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:	January 2026
Version:	29.0

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
01/09/2025	Matt Madya	28.0	Updated following new ESRBI developments
30/01/2026	Matt Madya	29.0	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
David Cant	Development Advisor - Payroll and Pensions

DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

CONTENTS

DOCUMENT CONTROL 2

CHANGE RECORD 2

REVIEWERS 2

DISTRIBUTION 2

CONTENTS 3

Design Assumptions 5

Examples 5

Payroll Dashboard 6

Index 6

Allowance Schedule Tab 7

Allowance Schedule Detail Tab 8

Deductions Schedule Tab 9

Deductions Schedule Detail Tab 11

Employee Detail Tab 12

Net Pay 13

Allowances 14

Deductions 15

Net Pay Comparison Tab 15

Net Pay Comparison 17

Net Pay Comparison Detail 18

Pay Analysis Tab 18

Pay History Tab 19

Staff List Tab 20

Age Analysis Tab 21

Age Analysis 22

Occupation Code Analysis Tab 22

Rehires Tab 23

Rehires 24

Assignments Not Worked Tab 24

Minimum Wage Tab 25

Recalled Leavers Tab 26

Payslip Messages Tab 27

Pay Balances Tab 28
Payment Methods Tab 28
Employees with bank account 29
Employees without a bank account 30
Employees with the same Bank Account details 31
Leavers Tab 31
Pay Multiples Tab 32
BIK Class 1A NIC Tab 33
Data Quality Tab 34
Assignments with Missed Grade Steps 35
CSD, OMP or OSP is Null 36
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 37
WAS and OSP Entry 38
Spot Salary and OSP Entry 39
Assignments without Standard Costing NHS Element 40
Annual Leave Overtime Tab 40

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

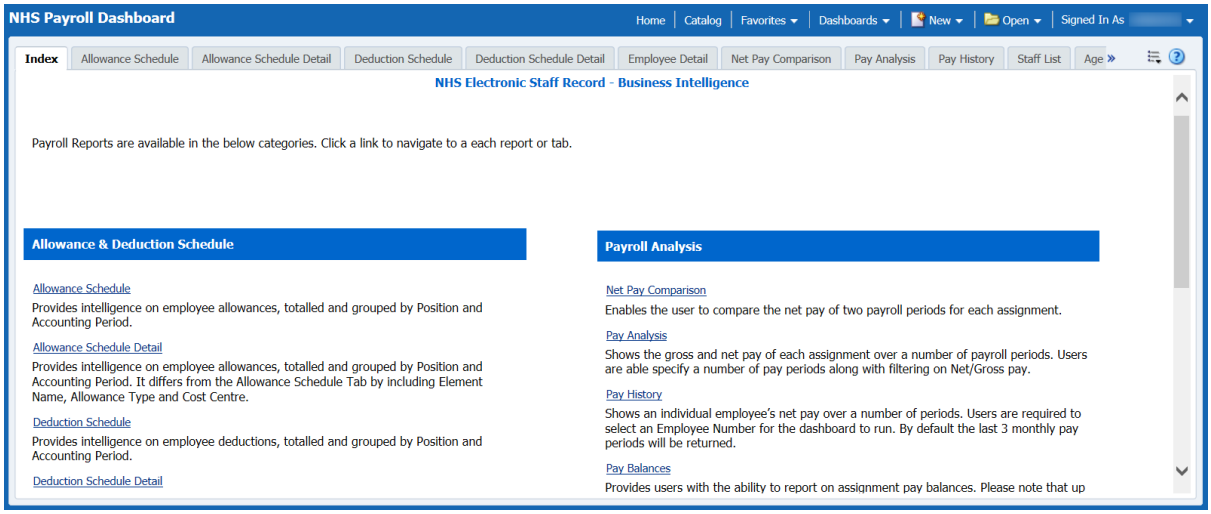
Description

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

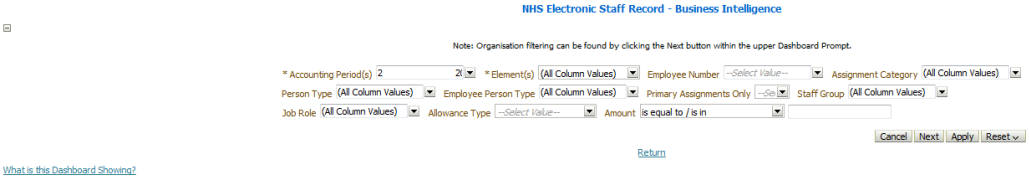
Deduction Flag is equal to 'N'

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



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**				
20055459	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
20055459	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

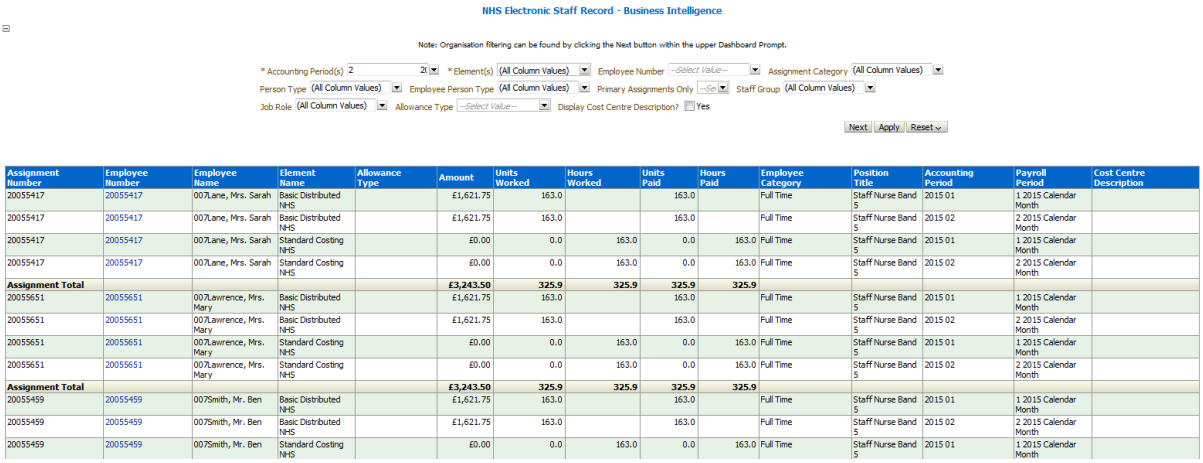
Employee Category	
Position Title	
Accounting Period	
Payroll Period	
Units Worked	
Hours Worked	
Units Paid	
Hours Paid	
Element Name	
Allowance Type	
Cost Centre	
Organisation	
NI Number	
Assignment Category	
Cost Centre	
Subjective Code	
Subjective Code Description	
Pay Scale	
Pay Scale Description.	

Filters

Deduction Flag is equal to ‘N’

Self Distributed is not equal to / is not in ‘Y’

Example Screenshot



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**	**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**	**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

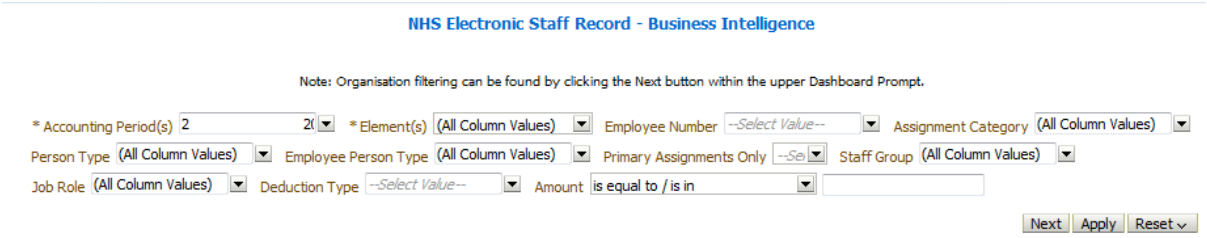
Deduction Flag is equal to 'Y'

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

Prompts

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

Example Screenshot



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

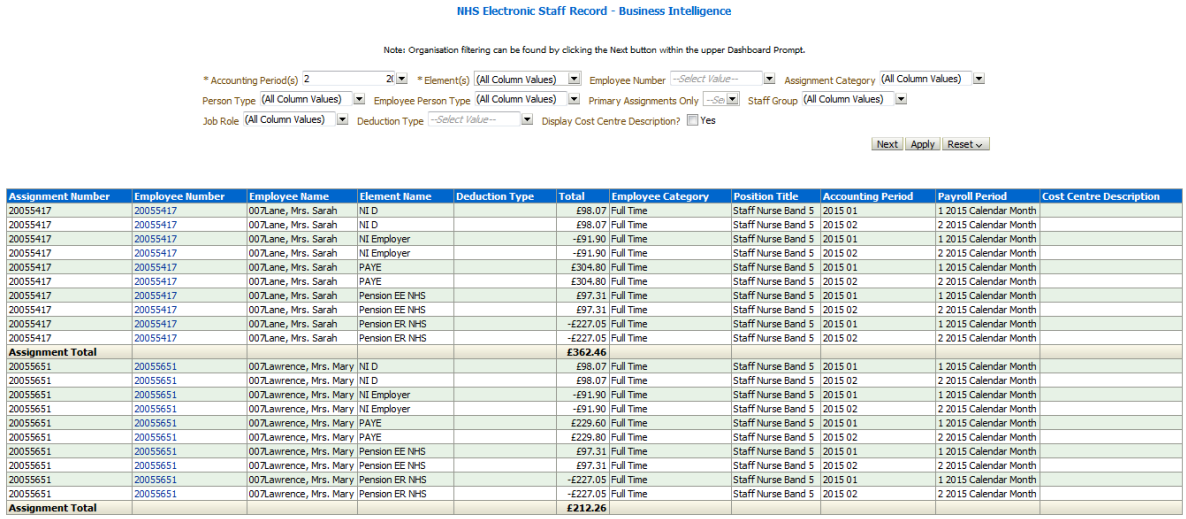
Title	Description
Employee Number	
Employee Name	
Amount	Payroll Costing.Facts.Amount
Employee Category	
Position Title	
Accounting Period	
Payroll Period	
Element Name	
Deduction Type	
Cost Centre	
Organisation	
NI Number	
Assignment Category	
Cost Centre	
Subjective Code	
Subjective Code Description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

Filters

Deduction Flag is equal to 'Y'

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

Example Screenshot



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		£229.80	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

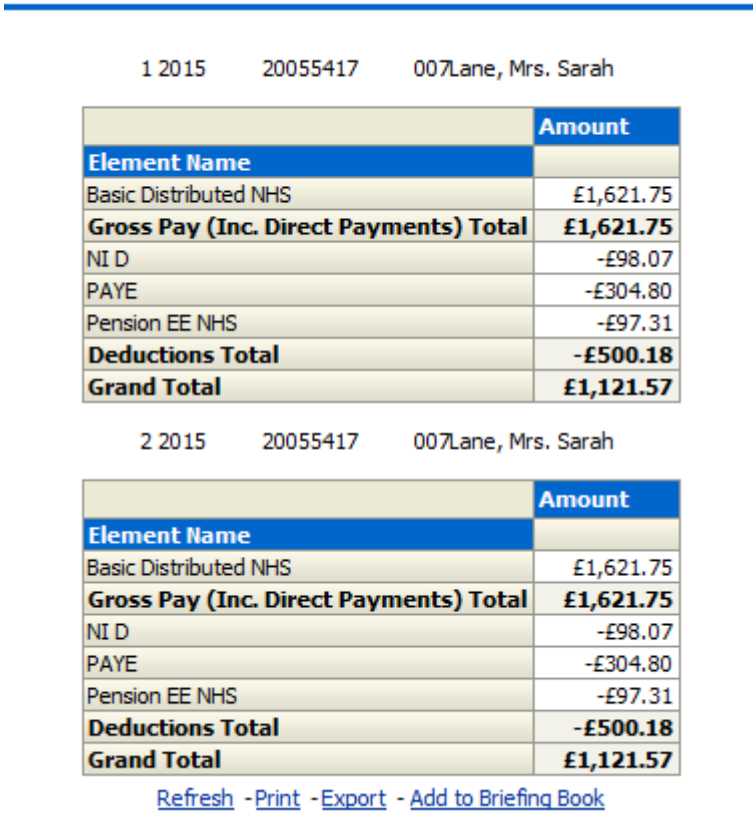
This analysis is designed to show employee allowances and deductions totalled by Accounting Period, Element Name and Assignment Number.

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**

Refresh - Print - Export - Add to Briefing Book

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.

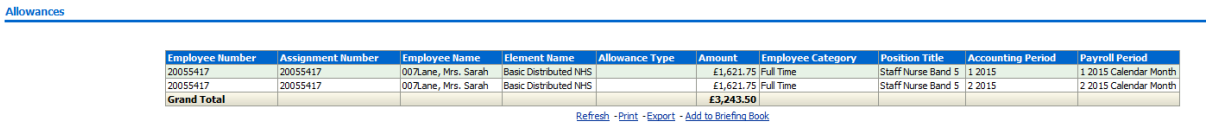
Data Items

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



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.

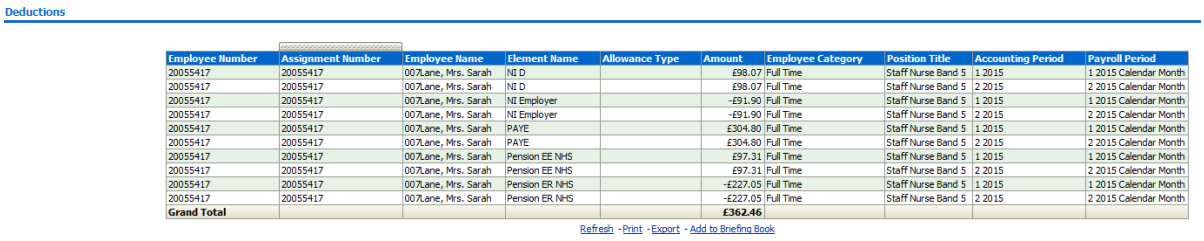
Data Items

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	NI D		£98.07	Full Time	Staff Nurse Band 5	1 2015	1 2015 Calendar Month
20055417	20055417	007Lane, Mrs. Sarah	NI D		£98.07	Full Time	Staff Nurse Band 5	2 2015	2 2015 Calendar Month
20055417	20055417	007Lane, Mrs. Sarah	NI Employer		-£91.90	Full Time	Staff Nurse Band 5	1 2015	1 2015 Calendar Month
20055417	20055417	007Lane, Mrs. Sarah	NI 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**				

Refresh - Print - Export - Add to Briefing Book

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

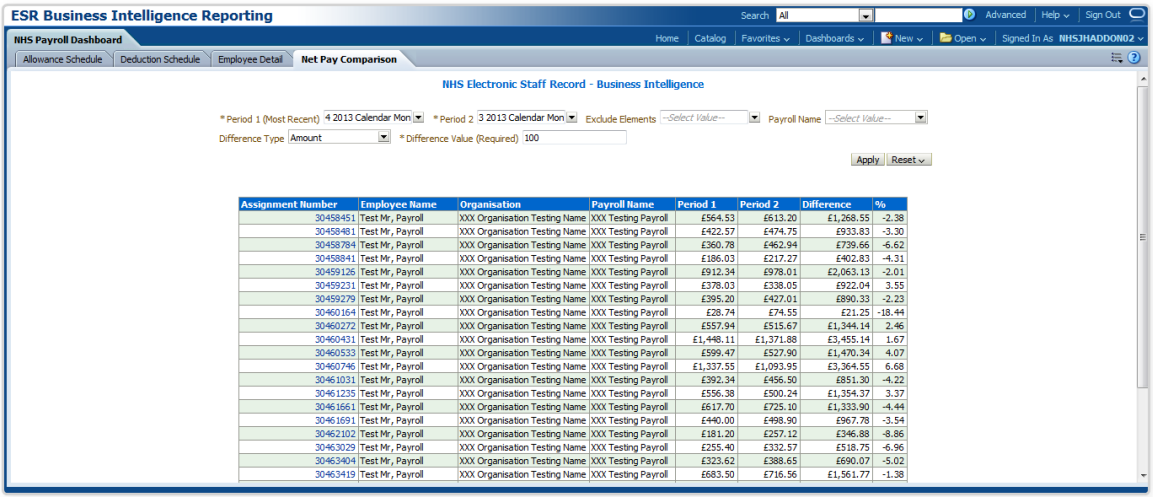
Title	Description
Assignment Number	
Employee Name	
Organisation	
Payroll Name	
Period 1	Defined by Prompt
Period 2	Defined by Prompt
Difference	Difference between Period 1 and Period 2
%	Percentage Difference

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	£1,448.11	£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
30462102	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

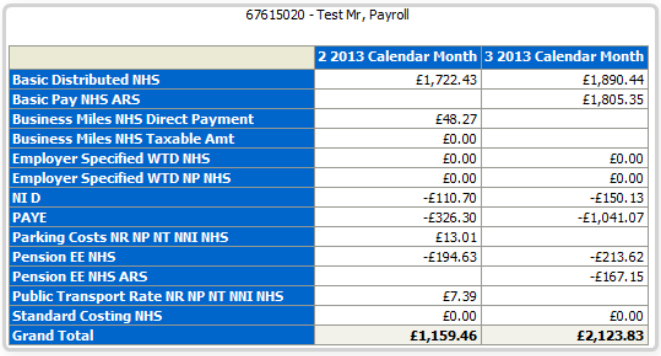
Description

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)

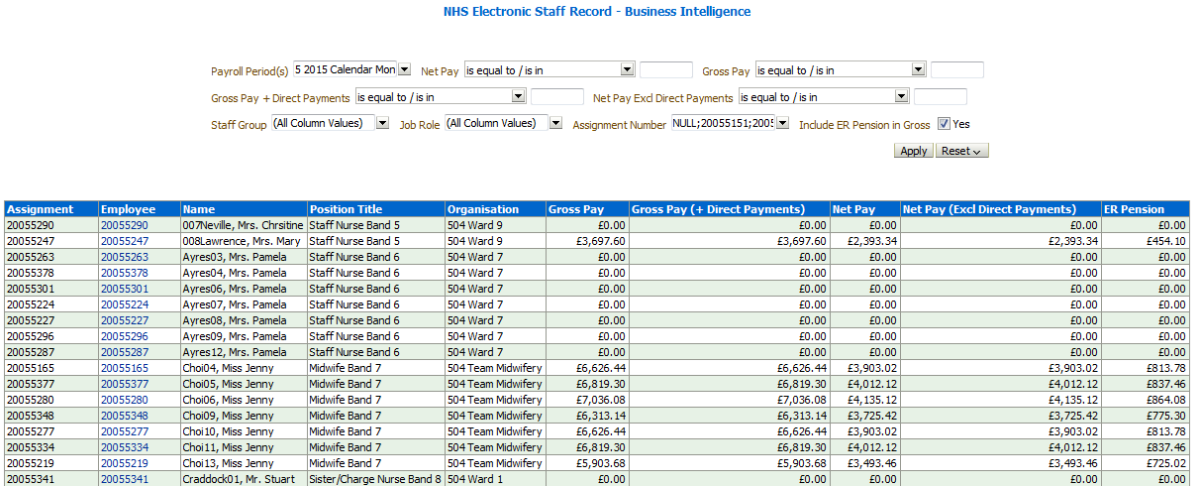
Data Items

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;200 | 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. Chrsitine	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	Choi04, Miss Jenny	Midwife Band 7	504 Team Midwifery	£6,626.44	£6,626.44	£3,903.02	£3,903.02	£813.78
20055377	20055377	Choi05, Miss Jenny	Midwife Band 7	504 Team Midwifery	£6,819.30	£6,819.30	£4,012.12	£4,012.12	£837.46
20055280	20055280	Choi06, Miss Jenny	Midwife Band 7	504 Team Midwifery	£7,036.08	£7,036.08	£4,135.12	£4,135.12	£864.08
20055348	20055348	Choi09, Miss Jenny	Midwife Band 7	504 Team Midwifery	£6,313.14	£6,313.14	£3,725.42	£3,725.42	£775.30
20055277	20055277	Choi10, Miss Jenny	Midwife Band 7	504 Team Midwifery	£6,626.44	£6,626.44	£3,903.02	£3,903.02	£813.78
20055334	20055334	Choi11, Miss Jenny	Midwife Band 7	504 Team Midwifery	£6,819.30	£6,819.30	£4,012.12	£4,012.12	£837.46
20055219	20055219	Choi13, 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

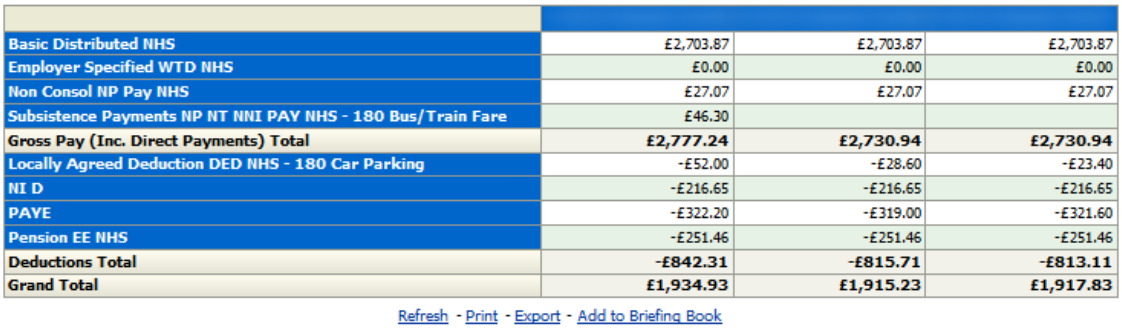
Payroll Period	Element Name
Amount	Assignment Number
Employee Name	

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**

Refresh - Print - Export - Add to Briefing Book

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
Pension Membership Ref Number	Payroll

Prompts

Payslip to Home

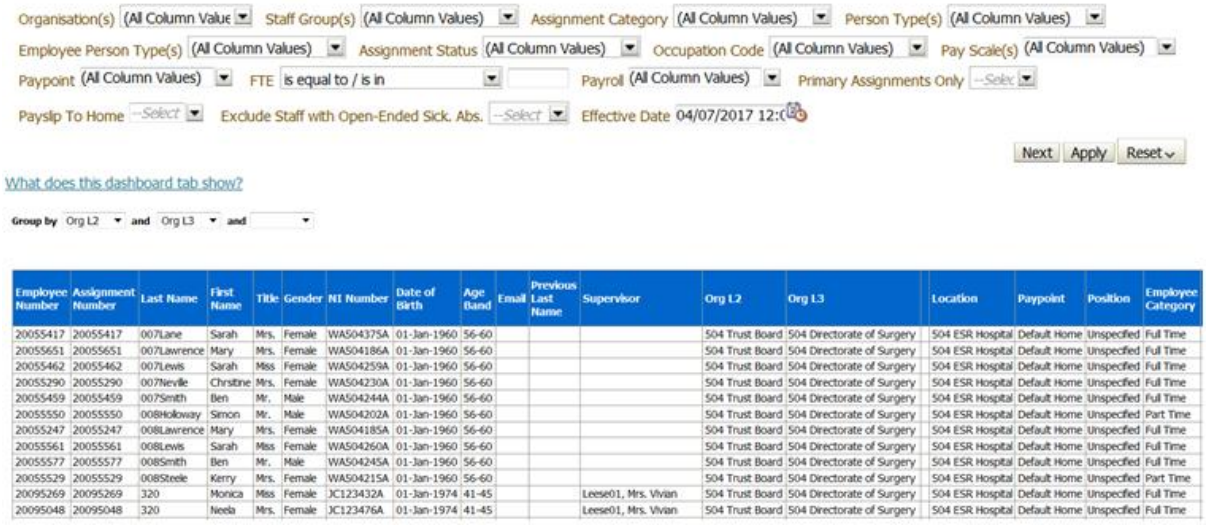
Exclude Open Ended Absences

Column Selectors

Organisation Level 1-13

Cost Centre Org Level 1-12

Example Screenshot



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	WA504375A	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	WA504186A	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	WA504259A	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	WA504230A	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	WA504244A	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	WA504202A	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	WA504185A	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	WA504260A	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	WA504245A	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	WA504215A	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.

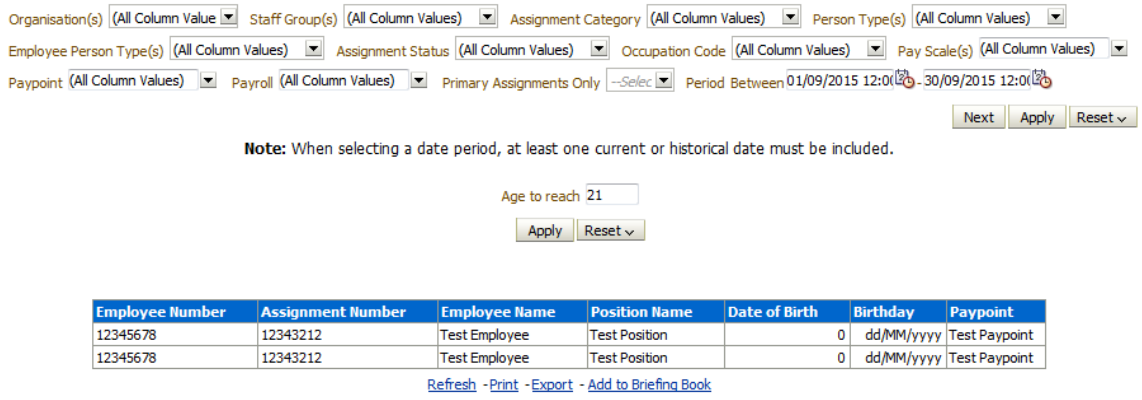
Data Items

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

Prompts

Age to Reach (Default: 21)

Example Screenshot



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

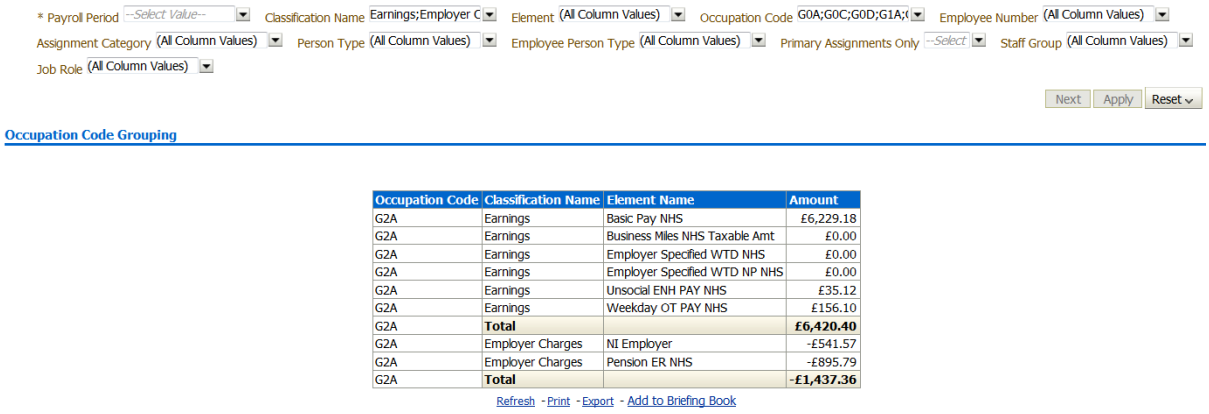
* Payroll Period (required)
Classification Name
Element
Occupation Code
Employee Number
Assignment Category

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

Data Items

Occupation Code	Element Name
Classification Name	Amount

Example Screenshot



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.

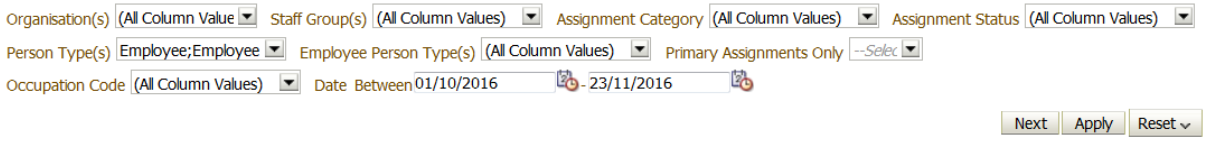
Data Items

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

View Selectors

None

Example Screenshot



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		

Refresh - Print - Export - Add to Briefing Book

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

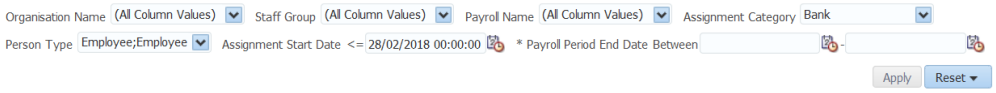
Organisation Name
Staff Group
Payroll Name
Assignment Category
Person Type
Assignment Start Date <=
* Payroll Period End Date Between

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



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 Inteligence	ESR Offices	N9A
12345678	12345678	Blogs	Joe	Miss	Bank	000 NHS Organisation	Additional Clinical Services	Healthcare Assistant	XR02	01/10/2006	0000A000	10001000	Business Inteligence	ESR Offices	N9A
12345678	12345678	Blogs	Joe	Miss	Bank	000 NHS Organisation	Additional Clinical Services	Healthcare Assistant	XR02	08/08/2011	0000A000	10001000	Business Inteligence	ESR Offices	N9A
12345678	12345678	Blogs	Joe	Miss	Bank	000 NHS Organisation	Additional Clinical Services	Healthcare Assistant	XR02	23/04/2012	0000A000	10001000	Business Inteligence	ESR Offices	N9A
12345678	12345678	Blogs	Joe	Miss	Bank	000 NHS Organisation	Additional Clinical Services	Healthcare Assistant	XR02	08/08/2012	0000A000	10001000	Business Inteligence	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.

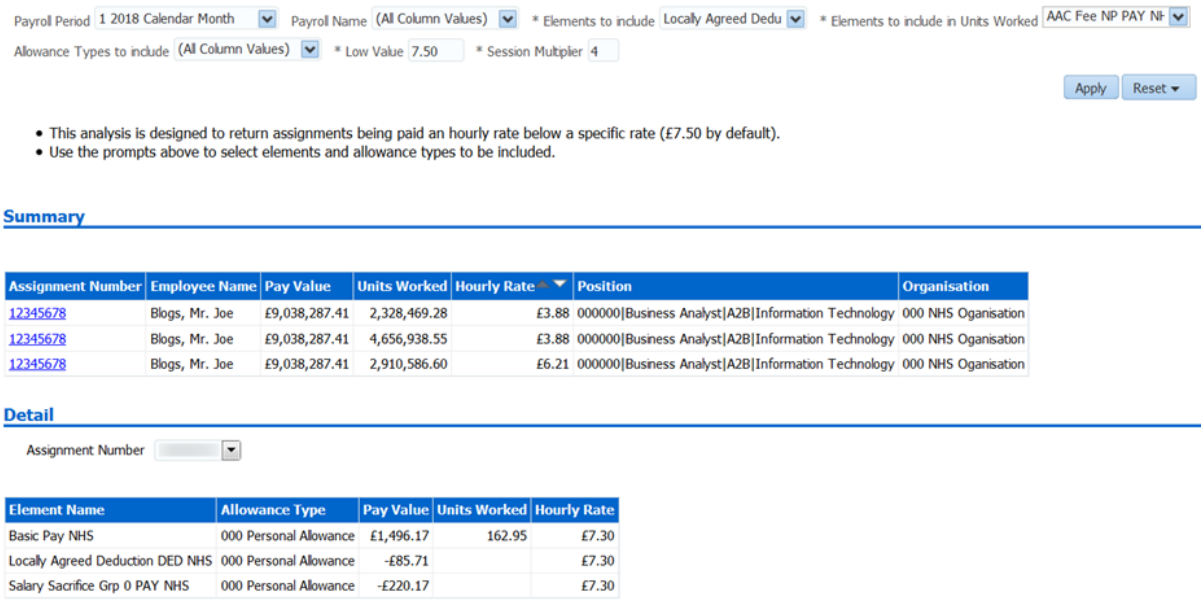
Prompts

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



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 Membership Ref 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(£)	Pensionab Hours if P Time(£)
000 NHS ESR Organisation	12345678	Blogs	J	JB000000X	00-Jan-1900	00001111	12345678	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	
000 NHS ESR Organisation	12345678	Blogs	J	JB000000X	00-Jan-1900	00001111	12345678	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	
000 NHS ESR Organisation	12345678	Blogs	J	JB000000X	00-Jan-1900	00001111	12345678	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	
000 NHS ESR Organisation	12345678	Blogs	J	JB000000X	00-Jan-1900	00001111	12345678	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	
000 NHS ESR Organisation	12345678	Blogs	J	JB000000X	00-Jan-1900	00001111	12345678	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	

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.

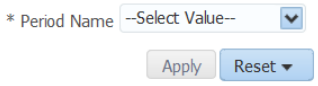
Prompts

*Period Name

Data Items

Period Name	Employee
Criteria	Full Name
Operator	Message Text
Value	

Example Screenshot



Period Name	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

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.

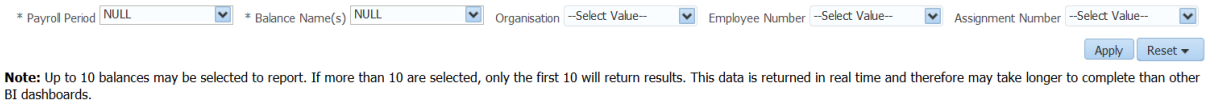
Prompts

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

Data Items

Employee Number	Organisation Name
Employee Name	Balance Name
Assignment Number	

Example Screenshot



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

Payment Methods Tab

Employees with bank account

Description

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

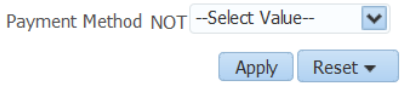
Prompts

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



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

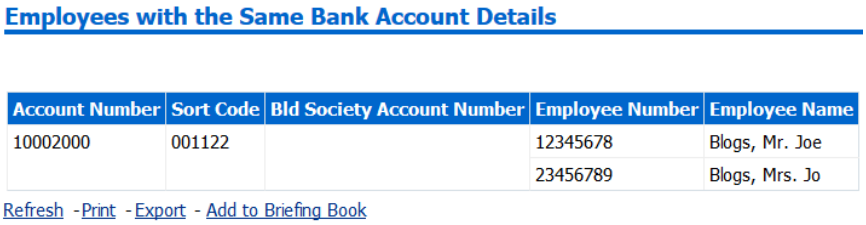
This analysis is designed to help users monitor employee bank accounts where more than one employee has the same account information recorded in ESR (comprised of account number, sort code, and building society number where applicable).

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

Refresh - Print - Export - Add to Briefing Book

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	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer	30/04/2019	NHS Organisation	111 NHS ESR Organisation	N	04/02/2019	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer	30/04/2019	NHS Organisation	111 NHS ESR Organisation	Y	04/02/2019	000JBLOGS01|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	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer		No Employment	111 NHS ESR Organisation	Y	08/01/2019	000JBLOGS01|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	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer	31/03/2019	Armed Forces	111 NHS ESR Organisation	Y	16/11/2018	000JBLOGS01|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	000JBLOGS01|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	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer		General Practice	111 NHS ESR Organisation	Y	05/12/2018	000JBLOGS01|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	000JBLOGS01|Blogs, Mr. Joe			Blogs, Joe
000 NHS ESR Organisation	Employee Transfer		NHS Organisation	111 NHS ESR Organisation	Y	03/11/2018	000JBLOGS01|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

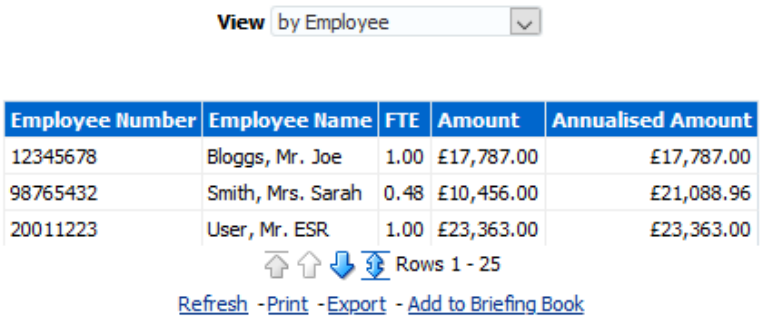
View Selectors

by Employee (default)
by Employee and Element

Data Items

Employee Number	Type
Employee Name	Amount
FTE	Annualised Amount

Example Screenshot



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

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.

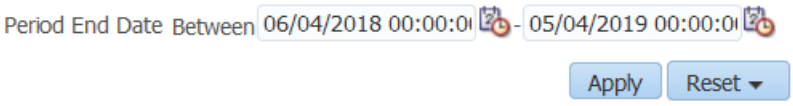
Prompts

Period End Date Between

Data Items

Employee Number	Employee Name
Balance Amount	

Example Screenshot



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 a 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
Supervisor Name	Grade Step Effective Start Date
Grade Step	Grade Scale Ceiling Step
Pay Step Date	
Bank Post Held	

Example Screenshot

Assignments with Missed Grade Steps

Organisation Name	Employee Name	Assignment Number	Assignment Category	Supervisor Name	Grade Step Effective Start Date	Grade Step	Grade Scale Ceiling Step	Pay Step Date	Bank Post Held
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	01/02/2019	6	7		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	01/05/2019	1	8		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	10/05/2021	1	8		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	08/11/2021	1	7		Bank Only
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	01/01/2022	1	6		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	30/03/2022	3	7		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	22/06/2022	1	8		Bank Only
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	01/08/2022	3	8		Bank Only
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	01/11/2022	1	8		Bank and Substantive
000 NHS Organisation	Blogs, Mr. Joe	12345678	Bank	Blogs, Mrs. Jo	09/01/2023	1	8		Bank Only

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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

Refresh - Print - Export - Add to Briefing Book

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

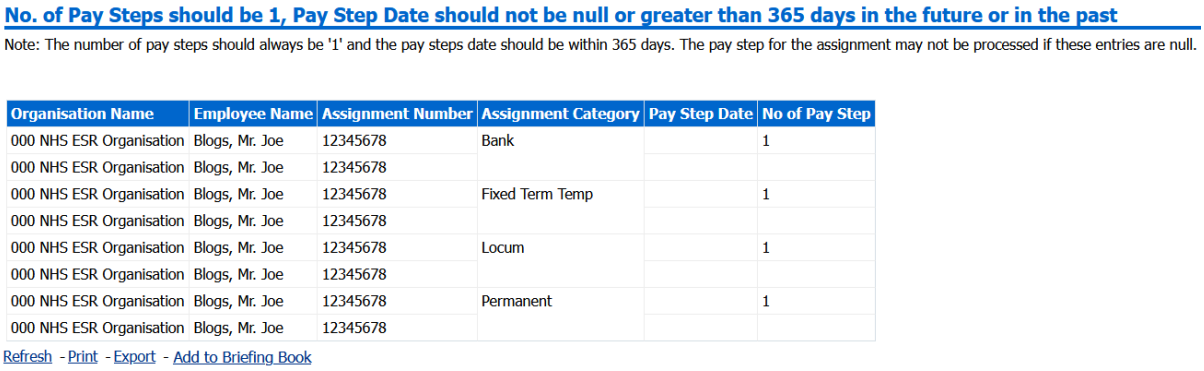
Description

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			

Refresh - Print - Export - Add to Briefing Book

WAS and OSP Entry

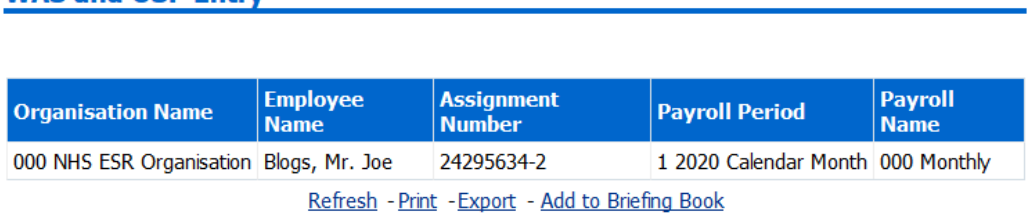
Description

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



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

Refresh - Print - Export - Add to Briefing Book

Assignments without Standard Costing NHS Element

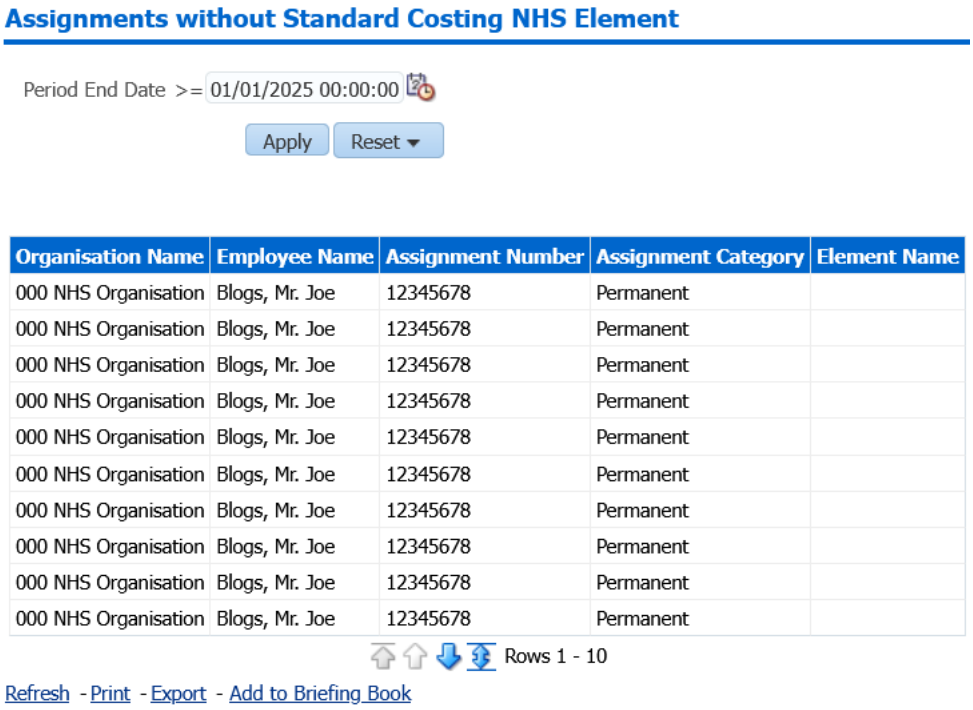
Description

This analysis enables users to identify where an employee does not have the Standard Costing NHS element against the assignment.

Data Items

Organisation Name	Assignment Category
Employee Name	Element Name
Assignment Number	

Example Screenshot



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