

NHS ELECTRONIC STAFF RECORD

ESR-NHS0233 - GUIDE TO ESRBI PAYROLL DASHBOARD

Information Classification: PUBLIC

| | |
|----------------|---------------------------------|
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| Author: | Matt Madya |
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Approvals:

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DOCUMENT CONTROL

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DISTRIBUTION

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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.

Payroll Dashboard

Description

This dashboard is designed to provide the user with intelligence around payroll data, specifically deductions and allowances.

This includes:

- Deduction Schedule
- Allowance Schedule
- Net Pay Comparison

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX Finance Administration

XXX Payroll Administration

XXX Payroll Audit

XXX Payroll Super Administration

Prompts

Accounting Period

Element(s)

Employee Number

Assignment Category

Person Type

Employee Person Type

Primary Assignments Only

Organisation Level (1-13)

Allowance/Deduction Type

Staff Group

Job Role

Index

Description

Payroll dashboard reports are available in three different categories below:

- Allowance & Deduction Schedule
- Payroll Analysis
- Staff Listing

From this tab users can click on links provided to navigate to reports.

Example Screenshot

The screenshot shows the NHS Payroll Dashboard interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As'. Below this is a tabbed interface with 'Index', 'Allowance Schedule', 'Allowance Schedule Detail', 'Deduction Schedule', 'Deduction Schedule Detail', 'Employee Detail', 'Net Pay Comparison', 'Pay Analysis', 'Pay History', 'Staff List', and 'Age'. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence' and contains a message: 'Payroll Reports are available in the below categories. Click a link to navigate to a each report or tab.' Below this message are two columns of report links. The left column is under the heading 'Allowance & Deduction Schedule' and includes links for 'Allowance Schedule', 'Allowance Schedule Detail', 'Deduction Schedule', and 'Deduction Schedule Detail'. The right column is under the heading 'Payroll Analysis' and includes links for 'Net Pay Comparison', 'Pay Analysis', 'Pay History', and 'Pay Balances'. Each link is accompanied by a brief description of the report's functionality.

Allowance Schedule Tab

The Allowance Schedule Tab provides intelligence on employee allowances, totalled and grouped by Position and Accounting Period.

Description

This analysis is designed to show employee allowances totalled by position and accounting period.

Note: In order to run the analysis, an accounting period must first be entered.

Data Items

| Title | Description |
|-------------------|------------------------------|
| Assignment Number | |
| Employee Number | |
| Employee Name | |
| Amount | Payroll Costing.Facts.Amount |
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| Units Worked | |
| Hours Worked | |
| Units Paid | |
| Hours Paid | |
| NI Number | |

Filters

Deduction Flag is equal to 'N'

Self Distributed is not equal to / is not in 'Y'

Prompts

- * Accounting Period(s)
- * Element(s)
- Allowance Type
- Amount (Default: Is Equal To/Is In)

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Notes: Organisation filtering can be found by clicking the Next button within the upper Dashboard Prompt.

* Accounting Period(s) 2 | * Element(s) (All Column Values) | Employee Number --Select Value-- | Assignment Category (All Column Values) | Person Type (All Column Values) | Employee Person Type (All Column Values) | Primary Assignments Only --On-- | Staff Group (All Column Values) | Job Role (All Column Values) | Allowance Type --Select Value-- | Amount is equal to /s in

Return | Cancel | Next | Apply | Reset

[What is this Dashboard Showing?](#)

| Employee Number | Employee Name | Amount | Units Worked | Hours Worked | Units Paid | Hours Paid | Employee Category | Position Title | Accounting Period | Payroll Period |
|-----------------------|------------------------|------------------|--------------|--------------|--------------|--------------|-------------------|--------------------|-------------------|-----------------------|
| 20055417 | 007Lane, Mrs. Sarah | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055417 | 007Lane, Mrs. Sarah | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £3,243.50 | 325.9 | 325.9 | 325.9 | 325.9 | | | | |
| 20055651 | 007Lawrence, Mrs. Mary | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055651 | 007Lawrence, Mrs. Mary | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £3,243.50 | 325.9 | 325.9 | 325.9 | 325.9 | | | | |
| 20055499 | 007Smith, Mr. Ben | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055499 | 007Smith, Mr. Ben | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £3,243.50 | 325.9 | 325.9 | 325.9 | 325.9 | | | | |
| 20055550 | 008Holloway, Mr. Simon | £864.93 | 86.9 | 86.9 | 86.9 | 86.9 | Part Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055550 | 008Holloway, Mr. Simon | £864.93 | 86.9 | 86.9 | 86.9 | 86.9 | Part Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £1,729.86 | 173.8 | 173.8 | 173.8 | 173.8 | | | | |
| 20055247 | 008Lawrence, Mrs. Mary | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055247 | 008Lawrence, Mrs. Mary | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £3,243.50 | 325.9 | 325.9 | 325.9 | 325.9 | | | | |
| 20055577 | 008Smith, Mr. Ben | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055577 | 008Smith, Mr. Ben | £1,621.75 | 163.0 | 163.0 | 163.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £3,243.50 | 325.9 | 325.9 | 325.9 | 325.9 | | | | |

Actions

Click Employee Number-> Employee Detail (in new window)

Allowance Schedule Detail Tab

The Allowance Schedule Detail Tab provides intelligence on employee allowances, totalled and grouped by Position and Accounting Period. It differs from the Allowance Schedule Tab by including Element Name, Allowance Type and Cost Centre.

Description

This analysis is designed to show employee allowances totalled by position and accounting period.

Note: In order to run the analysis, an accounting period must first be entered.

Prompts

- * Accounting Period(s)
- * Element(s)
- Allowance Type
- Display Cost Centres? (Default: No / Yes)
- Include Assignments Where Asg Total is Equal to 0? (Default: No / Yes)

Data Items

| Title | Description |
|-----------------|------------------------------|
| Employee Number | |
| Employee Name | |
| Amount | Payroll Costing.Facts.Amount |

| | |
|-----------------------------|--|
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| Units Worked | |
| Hours Worked | |
| Units Paid | |
| Hours Paid | |
| Element Name | |
| Allowance Type | |
| Cost Centre | |
| Organisation | |
| NI Number | |
| Assignment Category | |
| Cost Centre | |
| Subjective Code | |
| Subjective Code Description | |
| Pay Scale | |
| Pay Scale Description. | |

Filters

Deduction Flag is equal to 'N'

Self Distributed is not equal to / is not in 'Y'

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Note: Organisation filtering can be found by clicking the Next button within the upper Dashboard Prompt.

* Accounting Period(s) 2 | * Element(s) (All Column Values) | Employee Number --Select Value-- | Assignment Category (All Column Values) |
 Person Type (All Column Values) | Employee Person Type (All Column Values) | Primary Assignments Only --Select-- | Staff Group (All Column Values) |
 Job Role (All Column Values) | Allowance Type --Select Value-- | Display Cost Centre Description? Yes

Next | Apply | Reset

| Assignment Number | Employee Number | Employee Name | Element Name | Allowance Type | Amount | Units Worked | Hours Worked | Units Paid | Hours Paid | Employee Category | Position Title | Accounting Period | Payroll Period | Cost Centre Description | |
|-------------------------|-----------------|------------------------|-----------------------|----------------|------------------|--------------|--------------|--------------|--------------|-------------------|--------------------|--------------------|-----------------------|-------------------------|--|
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Standard Costing NHS | | £0.00 | 0.0 | | 163.0 | 0.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Standard Costing NHS | | £0.00 | 0.0 | | 163.0 | 0.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| Assignment Total | | | | | £3,243.50 | 325.9 | | 325.9 | 325.9 | | | | | | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Standard Costing NHS | | £0.00 | 0.0 | | 163.0 | 0.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Standard Costing NHS | | £0.00 | 0.0 | | 163.0 | 0.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| Assignment Total | | | | | £3,243.50 | 325.9 | | 325.9 | 325.9 | | | | | | |
| 20055459 | 20055459 | 007Smith, Mr. Ben | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | | |
| 20055459 | 20055459 | 007Smith, Mr. Ben | Basic Distributed NHS | | £1,621.75 | 163.0 | | 163.0 | | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | | |
| 20055459 | 20055459 | 007Smith, Mr. Ben | Standard Costing NHS | | £0.00 | 0.0 | | 163.0 | 0.0 | 163.0 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |

Actions

Click Employee Number-> Employee Detail (in new window)

Deductions Schedule Tab

The Deductions Schedule Tab provides intelligence on employee deductions, totalled and grouped by Position and Accounting Period.

Description

This analysis is designed to show employee deductions totalled by Position and Accounting Period

Note: In order to run the analysis, an accounting period must first be entered.

Data Items

| Title | Description |
|-------------------|------------------------------|
| Employee Number | |
| Employee Name | |
| Amount | Payroll Costing.Facts.Amount |
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| NI Number | |

Filters

Deduction Flag is equal to 'Y'

Self Distributed is not equal to / is not in 'Y'

Prompts

Amount (Default: Is Equal To/Is In:)

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Note: Organisation filtering can be found by clicking the Next button within the upper Dashboard Prompt.

* Accounting Period(s) 2 2(▼) * Element(s) (All Column Values) Employee Number --Select Value-- Assignment Category (All Column Values) Person Type (All Column Values) Employee Person Type (All Column Values) Primary Assignments Only --Se(▼) Staff Group (All Column Values) Job Role (All Column Values) Deduction Type --Select Value-- Amount is equal to / is in

Next Apply Reset ▼

| Employee Number | Employee Name | Total | Employee Category | Position Title | Accounting Period | Payroll Period |
|-----------------------|------------------------|-------------------|-------------------|--------------------|-------------------|-----------------------|
| 20055417 | 007Lane, Mrs. Sarah | £181.23 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055417 | 007Lane, Mrs. Sarah | £181.23 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £362.46 | | | | |
| 20055651 | 007Lawrence, Mrs. Mary | £106.03 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055651 | 007Lawrence, Mrs. Mary | £106.23 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £212.26 | | | | |
| 20055459 | 007Smith, Mr. Ben | -£6,914.50 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055459 | 007Smith, Mr. Ben | £80.12 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | -£6,834.38 | | | | |
| 20055550 | 008Holloway, Mr. Simon | £13.41 | Part Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055550 | 008Holloway, Mr. Simon | £13.61 | Part Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £27.02 | | | | |
| 20055247 | 008Lawrence, Mrs. Mary | £106.03 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055247 | 008Lawrence, Mrs. Mary | £106.23 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £212.26 | | | | |
| 20055577 | 008Smith, Mr. Ben | -£6,914.50 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055577 | 008Smith, Mr. Ben | £80.12 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | -£6,834.38 | | | | |
| 20055529 | 008Steele, Mrs. Kerry | £15.23 | Part Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month |
| 20055529 | 008Steele, Mrs. Kerry | £15.23 | Part Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month |
| Employee Total | | £30.46 | | | | |

Actions

Click Employee Number-> Employee Detail (in new window)

Deductions Schedule Detail Tab

The Deductions Schedule Tab provides intelligence on employee deductions, totalled and grouped by Position and Accounting Period. It differs from the Deduction Schedule Tab by including Element Name, Allowance Type and Cost Centre.

Description

This analysis is designed to show employee deductions totalled by Position and Accounting Period.

Note: In order to run the analysis, an accounting period must first be entered.

Data Items

| Title | Description |
|-----------------------------|------------------------------|
| Employee Number | |
| Employee Name | |
| Amount | Payroll Costing.Facts.Amount |
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| Element Name | |
| Deduction Type | |
| Cost Centre | |
| Organisation | |
| NI Number | |
| Assignment Category | |
| Cost Centre | |
| Subjective Code | |
| Subjective Code Description | |
| Pay Scale | |
| Pay Scale Description. | |

Filters

Deduction Flag is equal to 'Y'

Self Distributed is not equal to / is not in 'Y'

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Note: Organisation filtering can be found by clicking the Next button within the upper Dashboard Prompt.

* Accounting Period(s) 2 * Element(s) (All Column Values) Employee Number --Select Value-- Assignment Category (All Column Values)
 Person Type (All Column Values) Employee Person Type (All Column Values) Primary Assignments Only --Go-- Staff Group (All Column Values)
 Job Role (All Column Values) Deduction Type --Select Value-- Display Cost Centre Description? Yes

Next Apply Reset

| Assignment Number | Employee Number | Employee Name | Element Name | Deduction Type | Total | Employee Category | Position Title | Accounting Period | Payroll Period | Cost Centre Description |
|-------------------------|-----------------|------------------------|----------------|----------------|----------------|-------------------|--------------------|-------------------|-----------------------|-------------------------|
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NI D | | £98.07 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NI D | | £98.07 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NI Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NI Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | PAYE | | £304.80 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | PAYE | | £304.80 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| Assignment Total | | | | | £362.46 | | | | | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | NI D | | £98.07 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | NI D | | £98.07 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | NI Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | NI Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | PAYE | | £229.60 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | PAYE | | £229.60 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 2015 01 | 1 2015 Calendar Month | |
| 20055651 | 20055651 | 007Lawrence, Mrs. Mary | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 2015 02 | 2 2015 Calendar Month | |
| Assignment Total | | | | | £212.26 | | | | | |

Actions

Click Employee Number-> Employee Detail (in new window)

Employee Detail Tab

This tab shows Net Pay (a separate table for each assignment and accounting period will be displayed), Allowances and Deductions for a single employee. This tab will open in a new window when an employee number is clicked from either the allowance or deduction schedule.

Net Pay

Description

This analysis is designed to show employee allowances and deductions totalled by Accounting Period, Element Name and Assignment Number.

Note: In order to run the analysis, an Accounting Period and Employee Number must be entered or selected from the allowance or deduction schedule.

Data Items

| Title | Description |
|-------------------|------------------------------|
| Accounting Period | |
| Assignment Number | |
| Element Name | |
| Total | Payroll Costing.Facts.Amount |
| Employee Name | |

Example Screenshot

1 2015 20055417 007Lane, Mrs. Sarah

| | Amount |
|---|------------------|
| Element Name | |
| Basic Distributed NHS | £1,621.75 |
| Gross Pay (Inc. Direct Payments) Total | £1,621.75 |
| NI D | -£98.07 |
| PAYE | -£304.80 |
| Pension EE NHS | -£97.31 |
| Deductions Total | -£500.18 |
| Grand Total | £1,121.57 |

2 2015 20055417 007Lane, Mrs. Sarah

| | Amount |
|---|------------------|
| Element Name | |
| Basic Distributed NHS | £1,621.75 |
| Gross Pay (Inc. Direct Payments) Total | £1,621.75 |
| NI D | -£98.07 |
| PAYE | -£304.80 |
| Pension EE NHS | -£97.31 |
| Deductions Total | -£500.18 |
| Grand Total | £1,121.57 |

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Allowances

Description

This analysis is designed to show employee allowances totalled by Element Name, Position and Accounting Period

Note: In order to run the analysis, an Accounting Period and Employee Number must be entered or selected from the allowance or deduction schedule.

Data Items

| Title | Description |
|-------------------|------------------------------|
| Employee Number | |
| Employee Name | |
| Element Name | |
| Amount | Payroll Costing.Facts.Amount |
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| Allowance Type | |

Filters

Deduction Flag is equal to 'N'

Example Screenshot

Allowances

| Employee Number | Assignment Number | Employee Name | Element Name | Allowance Type | Amount | Employee Category | Position Title | Accounting Period | Payroll Period |
|--------------------|-------------------|---------------------|-----------------------|----------------|------------------|-------------------|--------------------|-------------------|-----------------------|
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Basic Distributed NHS | | £1,621.75 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Basic Distributed NHS | | £1,621.75 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| Grand Total | | | | | £3,243.50 | | | | |

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Deductions

Description

This analysis is designed to show employee deductions totalled by Element Name, Position and Accounting Period

Note: In order to run the analysis, an Accounting Period and Employee Number must be entered or selected from the allowance or deduction schedule.

Data Items

| Title | Description |
|-------------------|------------------------------|
| Employee Number | |
| Employee Name | |
| Element Name | |
| Amount | Payroll Costing.Facts.Amount |
| Employee Category | |
| Position Title | |
| Accounting Period | |
| Payroll Period | |
| Deduction Type | |

Filters

Deduction Flag is equal to 'Y'

Example Screenshot

Deductions

| Employee Number | Assignment Number | Employee Name | Element Name | Allowance Type | Amount | Employee Category | Position Title | Accounting Period | Payroll Period |
|--------------------|-------------------|---------------------|----------------|----------------|----------------|-------------------|--------------------|-------------------|-----------------------|
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NE D | | £98.07 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NE D | | £98.07 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NE Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | NE Employer | | -£91.90 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | PAYE | | £304.80 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | PAYE | | £304.80 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension EE NHS | | £97.31 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 1 2015 | 1 2015 Calendar Month |
| 20055417 | 20055417 | 007Lane, Mrs. Sarah | Pension ER NHS | | -£227.05 | Full Time | Staff Nurse Band 5 | 2 2015 | 2 2015 Calendar Month |
| Grand Total | | | | | £362.46 | | | | |

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Net Pay Comparison Tab

This enables the user to compare the net pay of two payroll periods for each assignment. A value must be provided to restrict the return of assignments (e.g. setting the 'Type' to 'Amount' and 'Value' to '1000' would return only assignments that have a difference of more than 1000 or less than -1000 over the two periods). A type of 'Percentage' may also be used.

Clicking the assignment number will open a new window within which the net pay (grouped by element) is displayed for both periods to enable the user to understand why the difference has occurred.

Prompts

Period 1 (most recent)

Period 2

Exclude Elements
Payroll Name
Difference Type
Difference Value (required)

Net Pay Comparison

Description

This analysis enables the user to compare the net pay of two payroll periods for each assignment.

Note: In order to run the analysis, an Accounting Period and Employee Number must be entered or selected from the allowance or deduction schedule.

Data Items

| Title | Description |
|-------------------|--|
| Assignment Number | |
| Employee Name | |
| Organisation | |
| Payroll Name | |
| Period 1 | Defined by Prompt |
| Period 2 | Defined by Prompt |
| Difference | Difference between Period 1 and Period 2 |
| % | Percentage Difference |

Filters

Element Name to exclude (is prompted)

Payroll Name (is prompted)

Example Screenshot

The screenshot displays the 'Net Pay Comparison' tool within the 'NHS Electronic Staff Record - Business Intelligence' dashboard. The tool allows users to select two periods for comparison. The data table below shows the results for various assignments.

| Assignment Number | Employee Name | Organisation | Payroll Name | Period 1 | Period 2 | Difference | % |
|-------------------|------------------|-------------------------------|---------------------|-----------|-----------|------------|--------|
| 30458451 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £564.53 | £613.20 | £1,268.55 | -2.38 |
| 30458481 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £422.57 | £474.75 | £933.83 | -3.30 |
| 30458784 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £360.78 | £462.94 | £739.66 | -6.62 |
| 30458841 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £186.03 | £217.27 | £402.83 | -4.31 |
| 30459126 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £912.34 | £978.01 | £2,063.13 | -2.01 |
| 30459231 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £378.03 | £338.05 | £922.04 | 3.55 |
| 30459279 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £395.20 | £427.01 | £890.33 | -2.23 |
| 30460164 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £28.74 | £74.55 | £21.25 | -18.44 |
| 30460272 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £557.94 | £515.67 | £1,344.14 | 2.46 |
| 30460431 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £1,446.11 | £1,371.88 | £3,455.14 | 1.67 |
| 30460533 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £599.47 | £527.90 | £1,470.94 | 4.07 |
| 30460746 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £1,337.55 | £1,093.95 | £3,364.55 | 6.68 |
| 30461031 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £392.34 | £456.50 | £851.30 | -4.22 |
| 30461235 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £556.38 | £500.24 | £1,354.37 | 3.37 |
| 30461661 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £617.70 | £725.10 | £1,333.90 | -4.44 |
| 30461691 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £440.00 | £498.90 | £967.78 | -3.54 |
| 30462021 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £181.20 | £257.12 | £346.88 | -8.86 |
| 30463029 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £255.40 | £332.57 | £518.75 | -6.96 |
| 30463404 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £323.62 | £388.65 | £690.07 | -5.02 |
| 30463419 | Test Mr, Payroll | XXX Organisation Testing Name | XXX Testing Payroll | £683.50 | £716.56 | £1,561.77 | -1.38 |

Actions

Click Assignment Number-> Net Pay Comparison Detail (in new window)

Net Pay Comparison Detail

Description

Clicking the assignment number from the Net Pay Comparison analysis will open a new window within which the net pay (grouped by element) is displayed for both periods to enable the user to understand why the difference has occurred.

Data Items

| | |
|-------------------|--|
| Period 1 | |
| Period 2 | |
| Element Name | |
| Assignment Number | |
| Employee Name | |

Example Screenshot

| 67615020 - Test Mr, Payroll | | |
|--|-----------------------|-----------------------|
| | 2 2013 Calendar Month | 3 2013 Calendar Month |
| Basic Distributed NHS | £1,722.43 | £1,890.44 |
| Basic Pay NHS ARS | | £1,805.35 |
| Business Miles NHS Direct Payment | £48.27 | |
| Business Miles NHS Taxable Amt | £0.00 | |
| Employer Specified WTD NHS | £0.00 | £0.00 |
| Employer Specified WTD NP NHS | £0.00 | £0.00 |
| NI D | -£110.70 | -£150.13 |
| PAYE | -£326.30 | -£1,041.07 |
| Parking Costs NR NP NT NNI NHS | £13.01 | |
| Pension EE NHS | -£194.63 | -£213.62 |
| Pension EE NHS ARS | | -£167.15 |
| Public Transport Rate NR NP NT NNI NHS | £7.39 | |
| Standard Costing NHS | £0.00 | £0.00 |
| Grand Total | £1,159.46 | £2,123.83 |

Pay Analysis Tab

This analysis is designed to show the gross and net pay of each assignment over a number of payroll periods. Users are able specify a number of pay periods along with filtering on Net/Gross pay.

Description

Gross Pay is defined as any elements paid with a classification name of 'Information' or 'Earnings'. If ER Pension is enabled, ER contributions to the NHS pension scheme and ER contributions to any local pension scheme are included by including any elements with a classification name of 'Employer Charges' or name including the word 'Pension'.

Prompts

- Payroll Period(s) (default: Latest Period)
- Net Pay (default: is equal to X)
- Gross Pay (default: is equal to X)
- Gross Pay + Direct Payments (default: is equal to X)
- Net Pay Excl Direct Payments(default: is equal to X)
- Assignment Number
- Include ER Pension in Gross? (default: No)

Data Items

| | |
|-------------------------------------|----------------------|
| Assignment Number | Employee Number |
| Employee Name | Position Title |
| Organisation | Gross Pay |
| Gross Pay (+ Direct Payments) | Net Pay |
| Net Pay (Excluding Direct Payments) | ER Pension |
| Latest Start Date | FTE |
| Actual Termination Date | Assignment Category |
| Staff Group | Pay Grade |
| Job Role | Organisation Name |
| Org Level 1-13 | Org Cost Centre 1-12 |

Actions

None

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Payroll Period(s) 5 2015 Calendar Mon Net Pay is equal to / is in Gross Pay is equal to / is in
 Gross Pay + Direct Payments is equal to / is in Net Pay Excl Direct Payments is equal to / is in
 Staff Group (All Column Values) Job Role (All Column Values) Assignment Number NULL;20055151;2005 Include ER Pension in Gross Yes
 Apply Reset

| Assignment | Employee | Name | Position Title | Organisation | Gross Pay | Gross Pay (+ Direct Payments) | Net Pay | Net Pay (Excl Direct Payments) | ER Pension |
|------------|----------|----------------------------|----------------------------|--------------------|-----------|-------------------------------|-----------|--------------------------------|------------|
| 20055290 | 20055290 | 007Neville, Mrs. Christine | Staff Nurse Band 5 | 504 Ward 9 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055247 | 20055247 | 008Lawrence, Mrs. Mary | Staff Nurse Band 5 | 504 Ward 9 | £3,697.60 | £3,697.60 | £2,393.34 | £2,393.34 | £454.10 |
| 20055263 | 20055263 | Ayres03, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055378 | 20055378 | Ayres04, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055301 | 20055301 | Ayres06, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055224 | 20055224 | Ayres07, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055227 | 20055227 | Ayres08, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055296 | 20055296 | Ayres09, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055287 | 20055287 | Ayres12, Mrs. Pamela | Staff Nurse Band 6 | 504 Ward 7 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 20055165 | 20055165 | Cho04, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £6,626.44 | £6,626.44 | £3,903.02 | £3,903.02 | £813.78 |
| 20055377 | 20055377 | Cho05, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £6,819.30 | £6,819.30 | £4,012.12 | £4,012.12 | £837.46 |
| 20055280 | 20055280 | Cho06, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £7,036.08 | £7,036.08 | £4,135.12 | £4,135.12 | £864.08 |
| 20055348 | 20055348 | Cho09, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £6,313.14 | £6,313.14 | £3,725.42 | £3,725.42 | £775.30 |
| 20055277 | 20055277 | Cho10, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £6,626.44 | £6,626.44 | £3,903.02 | £3,903.02 | £813.78 |
| 20055334 | 20055334 | Cho11, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £6,819.30 | £6,819.30 | £4,012.12 | £4,012.12 | £837.46 |
| 20055219 | 20055219 | Cho13, Miss Jenny | Midwife Band 7 | 504 Team Midwifery | £5,903.68 | £5,903.68 | £3,493.46 | £3,493.46 | £725.02 |
| 20055341 | 20055341 | Craddock01, Mr. Stuart | Sister/Charge Nurse Band 8 | 504 Ward 1 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

Pay History Tab

This analysis is designed to show an individual employee's net pay over a number of periods. Users are required to select an Employee Number for the dashboard to run. By default the last 3 monthly pay periods will be returned.

Description

Once an employee number has been entered the analysis will run and display, grouped by Element Name (with Allowance type where entered). Subtotals are provided for Allowances and Deductions.

Prompts

Payroll Period(s) (default: Latest 3 Periods)

Employee Number

Assignment Number

Data Items

| | |
|----------------|-------------------|
| Payroll Period | Element Name |
| Amount | Assignment Number |
| Employee Name | |

View As

Table (default)

Table by Assignment

Example Screenshot

| | | | |
|--|------------------|------------------|------------------|
| | | | |
| Basic Distributed NHS | £2,703.87 | £2,703.87 | £2,703.87 |
| Employer Specified WTD NHS | £0.00 | £0.00 | £0.00 |
| Non Consol NP Pay NHS | £27.07 | £27.07 | £27.07 |
| Subsistence Payments NP NT NNI PAY NHS - 180 Bus/Train Fare | £46.30 | | |
| Gross Pay (Inc. Direct Payments) Total | £2,777.24 | £2,730.94 | £2,730.94 |
| Locally Agreed Deduction DED NHS - 180 Car Parking | -£52.00 | -£28.60 | -£23.40 |
| NI D | -£216.65 | -£216.65 | -£216.65 |
| PAYE | -£322.20 | -£319.00 | -£321.60 |
| Pension EE NHS | -£251.46 | -£251.46 | -£251.46 |
| Deductions Total | -£842.31 | -£815.71 | -£813.11 |
| Grand Total | £1,934.93 | £1,915.23 | £1,917.83 |

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Staff List Tab

This tab provides users with a list of assignments and a variety of filters and column values to aid in payroll checking and ad-hoc queries.

Description

This analysis is designed to show a range of employee and assignment fields related to payroll queries.

Data Items

| | |
|---------------------|----------------------------|
| Employee Number | Employee Category |
| Assignment Number | Assignment Status |
| Last Name | FTE |
| First Name | Occupation Code |
| Title | Person Type |
| Email Address | Pay Grade |
| Organisation | Gender |
| Location | Length of Service (Years) |
| Staff Group | Contract Hours |
| Position Number | Length of Service (Months) |
| Pay Step Date | Age Band |
| Actual Salary | Supervisor |
| Frequency | Position Subjective Code |
| Fixed Term End Date | Previous Last Name |

| | |
|--|---------------------------------|
| Date of Birth (Not returned in SSHR) | Department Manager (Assignment) |
| National Insurance Number (Not returned in HRSS) | Pay Point |
| Job Sharer (Yes/No) | Wtr Opt Out Date |
| Wtr Opt Out | CSD12 Months |
| CSD3 Months | Spinal Point |
| Bank Posts Held | NHS Entry Date |
| Grade Step | Time in Grade (Yrs) |
| Job Role | Cost Centre Org Level 1-12 |
| Start Date in Grade | Area of Work |
| Organisation Level 1-13 | Management Cost |
| Spinal Value | Subjective Code |
| Position Title | Payslip to Home |
| Assignment Category | Full Time Salary |
| SD Number | Payroll |

Prompts

Payslip to Home

Exclude Open Ended Absences

Column Selectors

Organisation Level 1-13

Cost Centre Org Level 1-12

Example Screenshot

Organisation(s) (All Column Values) Staff Group(s) (All Column Values) Assignment Category (All Column Values) Person Type(s) (All Column Values)
 Employee Person Type(s) (All Column Values) Assignment Status (All Column Values) Occupation Code (All Column Values) Pay Scale(s) (All Column Values)
 Paypoint (All Column Values) FTE is equal to / is in Payroll (All Column Values) Primary Assignments Only --Select
 Payslip To Home --Select Exclude Staff with Open-Ended Sick Abs. --Select Effective Date 04/07/2017 12:00
 Next Apply Reset

[What does this dashboard tab show?](#)

Group by Org L2 and Org L3 and

| Employee Number | Assignment Number | Last Name | First Name | Title | Gender | NI Number | Date of Birth | Age Band | Email | Previous Last Name | Supervisor | Org L2 | Org L3 | Location | Paypoint | Position | Employee Category |
|-----------------|-------------------|-------------|------------|-------|--------|-----------|---------------|----------|-------|----------------------|------------|-----------------|----------------------------|------------------|--------------|-------------|-------------------|
| 20055417 | 20055417 | 007Lane | Sarah | Mrs. | Female | WAS04375A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055651 | 20055651 | 007Lawrence | Mary | Mrs. | Female | WAS04186A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055462 | 20055462 | 007Lewis | Sarah | Miss | Female | WAS04239A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055290 | 20055290 | 007Neville | Christine | Mrs. | Female | WAS04230A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055459 | 20055459 | 007Smith | Ben | Mr. | Male | WAS04244A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055550 | 20055550 | 008Holloway | Simon | Mr. | Male | WAS04202A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Part Time |
| 20055247 | 20055247 | 008Lawrence | Mary | Mrs. | Female | WAS04185A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055561 | 20055561 | 008Lewis | Sarah | Miss | Female | WAS04260A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055577 | 20055577 | 008Smith | Ben | Mr. | Male | WAS04245A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20055529 | 20055529 | 008Steele | Kerry | Mrs. | Female | WAS04215A | 01-Jan-1960 | 56-60 | | | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Part Time |
| 20095269 | 20095269 | 320 | Monica | Miss | Female | JC123432A | 01-Jan-1974 | 41-45 | | Leese01, Mrs. Vivian | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |
| 20095048 | 20095048 | 320 | Neela | Mrs. | Female | JC123476A | 01-Jan-1974 | 41-45 | | Leese01, Mrs. Vivian | | 504 Trust Board | 504 Directorate of Surgery | 504 ESR Hospital | Default Home | Unspecified | Full Time |

Age Analysis Tab

This tab provides users with information on when employees have or are due to reach a certain age (default 21) in order to ensure the employee has the correct NI code.

Age Analysis

Description

This analysis provides users with information on when employees have or are due to reach a certain age (default 21) in order to ensure the employee has the correct NI code.

Data Items

| | |
|-----------------|-------------------|
| Employee Number | Assignment Number |
| Employee Name | Position |
| Date of Birth | Future Birthday |
| Paypoint | |

Prompts

Age to Reach (Default: 21)

Example Screenshot

Organisation(s) (All Column Values) Staff Group(s) (All Column Values) Assignment Category (All Column Values) Person Type(s) (All Column Values)
Employee Person Type(s) (All Column Values) Assignment Status (All Column Values) Occupation Code (All Column Values) Pay Scale(s) (All Column Values)
Paypoint (All Column Values) Payroll (All Column Values) Primary Assignments Only --Select-- Period Between 01/09/2015 12:00:00 - 30/09/2015 12:00:00
Next Apply Reset

Note: When selecting a date period, at least one current or historical date must be included.

Age to reach 21
Apply Reset

| Employee Number | Assignment Number | Employee Name | Position Name | Date of Birth | Birthday | Paypoint |
|-----------------|-------------------|---------------|---------------|---------------|------------|---------------|
| 12345678 | 12343212 | Test Employee | Test Position | 0 | dd/MM/yyyy | Test Paypoint |
| 12345678 | 12343212 | Test Employee | Test Position | 0 | dd/MM/yyyy | Test Paypoint |

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Occupation Code Analysis Tab

Description

This tab shows run results grouped by Occupation Code and is designed to aid organisations working towards meeting recommendation 7B of the Carter Report (2016). Default values are: Classification Names = Earnings, Employer Charges and Occupation Codes = G0A, G0C, G0D, G1A, G1C, G1D, G1E, G2A, G2C, G2D, G2E, Z1E, Z2E.

Note: In order to run the analysis, a Payroll Period must be entered or selected using the Payroll Period prompt available.

Prompts

* Payroll Period (required)

Classification Name

Element

Occupation Code

Employee Number

Assignment Category

Person Type
 Employee Person Type
 Primary Assignments Only
 Staff Group
 Job Role

Data Items

| | |
|---------------------|--------------|
| Occupation Code | Element Name |
| Classification Name | Amount |

Example Screenshot

* Payroll Period Classification Name Element Occupation Code Employee Number
 Assignment Category Person Type Employee Person Type Primary Assignments Only Staff Group
 Job Role

Occupation Code Grouping

| Occupation Code | Classification Name | Element Name | Amount |
|-----------------|---------------------|--------------------------------|-------------------|
| G2A | Earnings | Basic Pay NHS | £6,229.18 |
| G2A | Earnings | Business Miles NHS Taxable Amt | £0.00 |
| G2A | Earnings | Employer Specified WTD NHS | £0.00 |
| G2A | Earnings | Employer Specified WTD NP NHS | £0.00 |
| G2A | Earnings | Unsocial ENH PAY NHS | £35.12 |
| G2A | Earnings | Weekday OT PAY NHS | £156.10 |
| G2A | Total | | £6,420.40 |
| G2A | Employer Charges | NI Employer | -£541.57 |
| G2A | Employer Charges | Pension ER NHS | -£895.79 |
| G2A | Total | | -£1,437.36 |

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Rehires Tab

The Rehires tab is designed to show employees that have left and returned within a user defined period.

Prompts

Organisation(s)
 Staff Group(s)
 Assignment Category
 Assignment Status
 Person Type(s)
 Employee Person Type(s)
 Primary Assignments Only
 Occupation Code
 Date Between

Rehires

Description

This analysis is designed to show employees that have left and returned within a user defined period. The analysis is based on differing employee numbers but matching National Insurance Numbers.

Data Items

| | |
|---------------------------|-------------------|
| National Insurance Number | Employee Number |
| Employee Name | Latest Start Date |
| Actual Termination Date | Leaving Reason |

View Selectors

None

Example Screenshot

Organisation(s) (All Column Value) Staff Group(s) (All Column Values) Assignment Category (All Column Values) Assignment Status (All Column Values)
Person Type(s) Employee;Employee Employee Person Type(s) (All Column Values) Primary Assignments Only --Select
Occupation Code (All Column Values) Date Between 01/10/2016 - 23/11/2016

Next Apply Reset

| NI Number | Employee | Employee Name | Latest Start Date | Actual Termination Date | Leaving Reason |
|-----------|----------|----------------|-------------------|-------------------------|------------------|
| AB123456C | 12345678 | Blogs, Mr. Joe | 01/06/2012 | 02/10/2016 | Flexi Retirement |
| AB123456C | 12345678 | Blogs, Mr. Joe | 01/06/2012 | 30/10/2016 | Flexi Retirement |
| AB123456C | 12345678 | Blogs, Mr. Joe | 01/04/2015 | 10/10/2016 | Retirement Age |
| AB123456C | 12345678 | Blogs, Mr. Joe | 05/08/2015 | | |
| AB123456C | 12345678 | Blogs, Mr. Joe | 25/10/2016 | | |
| AB123456C | 12345678 | Blogs, Mr. Joe | 31/10/2016 | | |
| AB123456C | 12345678 | Blogs, Mr. Joe | 02/11/2016 | | |
| AB123456C | 12345678 | Blogs, Mr. Joe | 15/11/2016 | | |

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Assignments Not Worked Tab

Description

This analysis is a direct replication of the NHS Assignments Not Worked in Period ESR 6i report and is designed to show employees who have not worked within a user defined payroll period.

Prompts

Organisation Name

Staff Group

Payroll Name

Assignment Category

Person Type

Assignment Start Date <=

* Payroll Period End Date Between

Data Items

| | |
|-------------------|-------------------------------|
| Assignment Number | Role |
| Employee Number | Pay Grade |
| Last Name | Initial Assignment Start Date |

| | |
|---------------------|-------------------|
| First Name | Subjective Code |
| Title | Position |
| Assignment Category | Position Title |
| Organisation Name | Area of Work |
| Staff Group | Occupation Code |
| Primary Assignment | Assignment Status |
| Bank Post Held | |

Example Screenshot

Organisation Name (All Column Values) Staff Group (All Column Values) Payroll Name (All Column Values) Assignment Category Bank
 Person Type Employee;Employee Assignment Start Date <= 28/02/2018 00:00:00 * Payroll Period End Date Between

| Assignment Number | Employee Number | Last Name | First Name | Title | Assignment Category | Organisation Name | Staff Group | Role | Pay Grade | Initial Assignment Start Date | Subjective Code | Position | Position Title | Area Of Work | Occupation Code |
|-------------------|-----------------|-----------|------------|-------|---------------------|----------------------|------------------------------|----------------------|-----------|-------------------------------|-----------------|----------|-----------------------|--------------|-----------------|
| 12345678 | 12345678 | Blogs | Joe | Miss | Bank | 000 NHS Organisation | Additional Clinical Services | Healthcare Assistant | XR02 | 26/03/2004 | 0000A000 | 10001000 | Business Intelligence | ESR Offices | N9A |
| 12345678 | 12345678 | Blogs | Joe | Miss | Bank | 000 NHS Organisation | Additional Clinical Services | Healthcare Assistant | XR02 | 01/10/2006 | 0000A000 | 10001000 | Business Intelligence | ESR Offices | N9A |
| 12345678 | 12345678 | Blogs | Joe | Miss | Bank | 000 NHS Organisation | Additional Clinical Services | Healthcare Assistant | XR02 | 08/08/2011 | 0000A000 | 10001000 | Business Intelligence | ESR Offices | N9A |
| 12345678 | 12345678 | Blogs | Joe | Miss | Bank | 000 NHS Organisation | Additional Clinical Services | Healthcare Assistant | XR02 | 23/04/2012 | 0000A000 | 10001000 | Business Intelligence | ESR Offices | N9A |
| 12345678 | 12345678 | Blogs | Joe | Miss | Bank | 000 NHS Organisation | Additional Clinical Services | Healthcare Assistant | XR02 | 08/08/2012 | 0000A000 | 10001000 | Business Intelligence | ESR Offices | N9A |

Minimum Wage Tab

Description

This analysis enables users to report on assignments which are being paid less than the national minimum wage (or any other value). The analysis default low value is set to £8.60 however users can change it using the Low Value prompt available within the dashboard.

Prompts

Payroll Period

Payroll Name

* Elements to include

* Elements to include in Units Worked

Allowance Types to include

* Low Value

* Session Multiplier

Data Items

| | |
|-------------------|----------------|
| Assignment Number | Position |
| Employee Name | Organisation |
| Pay Value | Element Name |
| Units Worked | Allowance Type |
| Hourly Rate | Pay Value |

Example Screenshot

Payroll Period Payroll Name * Elements to include * Elements to include in Units Worked
 Allowance Types to include * Low Value * Session Multiplier

- This analysis is designed to return assignments being paid an hourly rate below a specific rate (£7.50 by default).
- Use the prompts above to select elements and allowance types to be included.

Summary

| Assignment Number | Employee Name | Pay Value | Units Worked | Hourly Rate | Position | Organisation |
|-------------------|----------------|---------------|--------------|-------------|--|----------------------|
| 12345678 | Blogs, Mr. Joe | £9,038,287.41 | 2,328,469.28 | £3.88 | 000000 Business Analyst A2B Information Technology | 000 NHS Organisation |
| 12345678 | Blogs, Mr. Joe | £9,038,287.41 | 4,656,938.55 | £3.88 | 000000 Business Analyst A2B Information Technology | 000 NHS Organisation |
| 12345678 | Blogs, Mr. Joe | £9,038,287.41 | 2,910,586.60 | £6.21 | 000000 Business Analyst A2B Information Technology | 000 NHS Organisation |

Detail

Assignment Number

| Element Name | Allowance Type | Pay Value | Units Worked | Hourly Rate |
|----------------------------------|------------------------|-----------|--------------|-------------|
| Basic Pay NHS | 000 Personal Allowance | £1,496.17 | 162.95 | £7.30 |
| Locally Agreed Deduction DED NHS | 000 Personal Allowance | -£85.71 | | £7.30 |
| Salary Sacrifice Grp 0 PAY NHS | 000 Personal Allowance | -£220.17 | | £7.30 |

Recalled Leavers Tab

Description

This analysis provides users with information in order to identify pensionable payments made to terminated employees after the last standard payroll process date associated with the employee's termination, i.e. after total pensionable pay details would normally have been sent to the pensions agency. Please note that this analysis runs in Real Time therefore may take longer to run than other BI analyses.

Prompts

- * Payroll Name
- Payroll Period
- * Period Start Date
- * Period End Date

Data Items

| | |
|-------------------|---|
| Organisation Name | TPP(£) |
| Employee | Employee Pension Contribution(£) |
| Surname | Employee Additional Pension Contribution(£) |
| Initials | Employer Pension Contribution(£) |
| NI Number | Contracted Out NI Pay(£) |
| Date of Birth | Pensionable Hours if Part Time(£) |
| Pension SD Number | Actual Termination Date |
| Assignment | Leaving Reason |

Example Screenshot

| Organisation Name | Employee | Surname | Initials | NI Number | Date of Birth | Pension SD Number | Assignment | TPP(£) | Employee Pension Contribution(£) | Employee Additional Pension Contribution(£) | Employer Pension Contribution(£) | Contracted Out NI Pay(£) | Pensionable Hours if Paid(£) |
|--------------------------|----------|---------|----------|-----------|---------------|-------------------|------------|--------|----------------------------------|---|----------------------------------|--------------------------|------------------------------|
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 000 NHS ESR Organisation | 12345678 | Blogs | J | JB000000X | 00-Jan-1900 | 00001111 | 12345678 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Payslip Messages Tab

Description

This analysis enables users to report on the messages saved in ESR that will be attached to an employee's payslip upon production.

Please note that this analysis is created using a Real Time subject area and matches the Discoverer version. The only difference is that the Discoverer version will return duplicate rows where employees have multiple assignments and the BI report will not return the same duplicates. This is because the report is employee based and should not return duplicates. All employees in the Disco report are however returned in the BI analysis.

Prompts

*Period Name

Data Items

| | |
|-------------|--------------|
| Period Name | Employee |
| Criteria | Full Name |
| Operator | Message Text |
| Value | |

Example Screenshot

* Period Name ▼

▼

| Period Name | Criteria | Operator | Value | Employee | Full Name | Message Text |
|-----------------------|----------|-----------|-------------|----------|----------------|---|
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | 12345678 | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |
| 1 2017 Calendar Month | Payroll | EQUALS TO | 000 Monthly | | Blogs, Mr. Joe | Research study that will help with management of risk |

Pay Balances Tab

Description

This analysis provides users with the ability to report on assignment pay balances. Please note that up to 10 balances may be selected at a time. Please note also that this analysis runs in Real Time therefore may take longer to run than other BI analyses.

Prompts

- * Payroll Period
- * Balance Name(s)
Organisation
Employee Number
Assignment Number

Data Items

| | |
|-------------------|-------------------|
| Employee Number | Organisation Name |
| Employee Name | Balance Name |
| Assignment Number | |

Example Screenshot

* Payroll Period * Balance Name(s) Organisation Employee Number Assignment Number

Note: Up to 10 balances may be selected to report. If more than 10 are selected, only the first 10 will return results. This data is returned in real time and therefore may take longer to complete than other BI dashboards.

| Employee Number | Employee Name | Assignment Number | Organisation Name | AEEU Tax Relief_ASG_RUN |
|-----------------|----------------|-------------------|--------------------------|-------------------------|
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |
| 12345678 | Blogs, Mr. Joe | 12345678 | 000 NHS ESR Organisation | 0.00 |

Payment Methods Tab

Employees with bank account

Description

This analysis returns employee and assignment numbers along with payment methods selected for each assignment.


Prompts

Payment Method NOT (Payment Method NOT in the list selected by the user)

Data Items

| | |
|-------------------|----------------|
| Employee Number | Person Name |
| Assignment Number | Payment Method |

Example Screenshot

Payment Method NOT 

| Employee Number | Assignment Number | Person Name | Payment Method |
|-----------------|-------------------|----------------|------------------|
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |
| 12345678 | 12345678 | Blogs, Mr. Joe | 000 Monthly BACS |

Employees without a bank account

Description

This analysis returns a list of assignments that do not have a bank account.

Prompts

Assignment Category

Assignment Status

Person Type

Employee Person Type

Data Items

| | |
|-------------------|-------------|
| Assignment Number | Person Name |
| Employee Number | |

Example Screenshot

| Assignment Number | Employee Number | Person Name |
|-------------------|-----------------|----------------|
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |
| 12345678 | 12345678 | Blogs, Mrs. Jo |

Employees with the same Bank Account details

Description

This analysis is designed to help users monitor employee bank accounts where more than one employee has the same account information recorded in ESR (comprised of account number, sort code, and building society number where applicable).

Prompts

Data Items

| | |
|---------------------------------|-----------------|
| Account Number | Employee Number |
| Sort Code | Employee Name |
| Building Society Account Number | |

Example Screenshot

Employees with the Same Bank Account Details

| Account Number | Sort Code | Bld Society Account Number | Employee Number | Employee Name |
|----------------|-----------|----------------------------|-----------------|----------------|
| 10002000 | 001122 | | 12345678 | Blogs, Mr. Joe |
| | | | 23456789 | Blogs, Mrs. Jo |

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Leavers Tab

Description

This analysis returns a list of leavers over a period of time, along with the SSHR comments field.

Prompts

* Date Between

Input Date Between

Employee Number

Data Items

| | |
|-------------------------|------------------------|
| Assignment Number | Destination On Leaving |
| Employee Name | NHS Org Leaving For |
| Actual Termination Date | Primary Assignment |
| Payroll Name | Date Input |
| Paypoint | Input By |
| Organisation | Comments |
| Leaving Reason | Comment Date |
| Final Process Date | From user |

Example Screenshot

| Organisation | Leaving Reason | Final Process Date | Destination On Leaving | NHS Org Leaving For | Primary Assignment | Date Input | Input By | Comments | Comment Date | From user |
|--------------------------|-------------------|--------------------|------------------------|--------------------------|--------------------|------------|---------------------------|---|--------------|------------|
| 000 NHS ESR Organisation | Employee Transfer | 31/01/2019 | | 111 NHS ESR Organisation | Y | 20/12/2018 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 30/04/2019 | NHS Organisation | 111 NHS ESR Organisation | N | 04/02/2019 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 30/04/2019 | NHS Organisation | 111 NHS ESR Organisation | Y | 04/02/2019 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 30/04/2019 | Other Public Sector | 111 NHS ESR Organisation | Y | 03/01/2019 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | | No Employment | 111 NHS ESR Organisation | Y | 08/01/2019 | 000BLOGS01 Blogs, Mr. Joe | Pension benefits claimed previously. | 08/01/2019 | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 31/03/2019 | Unknown | 111 NHS ESR Organisation | Y | 15/01/2019 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 31/03/2019 | Armed Forces | 111 NHS ESR Organisation | Y | 16/11/2018 | 000BLOGS01 Blogs, Mr. Joe | going to Southampton in the Royal Navy to do apprenticeship | 16/11/2018 | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | | Education /Training | 111 NHS ESR Organisation | Y | 22/10/2018 | 000BLOGS01 Blogs, Mr. Joe | Change of career - teaching assistant | 22/10/2018 | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 31/03/2019 | No Employment | 111 NHS ESR Organisation | Y | 05/12/2018 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | | General Practice | 111 NHS ESR Organisation | Y | 05/12/2018 | 000BLOGS01 Blogs, Mr. Joe | External promotion to Isca Medical Practice | 04/12/2018 | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | 31/03/2019 | NHS Organisation | 111 NHS ESR Organisation | Y | 07/12/2018 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |
| 000 NHS ESR Organisation | Employee Transfer | | NHS Organisation | 111 NHS ESR Organisation | Y | 03/11/2018 | 000BLOGS01 Blogs, Mr. Joe | | | Blogs, Joe |

Pay Multiples Tab

Description

This analysis supports users in calculating the ratio between a CEO or highly paid director to the rest of the organisation. This can be useful for requirements such as the Pay Multiples report (with guidance from the HFMA) or the CEO to Worker Ratio report. The analysis provides the annual salary for each employee as at a specific date (in order to lessen the impact of new starters, leavers and hours changes), as well as any other pay paid to them over the period (e.g. overtime etc).

By default the analysis will return data related to the previous financial year therefore only employees employed as at the end of the period (e.g. 31 March) are included.

The effective date for salary, employee and assignment details will always be the last day in the period (31 March by default). The salary for each employee is annualised by dividing it by their FTE.

Prompts

Pay Date Between
 Elements to Include
 Allowance Type
 Employee Number
 Organisation
 Assignment Category
 Person Type

View Selectors

by Employee (default)
 by Employee and Element

Data Items

| | |
|-----------------|-------------------|
| Employee Number | Type |
| Employee Name | Amount |
| FTE | Annualised Amount |

Example Screenshot

View

| Employee Number | Employee Name | FTE | Amount | Annualised Amount |
|-----------------|-------------------|------|------------|-------------------|
| 12345678 | Bloggs, Mr. Joe | 1.00 | £17,787.00 | £17,787.00 |
| 98765432 | Smith, Mrs. Sarah | 0.48 | £10,456.00 | £21,088.96 |
| 20011223 | User, Mr. ESR | 1.00 | £23,363.00 | £23,363.00 |

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BIK Class 1A NIC Tab

Description

This analysis returns the value of a specific balance in ESR named 'Benefits Taxed Through Payroll NOT Subject to NIC' against employee number and name.

By default the date prompts will select the previous financial year however users can select a different time period if required.

Prompts

Period End Date Between

Data Items

| | |
|-----------------|---------------|
| Employee Number | Employee Name |
| Balance Amount | |

Example Screenshot

Period End Date Between -

| Employee Number | Employee Name | Balance Amount |
|-----------------|----------------|----------------|
| 12345678 | Blogs, Mr. Joe | £128,416.87 |
| 12345678 | Blogs, Mr. Joe | £166,552.88 |
| 12345678 | Blogs, Mr. Joe | £600,192.00 |
| 12345678 | Blogs, Mr. Joe | £248,209.42 |
| 12345678 | Blogs, Mr. Joe | £210,981.38 |
| 12345678 | Blogs, Mr. Joe | £8,631.12 |
| 12345678 | Blogs, Mr. Joe | £112,507.56 |
| 12345678 | Blogs, Mr. Joe | £706,795.92 |
| 12345678 | Blogs, Mr. Joe | £95,583.87 |
| 12345678 | Blogs, Mr. Joe | £77,425.60 |

Data Quality Tab

Available on this tab are analyses designed to help users identify Payroll related data quality issues.

Prompts

Organisation

Assignment Category

Person Type

Employee Person Type

Effective Date

Exclude Employee Number(s)

Assignments with Missed Grade Steps

Description

This analysis enables users to identify where an assignment has an pay step date in the past but is not yet at the top of the banding.

Data Items

| | |
|--------------------------|---------------------------------|
| Organisation Name | Employee Name |
| Assignment Number | Assignment Category |
| Pay Step Date | Grade Step |
| Grade Scale Ceiling Step | Grade Step Effective Start Date |
| Bank Post Held | |

Example Screenshot

Assignments with Missed Grade Steps

| Organisation Name | Employee Name | Assignment Number | Assignment Category | Grade Step Effective Start Date | Grade Step | Grade Scale Ceiling Step | Pay Step Date | Bank Post Held |
|--------------------------|----------------|-------------------|---------------------|---------------------------------|------------|--------------------------|---------------|----------------------|
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 02/01/2019 | 6 | 7 | 03/10/2019 | Bank and Substantive |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 01/02/2020 | 1 | 6 | 16/04/2018 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 01/11/2021 | 1 | 6 | 04/11/2021 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 25/11/2021 | 3 | 6 | 25/11/2021 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 01/01/2022 | 3 | 9 | 01/01/2023 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 10/01/2022 | 1 | 8 | 10/01/2023 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 11/01/2022 | 1 | 6 | 06/07/2021 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 27/03/2022 | 1 | 9 | 27/03/2022 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 09/04/2022 | 8 | 9 | 09/04/2022 | Substantive Only |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | 16/05/2022 | 1 | 9 | 27/03/2014 | Substantive Only |

Rows 1 - 10

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CSD, OMP or OSP is Null

Description

This analysis enables users to identify where an employee has missing OSP, OMP or CSD entries.

Data Items

| | |
|-------------------|----------------|
| Organisation Name | CSD 3 Months |
| Employee Number | CSD 12 Months |
| Employee Name | NHS OSP Scheme |
| CSD 1 Week | NHS OMP Scheme |

Example Screenshot

CSD, OMP or OSP is Null

| Organisation Name | Employee Name | Employee Number | CSD 1 Week | CSD 3 Months | CSD 12 Months | NHS OSP Scheme | NHS OMP Scheme |
|----------------------|----------------|-----------------|------------|--------------|---------------|----------------|--------------------|
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 05/01/2009 | 23/12/2006 | 23/12/2006 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 26/11/2018 | 26/11/2018 | 26/11/2018 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 01/10/2019 | 01/10/2019 | 01/10/2019 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 02/11/2020 | 04/07/2005 | 04/07/2005 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 04/05/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 12/07/2021 | | 07/07/2003 | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 23/08/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 21/12/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 02/03/2022 | | 10/10/2000 | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 01/06/2022 | 09/04/2001 | 09/04/2001 | NHS OSP SCHEME | |

    Rows 1 - 10

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No. of Pay Steps should be 1, Pay Step Date should not be null or greater than 365 days in the future or in the past

Description

This analysis enables users to identify where the number of pay steps is not equal to 1, or when the pay step date is greater than 365 days in the future, or is in the past or is null.

Data Items

| | |
|-------------------|---------------------|
| Organisation Name | Employee Name |
| Assignment Number | Assignment Category |
| Pay Step Date | Number of Pay Steps |

Example Screenshot

No. of Pay Steps should be 1, Pay Step Date should not be null or greater than 365 days in the future or in the past

Note: The number of pay steps should always be '1' and the pay steps date should be within 365 days. The pay step for the assignment may not be processed if these entries are null.

| Organisation Name | Employee Name | Assignment Number | Assignment Category | Pay Step Date | No of Pay Step |
|--------------------------|----------------|-------------------|---------------------|---------------|----------------|
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Bank | | 1 |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | | | |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Fixed Term Temp | | 1 |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | | | |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Locum | | 1 |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | | | |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | Permanent | | 1 |
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | | | |

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WAS and OSP Entry

Description

This analysis enables users to identify where an employee has both an OSP entry and WAS entry.

Data Items

| | |
|-------------------|----------------|
| Organisation Name | Employee Name |
| Assignment Number | Payroll Period |
| Payroll Name | |

Example Screenshot

WAS and OSP Entry

| Organisation Name | Employee Name | Assignment Number | Payroll Period | Payroll Name |
|--------------------------|----------------|-------------------|-----------------------|--------------|
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 24295634-2 | 1 2020 Calendar Month | 000 Monthly |

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Spot Salary and OSP Entry

Description

This analysis enables users to identify where an employee has both an OSP entry and a spot salary.

Data Items

| | |
|-------------------|----------------|
| Organisation Name | Employee Name |
| Assignment Number | Payroll Period |
| Payroll Name | |

Example Screenshot

Spot Salary and OSP Entry

| Organisation Name | Employee Name | Assignment Number | Payroll Period | Payroll Name |
|--------------------------|----------------|-------------------|-----------------------|--------------|
| 000 NHS ESR Organisation | Blogs, Mr. Joe | 12345678 | 1 2020 Calendar Month | 000 Monthly |

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Annual Leave Overtime Tab

Description

This analysis assists organisations when making pay arrangements for overtime and additional hours.

Prompts

Period End Date Between

Element Name

OT/Add Hr Elements

Allowance Type

Organisation Name

Employee Number

Assignment Number

Assignment Status

Assignment Category

Person Type

Employee Person Type

Employee Category

Payroll Name

Include: (All Employees or Only Those Employed on Defined Date)

Only Return Employees Employed on (Default: last day of previous financial year)

Gender

Ethnic Origin

Disability

Marital Status

Months in Period (Default: 6)

% of Amount (Defined by user and determines figures returned in the '% of Amount' and 'Combined OT/Add Hr + % of Amount' columns within the analysis)

Please note that protected characteristics fields are only available to BI Administration users.

Data Items

| | |
|-------------------------|----------------------------------|
| Employee Name | Religious Belief |
| Assignment Number | Period End Month |
| Assignment Status | Hours Contracted |
| Latest Start Date | Hours Worked |
| Actual Termination Date | FTE Contracted |
| Organisation Name | FTE Worked |
| Pay Scale | Basic Pay |
| Gender | Earnings |
| Ethnic Origin | Combined OT/Add Hr |
| Disability | % of Amount |
| Marital Status | Combined OT/Add Hr + % of Amount |
| Sexual Orientation | |

Example Screenshot

| Period End Month | Hours Contracted | Hours Worked | FTE Contracted | FTE Worked | Basic Pay | Earnings | Combined OT/Add Hr | % of Amount | Combined OT/Add Hr + % of Amount |
|------------------|------------------|--------------|----------------|------------|-----------|-----------|--------------------|-------------|----------------------------------|
| 2021-JUN | 97.77 | 106.77 | 0.60 | 0.66 | £1,530.75 | £140.91 | £140.91 | £22.55 | £163.46 |
| 2021-JUL | 97.77 | 114.52 | 0.60 | 0.70 | £1,530.75 | £275.96 | £275.96 | £44.15 | £320.11 |
| 2021-AUG | 97.77 | 112.77 | 0.60 | 0.69 | £1,530.75 | £84.86 | £234.86 | £37.58 | £272.44 |
| 2021-SEP | 97.77 | 97.77 | 0.60 | 0.60 | £1,806.45 | £99.31 | £19.56 | £3.13 | £22.69 |
| 2021-OCT | 97.77 | 110.77 | 0.60 | 0.68 | £1,576.70 | £59.65 | £209.65 | £33.54 | £243.19 |
| 2022-FEB | 97.77 | 100.02 | 0.60 | 0.61 | £1,576.70 | -£113.71 | £36.29 | £5.81 | £42.10 |
| 2021-APR | 162.95 | 168.45 | 1.00 | 1.03 | £1,548.00 | £276.73 | £76.73 | £12.28 | £89.01 |
| 2021-MAY | 162.95 | 174.70 | 1.00 | 1.07 | £1,548.00 | £1,057.44 | £167.44 | £26.79 | £194.23 |
| 2021-JUL | 162.95 | 168.45 | 1.00 | 1.03 | £1,548.00 | £333.38 | £78.38 | £12.54 | £90.92 |
| 2021-AUG | 162.95 | 168.94 | 1.00 | 1.04 | £1,597.93 | £222.74 | £85.50 | £13.68 | £99.18 |
| 2021-SEP | 162.95 | 168.95 | 1.00 | 1.04 | £1,719.68 | £229.08 | £93.57 | £14.97 | £108.54 |
| 2021-OCT | 162.95 | 168.70 | 1.00 | 1.04 | £1,694.17 | £244.67 | £89.67 | £14.35 | £104.02 |