NHS ELECTRONIC STAFF RECORD

ESR-NHS0231 - GUIDE TO ESRBI MEDICAL AND DENTAL DASHBOARD

Information Classification: PUBLIC

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Creation Date:	May 2016
Last Updated:	January 2026
Version:	13.0

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
16/08/2016	Matt Madya	2.0	Updated following new ESRBI developments
02/05/2018	Matt Madya	3.0	Updated following R38
01/10/2018	Matt Madya	4.0	Updated following new ESRBI developments
14/01/2019	Matt Madya	5.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	6.0	Updated following new ESRBI developments
22/03/2021	Matt Madya	7.0	Annual Review
04/02/2022	Matt Madya	8.0	Updated following new ESRBI developments
06/06/2023	Matt Madya	9.0	Updated following new ESRBI developments
01/02/2024	Matt Madya	10.0	Updated following new ESRBI developments
30/04/2025	Matt Madya	11.0	Updated following new ESRBI developments
01/09/2025	Matt Madya	12.0	Updated following new ESRBI developments
30/01/2026	Matt Madya	13.0	Updated following new ESRBI developments

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DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

CONTENTS

DOCUMENT CONTROL 2

CHANGE RECORD 2

REVIEWERS 2

DISTRIBUTION 2

CONTENTS 3

Design Assumptions 4

Examples 4

Medical and Dental Dashboard 5

Medical and Dental Job Plans 6

Job Plan Detail Tab 6

Competency Analysis Tab 8

Competency Detail Tab 10

Job Plan By Status Tab 10

Trend Analysis Tab 11

Deanery Post Summary Tab 12

Deanery Post Detail Tab 13

DPN Applicant Detail 14

DPN Employee Detail 15

Pay Progression Tab 16

Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Medical and Dental Dashboard

Description

This dashboard shows the number of assignments with a specific Job Role (specified in the prompts) who have a Medical and Dental Job Plan that is either Expired, Unsigned or Current (i.e. within the last 12 months). Gauges are provided for each and can either be shown as combined (both Consultant and SAS) or Split (a Gauge for each).

Allocation

This dashboard is available to the following URPs:

XXX BI Administrator
XXX HR Administrator
XXX HR Administrator (With RA)
XXX HR Management
XXX Manager Self Service (Payroll Approvals Not Required)
XXX Manager Self Service (Payroll Approvals Required)
XXX Administrator Self Service (Payroll Approvals Not Required)
XXX Administrator Self Service (Payroll Approvals Required)
XXX Supervisor Self Service
XXX Supervisor Self Service (Limited Access)

Prompts

Job Role (Default: 'Other' Community Health Service
Clinical Assistant; Clinical Director – Dental; Clinical Director – Medical; Clinical Medical Officer Consultant; Dental Surgeon acting as Hospital Consultant; Director of Public Health; Hospital Practitioner; Medical Director; Professor; Senior Clinical Medical Officer; Special Salary Scale in Public Health Medicine; Specialty Doctor; Staff Grade (Closed); Trust Grade Doctor - Career Grade level)
Amber From (default: 60%)
Green From (default: 80%)
Primary Assignments Only
Months Plan is Valid For (default: 12 months)
Org Level 1-13
Effective Date
*Required Plan Type (Consultant, SAS or Both) (Default: Both)
Person Type
Employee Person Type
Assignment Category
Assignment Status
Location

Medical and Dental Job Plans

Description

This analysis is designed to show the percentage of Medical and Dental Staff with an Expired Job Plan, an Unsigned Job Plan, a Current Job Plan and a Detail View. RAG Status can be set using the available prompts. Gauges are provided for each and can either be shown as combined (both Consultant and SAS) or Split (a Gauge for each).

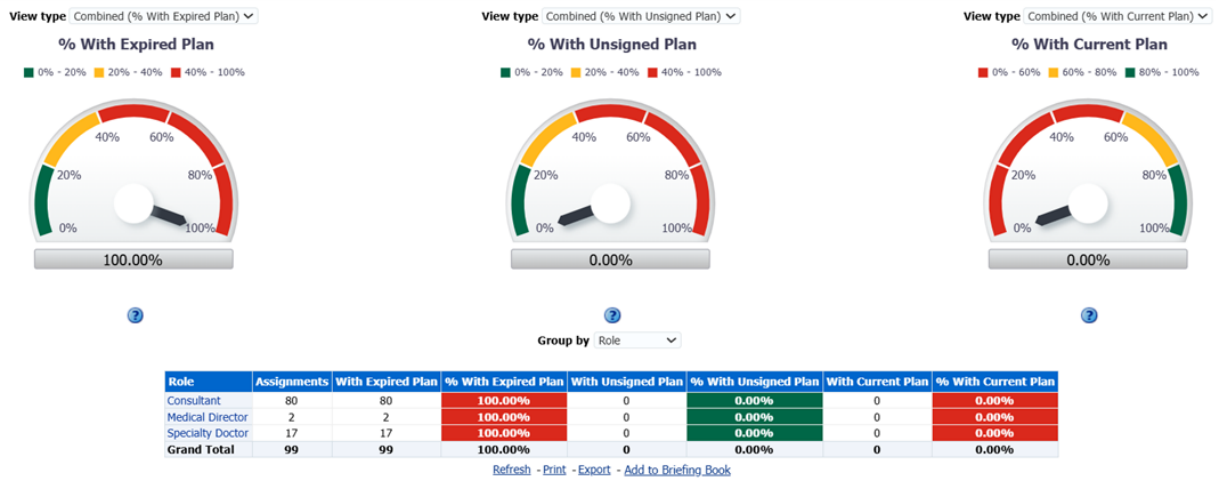
Data Items

Title	Description
Assignments	
Job Role	
Organisation	
Assignments with an Expired Plan	
% Assignment with an Expired Plan	
Assignments with an Unsigned Plan	Historical Job Plans only
% Assignment with an Unsigned Plan	Historical Job Plans only
Assignments with a Current Plan	
% Assignments with a Current Plan	

Prompts

Group By (default: Job Role)

Example Screenshot



Actions

Job Role > Job Plan Detail

Job Plan Detail Tab

Description

This analysis is designed to provide a detail view of Medical and Dental Job Plan information.

Data Items

Employee Number	Effective Date (Latest Job Plans only)
Assignment Number	Months Since Effective Date (Latest Job Plans only)
Employee Name	Total Contracted Activities / Sessions (Latest Job Plans only)
Role	Additional Programmed Activities / Sessions (APA / EPS) (Latest Job Plans only)
Occupation Code	Total Contracted Direct Clinical Care (DCC) (Latest Job Plans only)
Pay Grade	Total Contracted Supporting Professional Activities (SPA) (Latest Job Plans only)
FTE	Total Contracted Additional Responsibilities (ANR / AR) (Latest Job Plans only)
Organisation	Total Contracted External / Other Duties (ED) (Latest Job Plans only)
Org Level 1-13	Total Medical School Activities (MS) (Latest Job Plans only)
Email Address	On-Call Frequency (Latest Job Plans only)
Job Plan Type (Historical Job Plans only)	On-Call Category (Latest Job Plans only)
Date Last Reviewed (Historical Job Plans only)	On-Call Supplement (% England and SAS / Band Wales) (Latest Job Plans only)
Months Since Review (Historical Job Plans only)	Total Operating Theatre Work (Latest Job Plans only)
Signed at Last Review (Historical Job Plans only)	Elective Operating Theatre Work (Latest Job Plans only)
Next Review Date (Historical Job Plans only)	Non-Elective Operating Theatre Work (Latest Job Plans only)
Direct Clinical Care Duties - Hours (Historical Job Plans only)	Total Outpatient Activities (Latest Job Plans only)
Direct Clinical Care Duties - Sessions (Historical Job Plans only)	Ward Rounds and Inpatient Work (Latest Job Plans only)
On-Call Hours (Historical Job Plans only)	Total Additional to Contract (ATC) (Latest Job Plans only)
On-Call Sessions (Historical Job Plans only)	Across All Categories (Latest Job Plans only)
Supporting Professional Activities Hours (Historical Job Plans only)	Clinical Diagnostic Work (Latest Job Plans only)
Supporting Professional Activities Sessions (Historical Job Plans only)	Procedures (Latest Job Plans only)
Research/Education PA Hours (Historical Job Plans only)	Public Health Duties (Latest Job Plans only)
Additional Responsibilities Hours (Historical Job Plans only)	Research (Latest Job Plans only)
Additional Responsibilities Sessions (Historical Job Plans only)	Teaching and Education (Latest Job Plans only)
SAS In Hours (Historical Job Plans only)	Continuing Professional Development (Latest Job Plans only)
SAS Out of Hours (Historical Job Plans only)	DCC Travel (Latest Job Plans only)

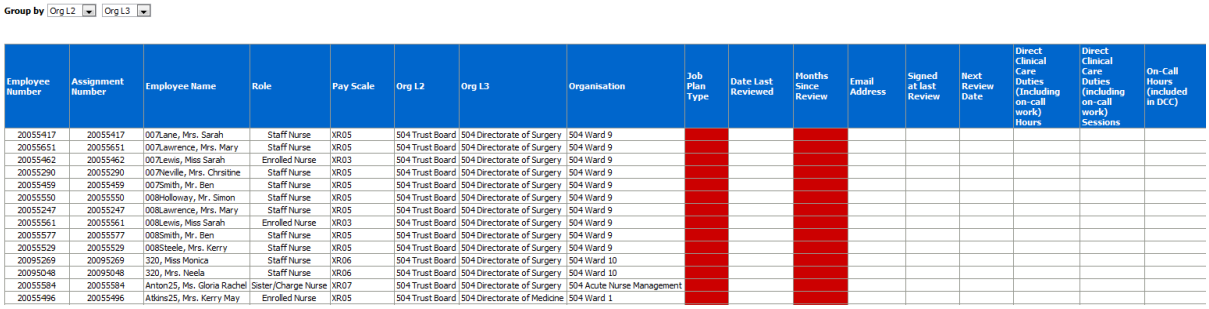
On-Call Rota Arrangements (Historical Job Plans only)	Non-DCC Travel (Latest Job Plans only)
Management Responsibilities Hours (Historical Job Plans only)	DCC Administration (Latest Job Plans only)
Management Responsibilities Sessions (Historical Job Plans only)	Non-DCC Administration (Latest Job Plans only)
Travelling Time (Historical Job Plans only)	Private Professional Services (Latest Job Plans only)
Other External Relevant NHS Duty Hours (Historical Job Plans only)	Fee Paying Services (Latest Job Plans Only)
Additional Fee Paying Work Hours (Historical Job Plans only)	Last Updated Date (Latest Job Plans Only)
Responsibility Allowance PA Hours (Historical Job Plans only)	Multidisciplinary Care (Latest Job Plans Only)
Average Weekly Private Practice Hours (Historical Job Plans only)	
Total DCC/SPA Hours (Historical Job Plans only)	
Total DCC/SPA Sessions (Historical Job Plans only)	
Total Hours of Other Duties (Historical Job Plans only)	
Total Commitment in Hours (Historical Job Plans only)	

Prompts

Include Entries (Default: Latest Entry Only)

Group By (Org Level 1-13)

Example Screenshot



Group by Org L2 Org L3

Employee Number	Assignment Number	Employee Name	Role	Pay Scale	Org L2	Org L3	Organisation	Job Plan Type	Date Last Reviewed	Months Since Review	Email Address	Signed at last Review	Next Review Date	Direct Clinical Care Duties (Including on-call work) Hours	Direct Clinical Care Duties (including on-call work) Sessions	On-Call Hours (included in DCC)
20055417	20055417	007Lane, Mrs. Sarah	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055651	20055651	007Lawrence, Mrs. Mary	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055462	20055462	007Lewis, Miss Sarah	Enrolled Nurse	XR03	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055290	20055290	007Neville, Mrs. Chrsitine	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055459	20055459	007Smith, Mr. Ben	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055550	20055550	008Holloway, Mr. Simon	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055247	20055247	008Lawrence, Mrs. Mary	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055561	20055561	008Lewis, Miss Sarah	Enrolled Nurse	XR03	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055577	20055577	008Smith, Mr. Ben	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055529	20055529	008Steele, Mrs. Kerry	Staff Nurse	XR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20095269	20095269	320, Miss Monica	Staff Nurse	XR06	504 Trust Board	504 Directorate of Surgery	504 Ward 10									
20095048	20095048	320, Mrs. Neela	Staff Nurse	XR06	504 Trust Board	504 Directorate of Surgery	504 Ward 10									
20055584	20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse	XR07	504 Trust Board	504 Directorate of Surgery	504 Acute Nurse Management									
20055496	20055496	Atkins25, Mrs. Kerry May	Enrolled Nurse	XR05	504 Trust Board	504 Directorate of Medicine	504 Ward 1									

Competency Analysis Tab

Description

This analysis is designed to show the number and percentage of assignments with Consultant or SAS Job Plans that require and have achieved specific Competencies (as defined by the user).

Data Items

Assignment Count (Required)	
Assignment Count (Attained)	

Percentage	
Contract Type	

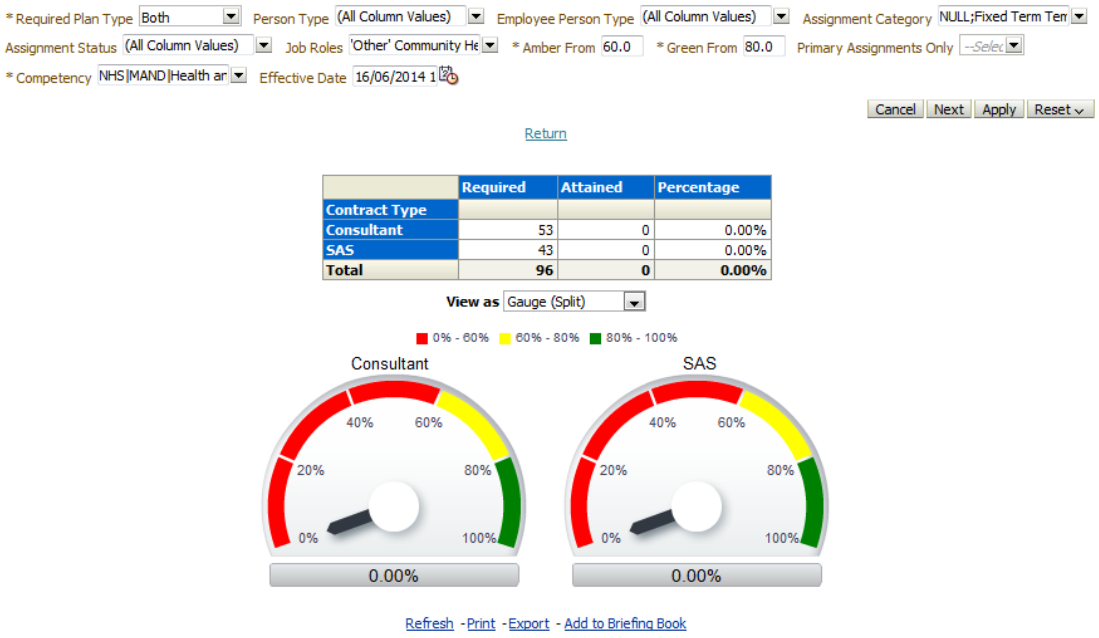
View Selectors

View as (Default: Both)

Prompts

*Competency

Example Screenshot



Actions

None

Competency Detail Tab

Description

This analysis is designed to provide a detail view of assignments with Consultant or SAS Job Plans that require and have achieved specific Competencies (as defined by the user).

Data Items

Employee Number	Assignment Number
Employee Name	Position Title
Type	Competency
Attained (Yes/No)	

Prompts

*Competency

Example Screenshot

Employee	Assignment	Name	Position Title	Type	Competency	Attained?
20055417	20055417	007Lane, Mrs. Sarah	Staff Nurse Band 5	SAS	Test Competency	No
20055651	20055651	007Lawrence, Mrs. Mary	Staff Nurse Band 5	SAS	Test Competency	No
20055462	20055462	007Lewis, Miss Sarah	Health Care Asst Band 3	SAS	Test Competency	No
20055290	20055290	007Neville, Mrs. Chrsitine	Staff Nurse Band 5	SAS	Test Competency	No
20055459	20055459	007Smith, Mr. Ben	Staff Nurse Band 5	SAS	Test Competency	No
20055550	20055550	008Holloway, Mr. Simon	Staff Nurse Band 5	SAS	Test Competency	No
20055247	20055247	008Lawrence, Mrs. Mary	Staff Nurse Band 5	SAS	Test Competency	No
20055561	20055561	008Lewis, Miss Sarah	Health Care Asst Band 3	SAS	Test Competency	No
20055577	20055577	008Smith, Mr. Ben	Staff Nurse Band 5	SAS	Test Competency	No
20055529	20055529	008Steele, Mrs. Kerry	Staff Nurse Band 5	SAS	Test Competency	No
20095269	20095269	320, Miss Monica	Staff Nurse Band 6	SAS	Test Competency	No
20095048	20095048	320, Mrs. Neela	Staff Nurse Band 6	SAS	Test Competency	No
20055584	20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse Band 7	SAS	Test Competency	No
20055496	20055496	Atkins25, Mrs. Kerry May	Staff Nurse Band 5	SAS	Test Competency	No

Actions

None

Job Plan By Status Tab

Description

This analysis is designed to show the number of assignments with a Medical and Dental Job plan grouped by Job Plan Status.

Data Items

Title	Description
Count of Assignments	
Job Plan Type	
Job Plan Status (Expired, Unsigned or Current)	Unsigned status not included in Latest Job Plans

Example Screenshot

	Current Plan	Expired Plan	Total
Consultant	40	42	82
SAS	7	10	17
Total	47	52	99

Refresh - Print - Export - Add to Briefing Book

Trend Analysis Tab

Description

This analysis is designed to show trending analysis for assignments with a current Consultant and SAS Job Plan.

Data Items

Assignments	
Assignments with Current Plan	
% With Current Plan Month	

View Selectors

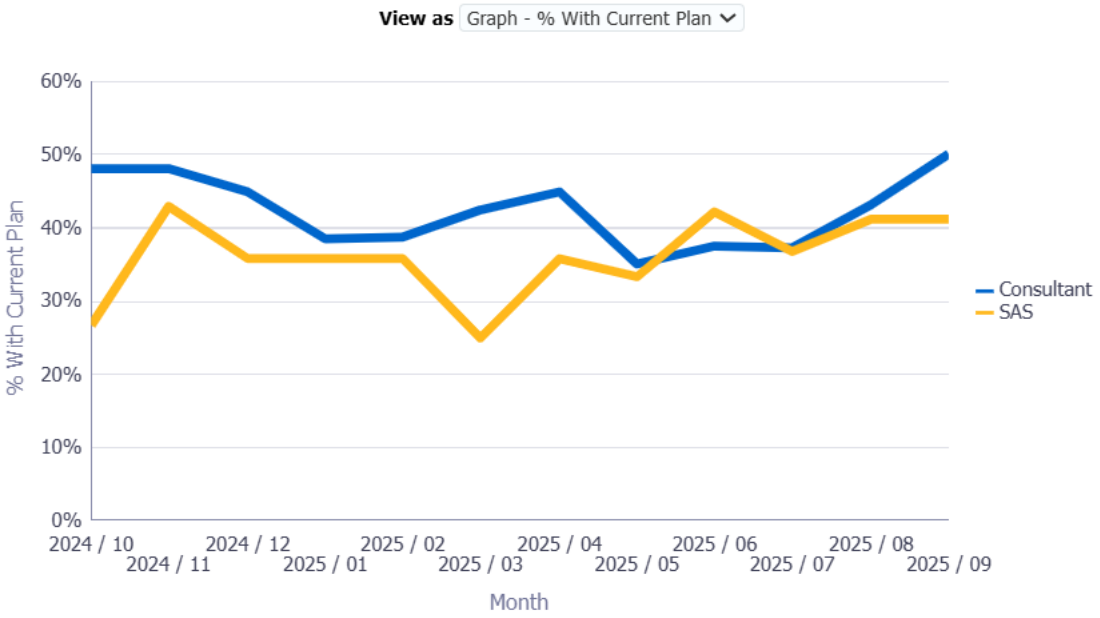
View As: (Default: % With Current Plan), Table, Pivot Table

Prompts

Date Between

Include Entries (Default: Latest Entry Only)

Example Screenshot



Deanery Post Summary Tab

Description

This tab of the M&D Dashboard is designed to show counts of applicants and employees within DPN Positions. Note, this analysis only returns populated positions i.e. at least one applicant or employee must be in the position for it to be returned.

Data Items

Position	
Deanery Post Number	
Applicant Headcount	
Employee Headcount	

Prompts

Effective Date
Position Number
Deanery Post Number
Manging Deanery Body

Example Screenshot

Position	Deanery Post Number	Applicant Headcount	Employee Headcount
12345678	NHS/N1234/123/NNHS/123	4	2
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	3	2
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	3	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	1	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	3	1
12345678	NHS/N1234/123/NNHS/123		2
12345678	NHS/N1234/123/NNHS/123	3	
12345678	NHS/N1234/123/NNHS/123	5	1
12345678	NHS/N1234/123/NNHS/123	4	1
12345678	NHS/N1234/123/NNHS/123	8	3
12345678	NHS/N1234/123/NNHS/123	3	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1

Deanery Post Detail Tab

Description

This tab of the M&D Dashboard is designed to show a detailed view of all applicants and employees within DPN Positions.

Prompts

Organisation(s)
Effective Date
Employee Number
Applicant Number
Applicant Employee Number
Job Role
Position Number
Location
Person Type
Applicant Status
Deanery Post Number
Managing Deanery Board

DPN Applicant Detail

Description

This analysis is designed to provide a detailed view of applicant details within DPN positions.

Data Items

Applicant Number	Role
Applicant Name	GMC Number
Applicant Employee Number	GDC Number
Position Number	Date of Right to Work
Position Name	Date of Medical Clearance
Occupation Code	Applicant Mobile Phone
Organisation Name	Applicant Office Email Address
Location	Applicant Personal Email Address
Area of Work	Applicant Address Line 1
Deanery Post Number	Applicant Address Line 2
Managing Deanery Board	Applicant Address Line 3
Host/Lead Employer Status	City
Applicant Status	County
Application Status Start Date	Postal Code
Projected Hire Date	

Example Screenshot

DPN Applicants

Applicant Number	Applicant Name	Applicant Employee Number	Position Number	Position Name	Area Of Work	Role	Organisation Name	Location	Occupation Code	Deanery Post Number
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000

Rows 1 - 10

DPN Employee Detail

Description

This analysis is designed to provide a detailed view of employee details within DPN positions.

Data Items

Employee Number	Fixed Term End Date
Assignment Number	Role
Employee Name	Area of Work
Position Number	Deanery Post Number
Position Name	Managing Deanery Board
Occupation Code	Host/Lead Employer Status
Organisation Name	Employee Latest Start Date
Location	Person Type
Organisation Level 1-13	Workplace Org Code
Cost Centre Organisation Level 1-12	Workplace Org Code Description
GMC Number	Mobile Phone
GDC Number	Email
Assignment Status	Address Line 1
Employee Category	Address Line 2
Assignment Category	Address Line 3
FTE	County
Pay Grade	Postal Code
Assignment Start Date	

Column Selectors

Org Level 1-13

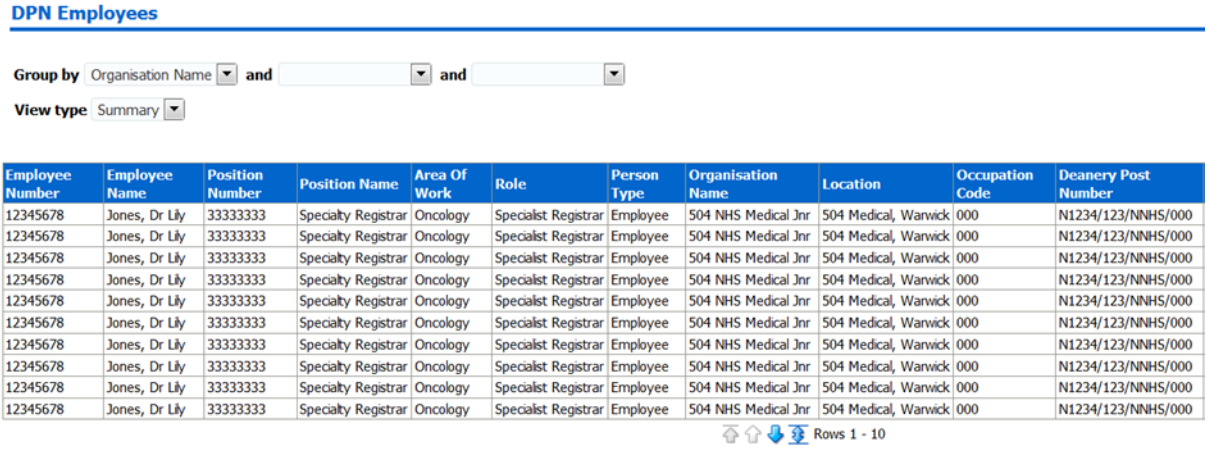
cc Org Level 1-12

View Selectors

Summary

Detail

Example Screenshot



Employee Number	Employee Name	Position Number	Position Name	Area Of Work	Role	Person Type	Organisation Name	Location	Occupation Code	Deanery Post Number
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000

Pay Progression Tab

Description

The Pay Progression Detail analysis is similar to the Appraisal Reviews detail analysis available within the NHS Appraisal Reviews dashboard and NHS Staff Requirements dashboard, but includes a number of pay progression related fields and prompts defaulted to Medical & Dental values.

Please note that the Start Date in Grade field used by the analysis is the one from the Assignment DFF however where that is not populated i.e. a date is not available, the analysis uses the Grade Effective Start Date from the Assignment Grade Step Placement form.

Prompts

Review Type (Default: SAS Pay Progression Review, Consultant Pay Prog Review)
Pay Grade (Default: MC70, MC71, MC75, YC51-73, YK51-73, YL51-73, YM51-73)
Appraisal Review Effective Date
Review Date From >=
Review Date To <=
Excl. New Starters from Appraisals (Months)
Excl. Open Sickness Absence from Appraisals- Start Date <=
Restrict to Employees Due a Pay Affecting Pay Step in the Period (Yes)
Pay Affecting Pay Step Date Between

Column Selectors

Organisation
Organisation Level (Org Level 1-13)

Data Items

Employee Number	Assignment Status
Assignment Number	Supervisor
Last Name	Supervisor Email Address
First Name	Supervisor Employee Number
Title	Period Start Date
Organisation	Period End Date
Role	Next Appraisal Date
Position Title	Status
Pay Grade	AfC Pay Progression
Latest Start Date	Passed Through Gateway
Initial Assignment Start Date	Date of Pay Progression Re-instatement
Start Date in Grade	Reason for Non Progression 1
Pay Step Date	Reason for Non Progression 2
Review Type	Reason for Non Progression 3
Reviewer	Reason for Non Progression 4
Appraisal Date	Reason for Non Progression 5
Next Grade Step Pay Affecting	Date of Pay Affecting Pay Step
Organisation	Grade Step Ceiling Reached
Email Address	Organisation Level (Org Level 1-13)
Appraisal Date (Including out of Period)	Grade Step

Spinal Point	

Example Screenshot

Period Start Date	Period End Date	Next Appraisal Date	Status	AfC Pay Progression	Passed Through Gateway	Date of Pay Progression Re-instatement	Reason for Non Progression 1	Reason for Non Progression 2
30/11/2018	31/05/2019	08/05/2020	In Date					
19/01/2017	12/06/2018	12/06/2019	In Date					
01/11/2017	24/10/2018	24/10/2019	In Date					
22/09/2017	22/09/2018	04/09/2019	In Date					
22/02/2019	01/09/2019		In Date					
15/02/2019	05/12/2019	25/10/2019	In Date					
17/01/2018	16/01/2019	20/01/2020	In Date					
08/11/2018	07/11/2019	07/11/2019	In Date					
15/10/2018	15/10/2018	15/10/2019	In Date					