

NHS ELECTRONIC STAFF RECORD

ESR-NHS0233 - GUIDE TO ESRBI PAYROLL DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
Author:	Matt Madya
Creation Date:	May 2016
Last Updated:	February 2025
Version:	27.0

Approvals:

Name	Chris Moorley
Title	Head of Development and Operations

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
21/11/2016	Matt Madya	3.0	Updated following new ESRBI developments
04/07/2017	Matt Madya	4.0	Updated following new ESRBI developments
11/10/2017	Matt Madya	5.0	Updated following new ESRBI developments
02/05/2018	Matt Madya	6.0	Updated following R38
01/10/2018	Matt Madya	7.0	Updated following new ESRBI developments
19/11/2018	Matt Madya	8.0	Updated following new ESRBI developments
14/01/2019	Matt Madya	9.0	Updated following new ESRBI developments
27/02/2019	Matt Madya	10.0	Updated following new ESRBI developments
29/03/2019	Matt Madya	11.0	Updated following new ESRBI developments
10/06/2019	Matt Madya	12.0	Updated following new ESRBI developments
06/08/2019	Matt Madya	13.0	Updated following new ESRBI developments
01/10/2019	Matt Madya	14.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	15.0	Updated following new ESRBI developments
04/02/2020	Matt Madya	16.0	Updated following new ESRBI developments
24/04/2020	Matt Madya	17.0	Updated following new ESRBI developments
06/07/2020	Matt Madya	18.0	Updated following new ESRBI developments
12/02/2021	Matt Madya	19.0	Updated following new ESRBI developments
18/06/2021	Matt Madya	20.0	Updated following new ESRBI developments
17/09/2021	Matt Madya	21.0	Updated following new ESRBI developments
04/02/2022	Matt Madya	22.0	Updated following new ESRBI developments
25/10/2022	Matt Madya	23.0	Updated following new ESRBI developments
25/08/2023	Matt Madya	24.0	Updated following new ESRBI developments
01/02/2024	Matt Madya	25.0	Updated following new ESRBI developments
19/07/2024	Matt Madya	26.0	Updated following new ESRBI developments
12/02/2025	Matt Madya	27.0	Updated following new ESRBI developments

REVIEWERS

Name	Position
Charlotte Barnett	Assistant Development Advisor - BI
Chris Holroyd	Development Advisor - BI
James Haddon	Senior Development Advisor - BI, Reporting & Data Analysis
Pushpa Mistry	Assistant Development Advisor - HR/OLM/Self Service
Dionne Domingos	Development Advisor - Payroll and Pensions

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

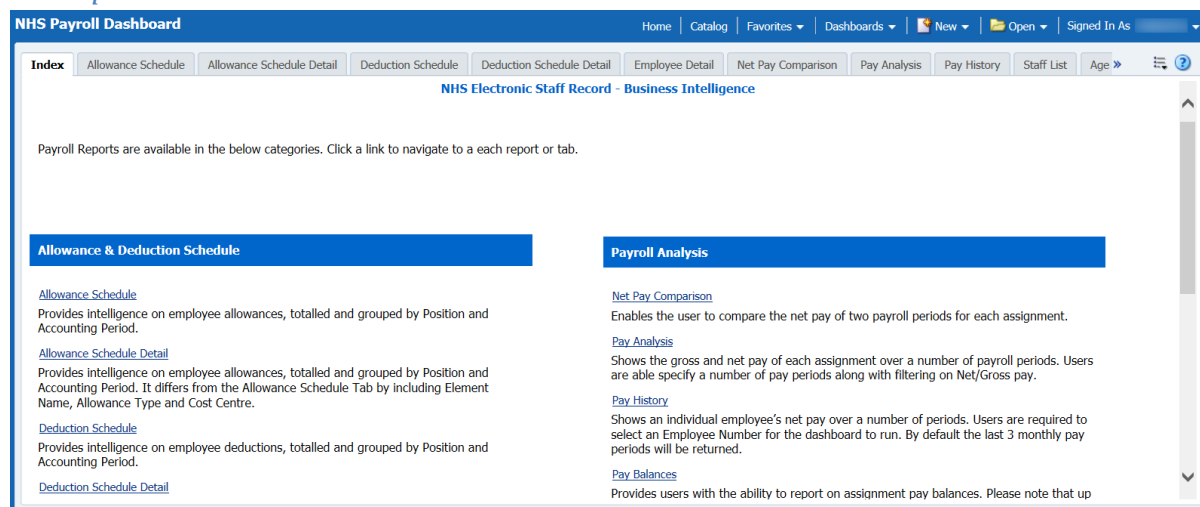
Description

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



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

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	£1,470.34	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
30462103	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

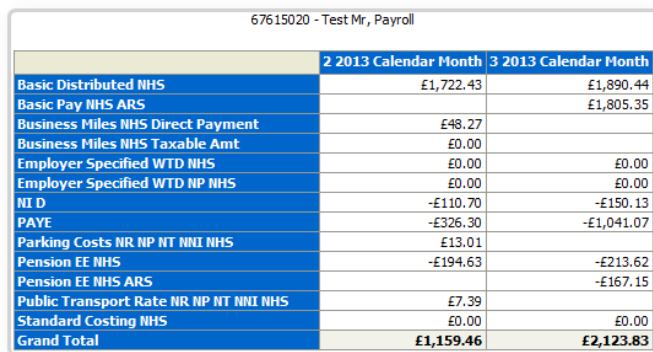
Description

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

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

Age to reach 21

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

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	AEU 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

Actions

Click -> Employee Email Address to generate email template

Data Items

Assignment Number	Assignment Category
Employee Number	Assignment Status
Person Name	Employee Email Address

Example Screenshot

Employees without a bank account

Assignment Number	Employee Number	Person Name	Assignment Category	Assignment Status	Employee Email Address
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Fixed Term Temp	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net
12345678	12345678	Blogs, Mr. Joe	Permanent	Active Assignment	joe.blogs@nhs.net

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

Rows 1 - 25
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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