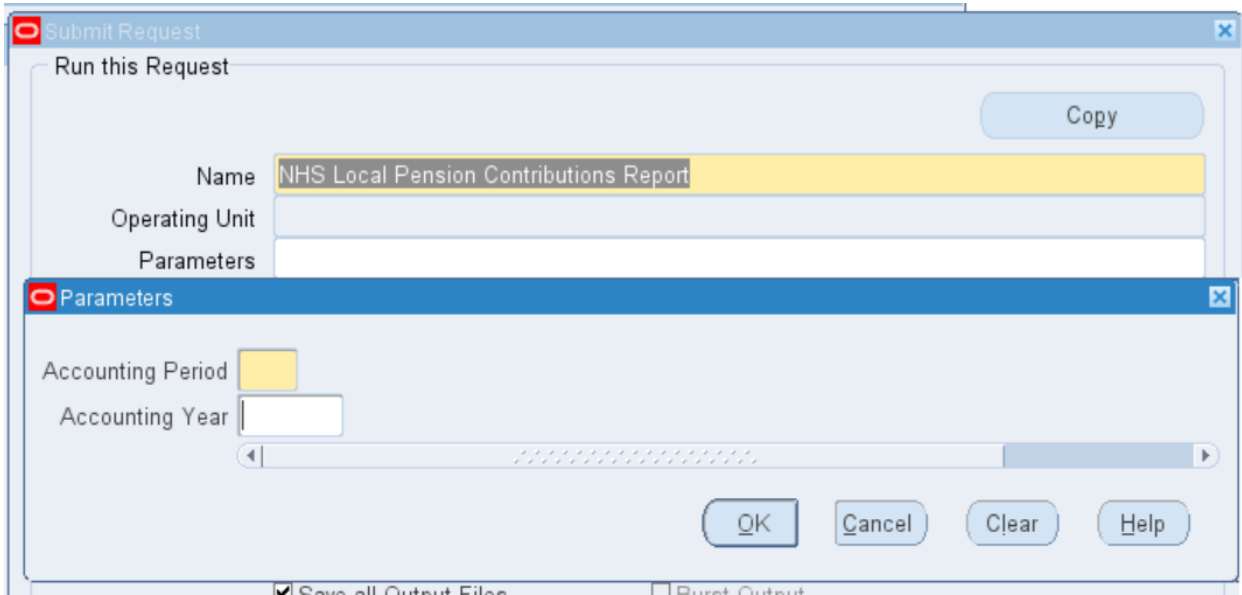
# PEN 7.1.18 NHS Local Pension Contributions Report

This report is designed to return contributions to local pension schemes at assignment level

## User Responsibility:

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Pensions Administration

## Parameters



## Example Output

**Title** NHS Local Pension Contributions  
**Date** 12-APR-2021 12:02:41

### Parameters

**Accounting Period** 10  
**Accounting Year** 2021

Deduction Type	Description	Full Name	Assignment Number	NI Number	Pensionable Pay	Employee's Contributions	Employer's Contributions
Local	Local Description	Joe Bloggs		12345 NX123456C	£980.57	£191	120.93

# PEN 7.1.19 NHS Pensions Automatic Enrolment - Employee Letters

The request can be run after the NHS Pensions Automatic Enrolment Process to generate the each of the four letter types.

## User Responsibility:

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX Payroll Audit
- XXX Pensions Administration

## Parameters

The image shows two overlapping dialog boxes. The top dialog, titled 'Submit Request', has a 'Run this Request' section with a 'Copy' button. Below this are three input fields: 'Name' (containing 'NHS Pensions Automatic Enrolment - Employee Letters'), 'Operating Unit', and 'Parameters'. The bottom dialog, titled 'Parameters', contains several input fields: 'Payroll' (with a dropdown arrow), 'Period', 'Letter (Simplified Communications)', 'Mode', 'Assignment Set', and 'Issue Date'. At the bottom of the 'Parameters' dialog are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

it is recommended that the process is initially run using the 'Summary of Changes for Review' mode to identify which assignments will be picked up for a given letter generation.

Only one letter can be generated per assignment in a given period. When a letter is generated for an assignment it is recorded as having been generated and cannot be regenerated for the same event.

## REC 8.1.1 NHS E-Recruitment Inbound Interface Exception

The NHS E-Recruitment Inbound Interface Exception Report will allow users to determine what has happened to applications supplied through the e-Recruitment interface. This can be run for a specific vacancy or for all vacancies in a specific time period.

This report can be exported to Excel. Please see Guide to Enhancements and Changes Release 4.6 for information.

**Frequency:** Ad hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx HR Administration

xxx HR Management

xxx Recruitment & Applicant Enrolment Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and values:

- Name:** NHS E-Recruitment Inbound Interface Exception Report
- Parameters:** (Empty field)
- Language:** Parameters
- Start Date:** 01-JAN-2007
- End Date:** 13-SEP-2007
- Vacancy:** 060-CCN367VAC1
- Record Status:** I
- Include INFO Exceptions?:** Yes
- Include WARNING Exceptions?:** Yes
- Include ERROR Exceptions?:** Yes

Buttons at the bottom include: Help (C), Submit, Cancel, Clear, and Help.

### Data Items

Country	Ref 01 Address2	Interview Flag
Home Tel	Ref 01 Address3	Ref 03 First Name
Work Tel	Ref 01 Town	Ref 03 Surname
Mob Tel	Ref 01 County	Ref 03 Job Title
Contact	Ref 01 Postcode	Ref 03 Address1
Need Permit	Ref 01 Country	Ref 03 Address2
Work Permit Number	Ref 01 Tel	Ref 03 Address3
Work Permit Expiry Date	Ref 01 Email	Ref 03 Town
Driving Licence	Ref 01 Relationship	Ref 03 County
New Deal	Ref 01 Approach Prior to	Ref 03 Postcode
Ethnic Origin Code	Interview Flag	Ref 03 Country
Disabled	Ref 02 First Name	Ref 03 Tel
Arrangements	Ref 02 Surname	Ref 03 Email
Prof 01 Professional Body	Ref 02 Job Title	Ref 03 Relationship
Prof 01 Registration Type	Ref 02 Address1	

Prof 01 Registration Number Prof 01 Expiry Date Prof 02 Professional Body Prof 02 Registration Type Prof 02 Registration Number Prof 02 Expiry Date Ref 01 First Name Ref 01 Surname Ref 01 Job Title Ref 01 Address1	Ref 02 Address2 Ref 02 Address3 Ref 02 Town Ref 02 County Ref 02 Postcode Ref 02 Country Ref 02 Tel Ref 02 Email Ref 02 Relationship Ref 02 Approach Prior to	Ref 03 Approach Prior to Interview Flag NHS Jobs Application Link
--	--	---

# REC 8.2.1 Full Applicant Details Report

The Full Applicant Details Report lists applications and applicant interviews for one applicant.

**Frequency: Ad hoc**

Expected Runtime: 6 – 20 Minutes

**User Responsibility:** xxx HR Administration

- xxx HR Data Entry
- xxx HR Management
- xxx Recruitment & Applicant Enrolment Administration
- xxx Recruitment & Applicant Enrolment Data Entry
- xxx Recruitment Data Entry

## Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and controls:

- Run this Request...** section:
  - Name:** Full Applicant Details Report
  - Parameters:** (empty text field)
  - Copy...** button
- Parameters** section:
  - Effective Date:** 13-JAN-2006
  - Applicant:** (empty text field)
  - OK**, **Cancel**, **Clear**, and **Help** buttons
- Save all Output Files** (checked checkbox)
- Layout**, **Notify**, and **Print to** (noprnt) fields with an **Options...** button
- Help (C)**, **Submit**, and **Cancel** buttons at the bottom

# Example output for the Full Applicant Details Report

NHS Business Group

Full Personal Details Report  
Full Applicant Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:47

## Report Parameters

Person Name: Sarah Trees

## Contents

-----

Applications  
Application Assignments  
Interviews  
Assignment Statuses

DNHS Business Group

Full Personal Details Report  
Full Applicant Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:47  
Page: 1 of 3

## Applications:

-----  
Application Number: 7062  
Date Received: 01-JUN-2006  
Termination Reason:  
Current Employer:  
Projected Hire Date:  
Successful:

## Comments:

## Additional Details:

DNHS Business Group

Full Personal Details Report  
Full Applicant Details

Effective Date: 01-JUN-2006  
Report Date: 12-JUN-2006 11:47  
Page: 2 of 3

## Applicant Assignments:                      Effective Start Date: 2006/06/01 00:00:00                      Effective End Date:

-----  
Application Assignment Number: 1168  
Vacancy:  
Recruitment Activity:  
Organization: 298 Hospital D  
Job: Nursing and Midwifery Registered|Enrolled Nurse  
Grade: NHS|XN05|Non Review Body Band 5  
Status: Shortlisted 1st Interview  
Group Name:  
Position:  
Location: 298 Location\_D  
Reason:  
Recruiter:  
Referred By:  
Length of Probation Period:  
Units:  
End of Probation Period:  
Working Hours:  
Frequency:  
Start Time:  
End Time:  
Supervisor:  
Manager: No

## SEC 9.1.1 NHS Active Responsibilities

The NHS Active Responsibilities Report will provide information to identify which responsibilities a user has, identify which users are attached to a specific responsibility and identify the specific Menus, Functions, Data groups that are attached to a Responsibility.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Local HRMS Systems Administration

xxx Local HRMS Systems and User Administration  
xxx Local HRMS User Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with the following sections and fields:

- Run this Request...**
  - Name: NHS Active Responsibilities
  - Parameters: (empty field)
  - Language: American English
  - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
  - Run the Job: As Soon as Possible
  - Button: Schedule...
- Upon Completion...**
  - Save all Output Files
  - Layout: (empty field)
  - Notify: (empty field)
  - Print to: noprint
  - Button: Options...
- Bottom buttons: Help (C), Submit, Cancel



## Example output for the NHS Active Responsibilities Report

Active Responsibilities and Their Active Users						07-JUN-07 15:53
						Page: 1
Application	Responsibility	Security Group	User	Start	End	
Human Resources	060 Disco Ad Hoc	Standard	298KADAMS	16-MAY-07		
Human Resources	060 HR Administration	Standard	298KADAMS	18-MAY-07		
Human Resources	298 Absence Administration	Standard	298KADAMS	19-APR-07		
			298KWALSH	25-APR-07		
			298LFACEY	04-JUN-07		
			298NADCOCK	04-MAY-07		
			298NBAGDADI	13-APR-07		
			298FSUMBAL	17-APR-07		
			298TPRUE	17-APR-07		
Human Resources	298 Absence Data Entry	Standard	298NBAGDADI	31-MAY-07		
Human Resources	298 Administrator Self Service (Payroll Approvals Not Required)	Standard	298JSMALL	24-APR-07		
			298KADAMS	18-APR-07		
			298FSUMBAL	17-APR-07		
Human Resources	298 Administrator Self Service (Payroll Approvals Required)	Standard	298KADAMS	18-APR-07		
Human Resources	298 Bank Administration	Standard	298NBAGDADI	31-MAY-07		
Human Resources	298 Career Management	Standard	298KADAMS	18-APR-07		
			298KWALSH	23-MAY-07		
			298NADCOCK	24-APR-07		
			298NBAGDADI	13-APR-07		
			298FSUMBAL	19-APR-07		
Human Resources	298 Disco Ad Hoc	Standard	298KADAMS	18-APR-07		
			298KWALSH	25-APR-07		
			298LFACEY	30-MAY-07		
			298NADCOCK	13-APR-07		
			298FSUMBAL	17-APR-07		
Human Resources	298 Employee Relations Administration	Standard	298KADAMS	01-JUN-07		
			298KWALSH	15-MAY-07		
			298NBAGDADI	31-MAY-07		
			298FSUMBAL	22-MAY-07		

## SEC 9.1.2 NHS Signon Audit Unsuccessful Logins

The NHS Signon Audit Unsuccessful Logins Report will produce a list of all unsuccessful signon attempts made over a selected period.

**Frequency: Ad Hoc**

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Local HRMS System Administration

xxx Local HRMS System & User Administration

xxx Local HRMS User Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...** (Section header)
- Name:** NHS Signon Audit Unsuccessful Logins
- Parameters:** (Empty field)
- Language:** American English
- Parameters** (Sub-dialog box):
  - Order By:** User Name
  - User Name:** (Empty field)
  - From Attempt Date:** 01-JAN-2006
  - To Attempt Date:** 31-MAR-2006
- Print to:** noprint
- Buttons:** Copy..., OK, Cancel, Clear, Help, Options..., Submit, Cancel, Help (C)

# Example of an NHS Audit Unsuccessful Logins Report

Unsuccessful Logins Audit Report

Report Date: 09-JUN-2006 15:59

Page: 1

## Parameter Values

-----

Order By:                    User Name  
User Name:  
From Attempt Date:    01-APR-2006  
To Attempt Date:      30-JUN-2006

User Name	Attempt Time
-----	-----
298AWALKER	07-JUN-2006 09:07
298BBARNET	23-MAY-2006 18:24
298BBARNET	30-MAY-2006 17:18
298CADDISON	23-MAY-2006 09:32
298CADDISON	23-MAY-2006 11:48
298CADDISON	23-MAY-2006 17:20
298CADDISON	24-MAY-2006 08:59
298CADDISON	24-MAY-2006 09:00
298CADDISON	30-MAY-2006 10:54
298CADDISON	30-MAY-2006 10:54
298CADDISON	30-MAY-2006 11:01
298CADDISON	30-MAY-2006 16:40
298CADDISON	30-MAY-2006 16:40
298CADDISON	30-MAY-2006 17:08
298CADDISON	30-MAY-2006 17:13
298CADDISON	30-MAY-2006 17:15
298EADAMS	23-MAY-2006 17:22
298JHALL	30-MAY-2006 14:52
298JHALL	30-MAY-2006 14:52
298JHALL	30-MAY-2006 14:52
298JHALL	30-MAY-2006 15:08
298JHALL	06-JUN-2006 17:00
298JHALL	06-JUN-2006 17:00
298JHALL	06-JUN-2006 17:00

## SEC 9.1.3 NHS Signon Audit Users

The NHS Signon Audit Users Report allows you to produce a list of activity on ESR by user within the specified date parameters.

**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Local HRMS System Administration

xxx Local HRMS System & User Administration

xxx Local HRMS User Administration

### Parameters

The screenshot shows a 'Submit Request' dialog box. The main dialog has a title bar 'Submit Request' and a close button. Below the title bar is a section 'Run this Request...' with a 'Copy...' button. The 'Name' field is 'NHS Signon Audit Users' and the 'Parameters' field is empty. A 'Parameters' sub-dialog is open, showing 'Sort By' as 'User Name', 'User Name' as an empty field, 'From Active Date' as an empty field, and 'To Active Date' as an empty field. The sub-dialog has 'OK', 'Cancel', 'Clear', and 'Help' buttons. The main dialog also has a 'Notify' field, a 'Print to' field set to 'noprint', and 'Options...' button. At the bottom of the main dialog are 'Help (C)', 'Submit', and 'Cancel' buttons.

**Please note:** This report will show an End Time against Smartcard User sessions which have been terminated abruptly, typically by the User removing their smartcard from the card reader. The End Time will not be exact but will be within 20 minutes of the actual time at which the session was terminated.

This only applies to Smartcard User sessions, non-Smartcard sessions which terminate abruptly will only have Start Times reported for them.

Example of an NHS Audit Users Report

NHS Signon Audit Users Report

Report Parameters

Sort By: USER\_NAME  
User Name:  
From Active Date: 01-APR-2006  
To Active Date: 30-JUN-2006

□

Report Date: \*\*\*\*\*  
Page: 1 of 5

NHS Signon Audit Users Report

User Name	Start Active Time	End Active Time
298BASHIANI	30-MAY-2006 18:13	30-MAY-2006 18:14
298BBARNET	25-MAY-2006 10:08	25-MAY-2006 10:12
298BBARNET	30-MAY-2006 10:56	30-MAY-2006 11:00
298BBARNET	30-MAY-2006 16:55	30-MAY-2006 16:55
298BBARNET	30-MAY-2006 18:14	30-MAY-2006 18:15
298BBARNET	30-MAY-2006 16:56	30-MAY-2006 16:59
298BBARNET	30-MAY-2006 17:18	30-MAY-2006 17:19
298CADDISON	25-MAY-2006 10:13	25-MAY-2006 10:14
298CADDISON	30-MAY-2006 16:48	30-MAY-2006 16:49

## SEC 9.1.4 NHS Users of a Responsibility

The NHS Users of a Responsibility Report shows a listing of users who have a particular responsibility within an application.

**Frequency: Ad Hoc**

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Local HRMS System Administration

xxx Local HRMS System & User Administration

xxx Local HRMS User Administration

### Parameters

The image shows a 'Submit Request' dialog box with the following details:

- Run this Request...** section:
  - Name: **NHS Users of a Responsibility**
  - Parameters: (empty field)
- Parameters** dialog box (overlaid):
  - Application Name: (empty field)
  - Responsibility Name: (empty field)
  - Buttons: OK, Cancel, Clear, Help
- Bottom section:
  - Save all Output Files
  - Layout: (empty field)
  - Notify: (empty field)
  - Print to: **noprint**
  - Buttons: Options...
- Bottom-most buttons: Help (H), Submit, Cancel

# Example output of an NHS Users of a Responsibility Report

## Users with a Given Responsibility

Application Name: Oracle Human Resources  
 Responsibility Name: 434 Payroll Data Entry

User Name	Start Date	End Date	Description
434BHOLLOWAY	21-MAY-04		Ben Holloway
434BSMITH02	03-MAY-05		Ben Smith02
434BSMITH03	03-MAY-05		Ben Smith03
434BSMITH04	03-MAY-05		Ben Smith04
434BSMITH05	03-MAY-05		Ben Smith05
434BSMITH06	03-MAY-05	31-MAY-05	Ben Smith
434BSMITH07	03-MAY-05	07-MAY-05	Ben Smith
434BSMITH08	03-MAY-05		Ben Smith08
434BSMITH09	03-MAY-05		Ben Smith09
434BSMITH10	03-MAY-05		Ben Smith10
434GBAKER	21-MAY-04		Ginnette Baker
434HPENNY	21-MAY-04		Heather Penny
434KATKINS25	03-MAY-05		Kerry Atkins25
434KCRANFOO2	03-MAY-05	03-AUG-05	Katherine Mansbridge02
434KCRANFOO3	03-MAY-05	03-AUG-05	Katherine Mansbridge03
434KCRANFOO4	03-MAY-05	04-AUG-05	Katherine Mansbridge04
434KCRANFOO5	03-MAY-05	04-AUG-05	Katherine Mansbridge05
434KCRANFOO6	03-MAY-05	31-MAY-05	Katherine Mansbridge
434KCRANFOO7	03-MAY-05	03-MAY-05	Katherine Cranford07
434KCRANFOO8	03-MAY-05	01-SEP-05	Katherine Mansbridge08
434KCRANFOO9	03-MAY-05	03-AUG-05	Katherine Mansbridge09
434KCRANFO10	03-MAY-05	03-AUG-05	Katherine Mansbridge10
434KWHITWORTH	21-MAY-04		Kerry Whitworth
434MSHEARS	21-MAY-04		Mary Shears
434TRAINO1	21-MAY-04		Vivian Leese01
434TRAINO2	21-MAY-04		Vivian Leese02
434TRAINO3	21-MAY-04		Vivian Leese03
434TRAINO4	21-MAY-04		Vivian Leese04

## SEC 9.1.6 NHS User Responsibilities Report

This lists all active users and their responsibilities along with relevant employee details.

**Frequency: Ad Hoc**

**Expected Runtime:** Not Currently Benchmarked

### User Responsibility:

xxx Local HRMS System & User Administration

xxx Local HRMS User Administration

### Parameters

### Columns

Organisation	Description
Employee Number	Password Expiration Type
Last Name	Password Expiration Value
First Name	Email
Title	Fax
Person Type	Effective date from
Assignment Category	Effective date to
Assignment Status	Fixed Term End Date
Position Title	Latest Start Date
Job Role	Responsibility
Supervisor	Responsibility effective from
User Name	Responsibility effective to

Some columns can all be blank as the user may not be connected to a person, may be connected to a person where these values are blank or the assignment recorded may have been terminated e.g. an ex-user is generally connected to an ex-employee so there will be no assignment details available.

Care should be taken when combining certain parameters in this report as they may give unexpected results, such as no rows returned. For example Ex-Employees as at the report effective date will not have a current assignment record. Therefore if a person type of Ex-Employee is selected AND a specific Organisation or Starting Organisation is specified then there will never be any rows returned as an ex-employee cannot have a current assignment record linked to an organisation.



# SEC 9.1.7 NHS User Roles Report

This lists all users with roles along with relevant employee details.

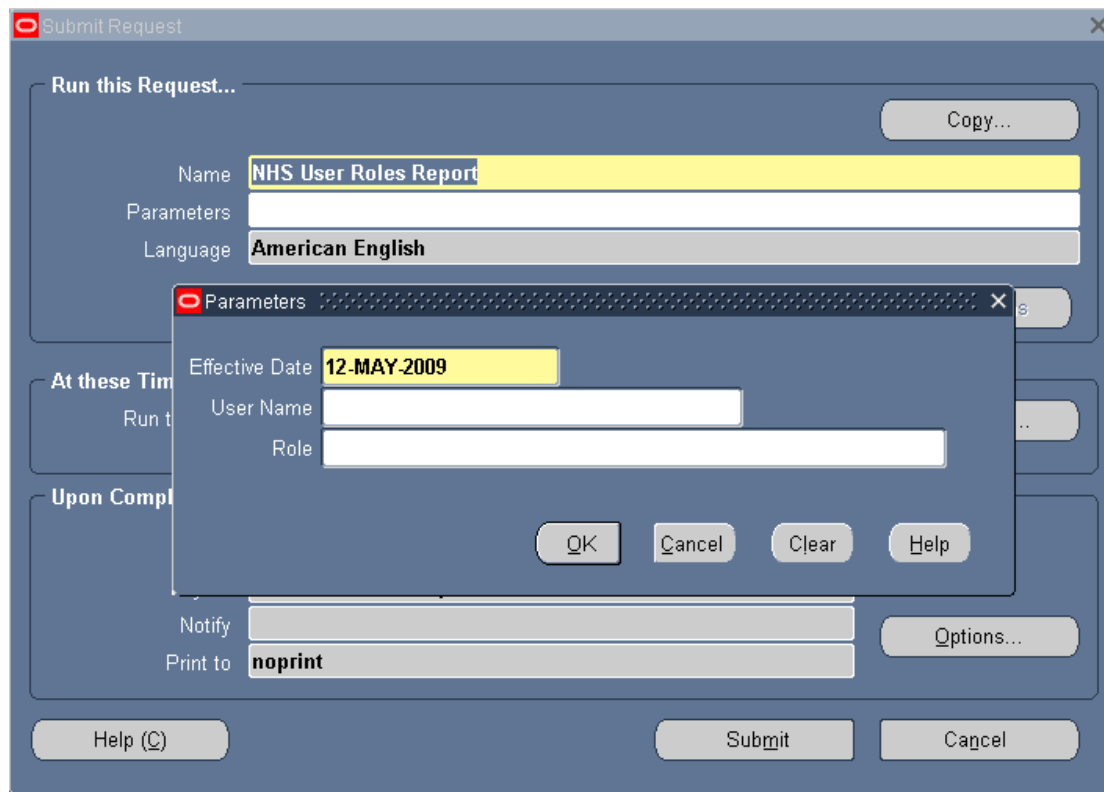
**Frequency:** Ad Hoc

**Expected Runtime:** Not Currently Benchmarked

**User Responsibility:** xxx Local HRMS System & User Administration

xxx Local HRMS User Administration

## Parameters



## Example Output

Title NHS User Roles  
Date 20/07/2009 14:48

Effective Date 20-Jul-09  
User Name  
Role Name

User Name	User Start Date	User End Date	Person	Organisation	Job Role	Position Title	Role Name	Role Type
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Gateway Increment Notification	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	HR Maternity Return Ntf	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	IAT Approver	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	New Starter Notification	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Payroll Super Admin	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	SSHR Payroll Approvals	HR Manager
504TRAIN01	07-Nov-95		Leese01, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Termination Notification	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Gateway Increment Notification	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	HR Maternity Return Ntf	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	IAT Approver	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	New Starter Notification	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Payroll Super Admin	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	SSHR Payroll Approvals	HR Manager
504TRAIN02	07-Nov-95		Leese02, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Termination Notification	HR Manager
504TRAIN03	07-Nov-95		Leese03, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Gateway Increment Notification	HR Manager
504TRAIN03	07-Nov-95		Leese03, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	HR Maternity Return Ntf	HR Manager
504TRAIN03	07-Nov-95		Leese03, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	IAT Approver	HR Manager
504TRAIN03	07-Nov-95		Leese03, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	New Starter Notification	HR Manager
504TRAIN03	07-Nov-95		Leese03, Mrs. Vivian	504 Trust Board	Nursing and Midwifery	Director of Nursing	Payroll Super Admin	HR Manager

## SEC 9.1.9 NHS Workflow Summary Report

This report provides administrators with the ability to produce outputs detailing specific information about workflow notifications which have been submitted.

### Available to:

XXX HR Administration  
 XXX Local HRMS Systems and User Administration  
 XXX Workflow Administrator URP

### Parameters

The screenshot shows a 'Submit Request' window with a 'Parameters' sub-window open. The main window has fields for Name, Operating Unit, Parameters, and Language. The sub-window has fields for Workflow Item Type, Date From, Date To, Status (set to ANY), and Owner. Buttons for OK, Cancel, Clear, and Help are visible in the sub-window.

### Example Output

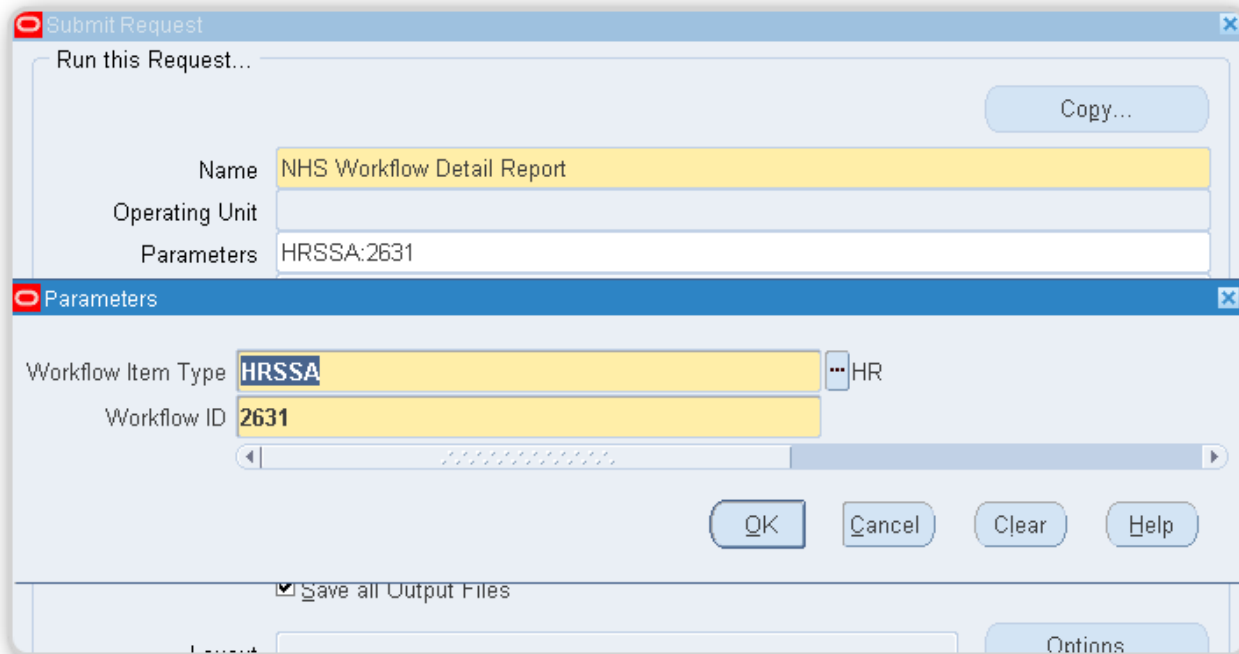
Workflow ID	Status	Owner	Start Date	End Date	Process
2388	COMPLETE	504TRAIN01	16-Apr-12	16-Apr-12	Class enrollment
2389	COMPLETE	504TRAIN01	16-Apr-12	16-Apr-12	Class enrollment
2624	COMPLETE	504TRAIN01	16-Apr-12	16-Apr-12	Class enrollment
2628	COMPLETE	504TRAIN01	16-Apr-12	16-Apr-12	Class enrollment
2629	COMPLETE	504TRAIN01	16-Apr-12	16-Apr-12	Class enrollment
2631	ACTIVE	504TRAIN01	17-Apr-12		XX NHS Enroll in Learning No Approval
2708	COMPLETE	504TRAIN01	17-Apr-12	17-Apr-12	Class enrollment
2858	COMPLETE	504TRAIN01	17-Apr-12	17-Apr-12	Class enrollment
2861	COMPLETE	504TRAIN01	17-Apr-12	17-Apr-12	Class enrollment
2867	COMPLETE	504TRAIN01	17-Apr-12	17-Apr-12	Class enrollment

## SEC 9.1.10 NHS Workflow Detail Report

This report provides administrators with the ability to view information for a specific workflow notification(s) using the Workflow ID (available from the NHS Workflow Summary Report) and report on all information flows against the Workflow ID.

Available to:  
 XXX HR Administration  
 XXX Local HRMS Systems and User Administration  
 XXX Workflow Administrator URP

### Parameters



### Example Output

Sequence Number	Action	Action Date	From	To	Notification Subject
1	#NULL	19/04/2012 11:52	SYSADMIN	Jimenes01, Monica	Leave of Absence has been forwarded to Leese01, Vivian
2	RETURNEDFORCORRECTION	19/04/2012 11:52	Jimenes01, Monica	Leese01, Vivian	Leave of Absence for Jimenes01, Monica
3	RETURNEDFORCORRECTION	19/04/2012 11:53	Leese01, Vivian	Leese01, Vivian	Leave of Absence for Jimenes01, Monica
4	RESUBMIT	19/04/2012 11:53	Leese01, Vivian	Jimenes01, Monica	Leave of Absence for Jimenes01, Monica is Returned for Correction
5	#NULL	19/04/2012 11:54	Jimenes01, Monica	Workflow System	Leave of Absence has been forwarded to Leese01, Vivian
6	RESUBMIT	19/04/2012 11:54	Jimenes01, Monica	Workflow System	Leave of Absence for Jimenes01, Monica is Returned for Correction
7	#NULL	19/04/2012 11:54	SYSADMIN	Jimenes01, Monica	Leave of Absence has been forwarded to Leese01, Vivian
8	Approve	19/04/2012 11:54	Jimenes01, Monica	Leese01, Vivian	Leave of Absence for Jimenes01, Monica
9	Approve	19/04/2012 11:54	Jimenes01, Monica	Workflow System	Leave of Absence for Jimenes01, Monica
10	Approve	19/04/2012 11:54	Leese01, Vivian	Workflow System	Leave of Absence for Jimenes01, Monica
11	#NULL	19/04/2012 11:54	Leese01, Vivian	Workflow System	Leave of Absence has been forwarded to Leese01, Vivian
12	#NULL	19/04/2012 11:54	SYSADMIN	Jimenes01, Monica	Leave of Absence for Jimenes01, Monica has been approved.

# SEC 9.1.11 NHS Absence Workflow Work In Progress Report

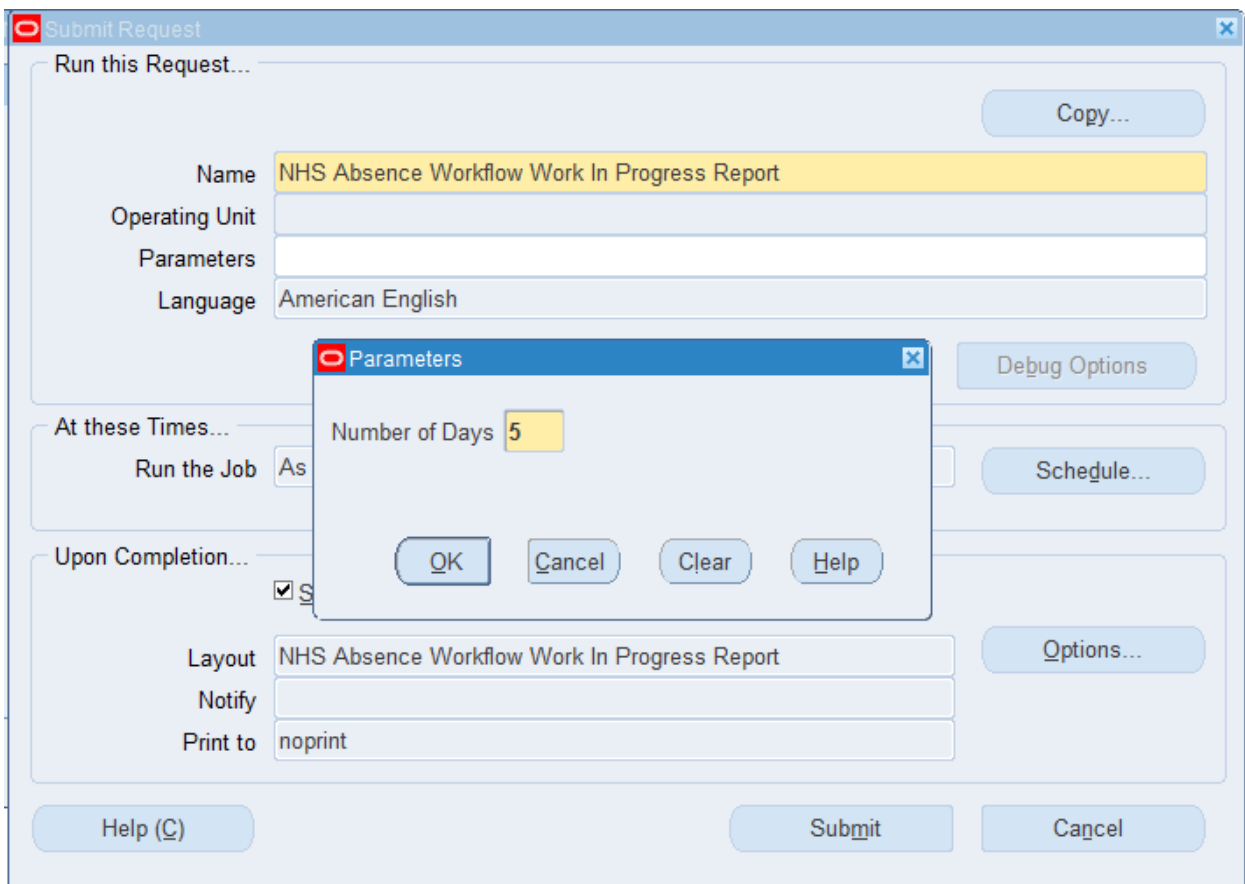
This process enables users to report on Self Service Absence workflows which have a status of 'Work in Progress'.

An Excel output is produced containing the following fields:

- Employee Number
- Employee Name
- Creation Date
- Absence Action (i.e. Update, Create)
- Absence Status (i.e. Planned, Confirmed)
- Absence Category (i.e. Sickness, Annual Leave)
- Absence Start Date
- Absence End Date
- Absence Projected Start Date
- Absence Projected End Date
- Supervisor Name
- Supervisor Employee Number
- Supervisor User Name
- Creator Name
- Creator User Name

The process is available from the following responsibilities:

- XXX HR Administration
- XXX HR Administration (With RA)
- XXX Workflow Administrator



Navigation Path: Requests > Submit Request > Single Request

The process has a mandatory parameter - 'Number of Days' for which a maximum of 30 can be entered and will provide up to 30 days' worth of work in progress transactions (from system date).

If a value of more than 30 is entered the following error will be produced:

'Please enter a value between 1 and 30'

Although the process can be submitted during core hours it will show will a phase of 'Pending' and status of 'Scheduled'.

The process will run in non-core hours (i.e. after 18:00).

NOTE: It is advised that this request is not run more than once a day per VPD as the request can provide up to 30 days' worth of data.