

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0232 - GUIDE TO ESRBI PAY BILL DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
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Approvals:

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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
02/12/2019	Matt Madya	3.0	Updated following new ESRBI developments
09/09/2020	Matt Madya	4.0	Updated to correct classification
22/03/2021	Matt Madya	5.0	Annual Review
01/04/2022	Matt Madya	6.0	Annual Review
27/10/2023	Matt Madya	7.0	Annual Review

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## DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

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## 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.

## Pay Bill Dashboard

### *Description*

This dashboard is designed to provide users with intelligence on the pay bill of their workforce. The figures included in this dashboard are defined in the same way as the 'NHS HR Dashboard – Pay Bill' report available from Discoverer.

### *Allocation*

This dashboard will be allocated to the following URPs:

XXX Administrator Self Service (Payroll Approvals Not Required)  
XXX Administrator Self Service (Payroll Approvals Required)  
XXX Business Intelligence Administration  
XXX Finance Reporting  
XXX Finance Reporting and Hub Mapping  
XXX Manager Self Service (Payroll Approvals Not Required)  
XXX Manager Self Service (Payroll Approvals Required)  
XXX Payroll Administration  
XXX Payroll Audit  
XXX Payroll Super Administration  
XXX Pensions Administration  
XXX Supervisor Self Service  
XXX Supervisor Self Service (Limited Access)

## Overview Tab

### *Prompts*

Organisation  
Organisation  
Pay Grade(s) (Default: All AfC)  
Person Type(s) (Default: All)  
Employee Person Type(s)  
Employee Category  
Assignment Category  
Month From (Default Today – 3 Months)  
Month To (Default Last Month)  
Organisation Level 1-13  
Location

## Pay Bill Summary

### Description

This analysis shows the pay bill by summing the cost of each assignment and grouping by element group and AfC Pay Band. By default this analysis will display data from the previous 3 months, however prompts are provided to enable the user to vary this. The figures included in this analysis are defined in the same way as the 'NHS HR Dashboard – Pay Bill' report available from Discoverer.

### Data Items

Title	Description
Pay Grade	Bands, (Band 8 split into relevant types)
Amount	Sum (Pay Values of assignments in Pay Band)
DoH Element Group	Nationally determined grouping of pay elements

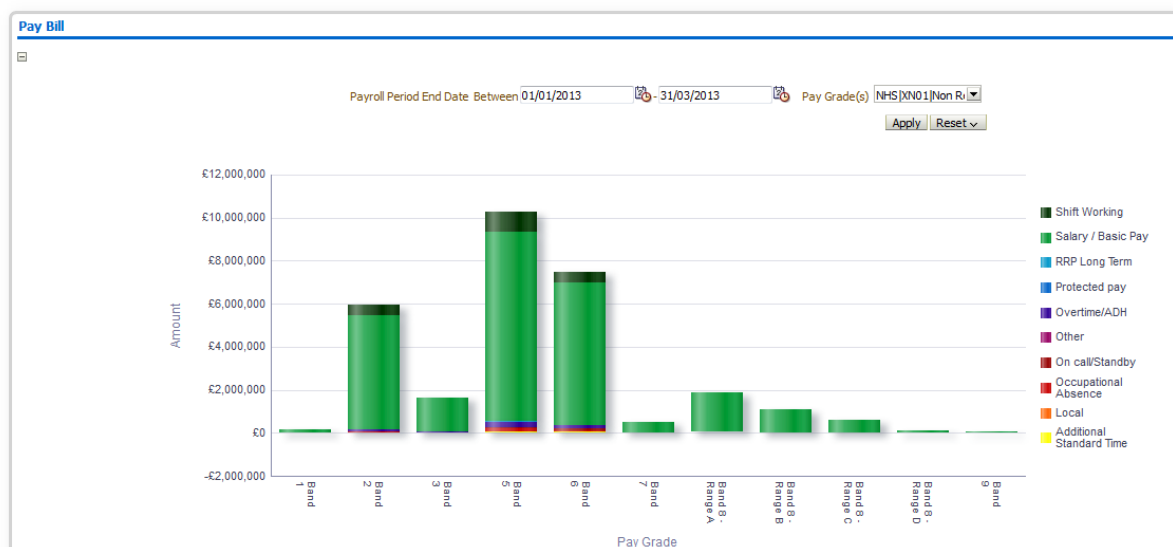
### Prompts

The user is able to select which pay grades are included. By default this includes AfC only, however the user is able to add in others if required.

### Filters

- DoH Element Group Code is in:  
APA;AST;B;BASIC;BS;CEA;DA;DP;DPHS;GA;L;O;OA;OC;OT;PP;RRPG;RRPL;SW
- Staff Group = 'Medical and Dental' AND FTE <= 1.2 OR Staff Group NOT 'Medical and Dental' and FTE between 0.05 and 1.00
- Restricted to date period in parameters.

### Example Screenshot



### Actions

Click->Drill

## Total Monthly Pay Bill

### Description

This analysis is designed to show a simple total pay bill grouped by month for the organisation. This analysis should be zoomed in to the range of the chart, giving users the ability to see changes more easily. The figures included in this analysis are defined in the same way as the 'NHS HR Dashboard – Pay Bill' report available from Discoverer.

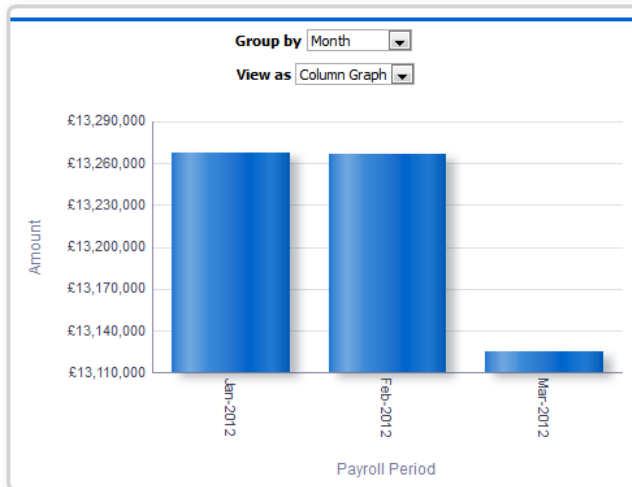
### Data Items

Title	Description
Date	Month / Year
Cost	The amount paid as a total per month

### Filters

- DoH Element Group Code is in:  
APA;AST;B;BASIC;BS;CEA;DA;DP;DPHS;GA;L;O;OA;OC;OT;PP;RRPG;RRPL;SW
- Staff Group = 'Medical and Dental' AND FTE <= 1.2 OR Staff Group NOT 'Medical and Dental' and FTE between 0.05 and 1.00
- Restricted to date period in parameters.

### Example Screenshot



## Monthly Pay Bill

### Description

This analysis shows the monthly pay bill grouped by either pay band or element group displayed as a stacked area graph. The figures included in this analysis are defined in the same way as the 'NHS HR Dashboard – Pay Bill' report available from Discoverer.

### Data Items

Title	Description
Date	Month / Year
Cost	The amount paid for each element group
DoH Element Group	Nationally determined grouping of pay elements
Pay Band	Name of the pay band

### Column Selectors

Group By DoH Element Group or Pay Band (Default Pay Band).

### Filters

- DoH Element Group Code is in:  
APA;AST;B;BASIC;BS;CEA;DA;DP;DPHS;GA;L;O;OA;OC;OT;PP;RRPG;RRPL;SW
- Staff Group = 'Medical and Dental' AND FTE <= 1.2 OR Staff Group NOT 'Medical and Dental' and FTE between 0.05 and 1.00
- Restricted to date period in parameters.

### Example Screenshot



### Actions

Click data or heading -> Drill:

DoH Element Group -> Element Names