NHS ELECTRONIC STAFF RECORD

ESR-NHS0234 - GUIDE TO ESRBI PENSION DASHBOARD DASHBOARD

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DOCUMENT CONTROL

CHANGE RECORD

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DISTRIBUTION

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1	Library Master	Project Library
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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.

Pensions Dashboard

Description

This dashboard is designed to provide the user with intelligence around employees pension information.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Payroll Administration
XXX Payroll Audit
XXX Payroll Super Administration
XXX Pensions Administration

Summary Tab

Assignments Opted IN to the NHS Pension

Description

This analysis is designed to show summary counts of assignments that have either opted IN or OUT of the NHS Pension Scheme and the percentage difference, grouped by month.

Prompts:

Organisation(s)
Date Between

View Selectors:
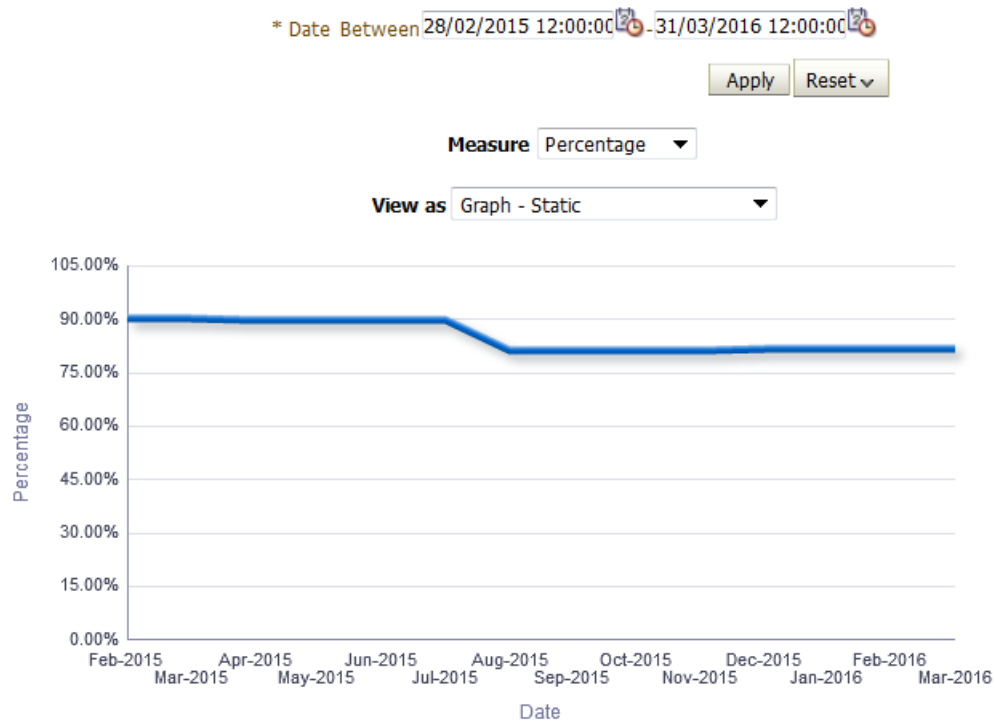
Table
Graph – Static (Default)
Graph – Zoomed to Data Range

Action Links:

None

Data Items

Date	Percentage
Opt In	Opt Out
Assignments	

Example Screenshot

Pension Entries Exceptions

Description

This analysis is designed to show Element Entry information related to Pensions where an assignment may fulfill the criteria of one or more of the exception tests listed below.

View Selectors:

None

Action Links:

By clicking on an Assignment Number, users can drill down into an individual's Element Entries information.

Data Items

Employee Number	Qualifying Scheme Exists
Assignment Number	Scheme Name
Employee Name	Opt-Out
Auto Enrolment Eligibility	Pension Classification
Eligible Job Holder Date	Employee Issues

Example Screenshot

Employee Number	Assignment Number	Employee Name	Qualifying Scheme Exists?	Scheme Name	Opt-Out	Auto Enrolment Eligibility	Pension Classification	Eligible Job Holder Date	Employee Issues
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	2nd employment in same trust already F/T in Scheme	Eligible Job Holder	01/07/2013	Test 1
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	2nd employment in same trust already F/T in Scheme	Eligible Job Holder	01/07/2013	Test 1
12345678	12345678	Jones, Miss Lily Elizabeth	No	NHS Pension	No	None	Eligible Job Holder	01/07/2013	Test 6
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/02/2014	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	No	None	Eligible Job Holder	01/07/2013	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	No		Yes	None	Eligible Job Holder		Test 2
12345678	12345678	Jones, Miss Lily Elizabeth	No		Yes	2nd employment in same trust already F/T in Scheme	Eligible Job Holder	01/07/2013	Test 1
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/07/2013	Test 5|Test 10
12345678	12345678	Jones, Miss Lily Elizabeth	No		Yes	None	Eligible Job Holder	01/07/2013	Test 10
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/07/2013	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Eligible Job Holder	01/01/2014	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Worker	31/12/4712	Test 5
12345678	12345678	Jones, Miss Lily Elizabeth	Yes	NHS Pension	Yes	None	Worker	31/12/4712	Test 5|Test 10

Legend

Test	Description
Test 1	Auto Enrolment Eligibility NHS present and assignment not opted out of NHS Pension
Test 2	Pension Classification is set to Eligible Job Holder, but Eligible Job Holder Date is not set correctly.
Test 3	DB Scheme Postponement is set, but it is invalid as the assignment is not an Eligible Job Holder
Test 4	Qualifying Scheme Exists is set to Yes, but Qualifying Scheme Name does not contain any value.
Test 5	Opt Out Date (on Pensions Information element) is populated but Qualifying Scheme Exists = Yes
Test 6	The 'Qualifying Scheme Name' has been entered for the assignment, but 'Qualifying Scheme Exists' is not set to 'Yes'
Test 7	DB Scheme Postponement entered but 'Eligible Job Holder' date set to 31-Dec-4712
Test 8	'Postponement End Date' is entered for the assignment, but 'Postponement Type' is not entered
Test 9	Postponement Type is entered, but Postponement End date is not entered
Test 10	An Opt out Date has been entered for the assignment, but Auto Enrolment Date or Opt in Date is not entered

Refresh - Print - Export - Add to Briefing Book

Checklist Criteria

Test	Data Item(s)	Test Detail

Test 1	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 1 criteria if: (Element Name = 'Auto Enrolment Eligibility NHS' AND Entry Value <> 'None') AND (Element Name = 'Pension NHS' AND Input Value Name = 'Opt Out' AND Entry Value = 'No')
Test 2	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"; "Element Entry"."Date Value"	Employees fulfil Test 2 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Pension Classification' AND Entry Value = 'Eligible Job Holder') AND (Element Name = 'Pensions Information' AND Input Value Name = 'Eligible Job Holder Date' AND Element Entry Date Value > Current_Date)
Test 3	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 3 criteria if: (Element Name = 'Pensions Information AND Input Value Name = 'Postponement Type' AND Entry Value = 'DB Scheme Postponement') AND (Element Name = 'Pensions Information' AND Input Value Name = 'Pension Classification' AND Entry Value = 'Eligible Job Holder')
Test 4	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 4 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Qualifying Scheme Exists' Where Entry Value = 'Yes') AND ((Element Name = 'Pensions Information' AND Input Value Name = 'Qualifying Scheme Name' AND Entry Value = '0') OR Input Value Name <> 'Qualifying Scheme Name'))
Test 5	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 5 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Opt Out Date' AND Entry Value IS NOT NULL) AND

		(Input Value Name = 'Qualifying Scheme Exists' And Entry Value = 'Yes')
Test 6	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 6 criteria if: (Input Value Name = 'Qualifying Scheme Name' AND Entry Value IS NOT NULL) AND (Element Name = 'Pensions Information' AND Input Value Name = 'Qualifying scheme exists' AND Entry Value <> 'Yes')
Test 7	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"; "Element Entry"."Date Value"	Employees fulfil Test 7 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Postponement Type' AND Entry Value = 'DB Scheme Postponement') AND (Element Name = 'Pensions Information' AND Input Value Name = 'Eligible Job Holder Date' AND Element Entry Date Value = 31-DEC-4712)
Test 8	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 8 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Postponement End Date' AND Entry Value IS NOT NULL) AND (Element Name = 'Pensions Information' AND Input Value Name = 'Postponement Type' And Entry Value IS NULL)
Test 9	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 9 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Postponement Type' AND Entry Value IS NOT NULL) AND (Element Name = 'Pensions Information' AND Input Value Name = 'Postponement End Date' AND Entry Value IS NULL)
Test 10	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 10 criteria if: (Element Name = 'Pensions Information' AND Input Value Name = 'Opt Out Date'

		AND Entry Value IS NOT NULL) AND ((Element Name = 'Pensions Information' AND Input Value Name = 'Opt in Date' AND Entry Value IS NULL) AND (Element Name = 'Pensions Information' AND Input Value Name = 'Auto Enrolment Date' AND Entry Value IS NULL))
Test 11	"Element Type"."Element Name"; "Element Entry"."Entry Value"	Employees fulfil Test 11 criteria if: ("Element Type"."Element Name" = 'Auto Enrolment Eligibility NHS' AND "Element Entry"."Entry Value" = '2nd employment in same trust already F/T in Scheme') = 1 AND COUNT(DISTINCT "Assignment"."Assignment Number" BY "Employee Attributes"."Employee Number") < 2
Test 12	"Element Type"."Element Name"; "Element Entry"."Entry Value"	Employees fulfil Test 12 criteria if: ("Element Type"."Element Name" = 'Auto Enrolment Eligibility NHS' AND "Element Entry"."Entry Value" = '2nd employment in same trust already F/T in Scheme') = 1 AND SUM(MAX("Assignment"."FTE" BY "Assignment"."Assignment Number") BY "Employee Attributes"."Employee Number") < 1
Test 13	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 13 criteria if: ("Element Type"."Element Name" = 'Auto Enrolment Eligibility NHS' AND "Input Value"."Input Value Name" = 'Eligibility' AND "Element Entry"."Entry Value" = 'Already employed elsewhere in full time capacity in NHS PS') = 1 AND SUM(MAX("Assignment"."FTE" BY "Assignment"."Assignment Number") BY "Employee Attributes"."Employee Number") >= 0.5
Test 14	"Element Type"."Element Name"; "Element Entry"."Entry	Employees fulfil Test 14 criteria if:

	Value"; "Input Value"."Input Value Name"	("Element Type"."Element Name" = 'Local Pension NHS' AND "Input Value"."Input Value Name" = 'Deduction Type' AND "Element Entry"."Entry Value" LIKE '%NEST%' BY "Assignment"."Assignment Number") = 1 AND MAX("Element Type"."Element Name" = 'Pension NHS' AND "Input Value"."Input Value Name" = 'Opt Out' AND "Element Entry"."Entry Value" = 'No' BY "Assignment"."Assignment Number") = 1
Test 15	"Element Type"."Element Name"; "Element Entry"."Entry Value"; "Input Value"."Input Value Name"	Employees fulfil Test 15 criteria if: ("Element Type"."Element Name" = 'Auto Enrolment Eligibility NHS' AND "Input Value"."Input Value Name" = 'Eligibility' AND "Element Entry"."Entry Value" IN ('2nd employment in same trust already F/T in Scheme', 'On payroll for expenses re-imbursement only') BY "Employee Attributes"."Employee Number") > 1

Pension Data Extract Matching Tab

Description

This analysis returns assignment information for the use of pension data matching. It uses values from the pension interface table and will reflect the data as it was sent to the Pensions Agency.

Prompts

* Payroll(s)
Date Of Leaving Pension Scheme >=

Data Items

NI Number	NI Class
Date of Birth	Bank Indicator
SD Number	Standard Sessions
Surname	Actual Sessions
Forename(s)	WTE
Sex	Standard Hours
Title	Actual Hours
Marital Status	WT or PT Indicator
Former Name	Locum Indicator
Pension Start Date	MHO Indicator
Employment Id	As and When Indicator
Assignment Number	Employment Type
Date of Leaving Pension	Occupation Code
Address Line1	Job Code

Address Line2	Place of Employment
Address Line3	Job Title
Address Line4	Reason for Leaving Pension
Address Line5	NI Class

Pension Banding Tab

Description

This analysis enables users to identify employees who may be on the wrong pension band, or are near the edge of a band. Please note that this analysis returns payroll balances from ESR in real time however the element entry used to obtain the current pension band is updated overnight only.

Prompts

Period Start Date
Period End Date

Data Items

Assignment Number	Pension Rate
Employee Name	Mapped Rate
FTE	Pensionable Pay Balance
Annualised Pensionable Pay Balance	

Example Screenshot

Assignment Number	Employee Name	FTE	Annualised Pensionable Pay Balance	Pension Rate	Mapped Rate	Pensionable Pay Balance
10000000	Blogs, Mr. Joe	1	8,911.56	10.0	**9.0**	742.63
12000000	Blogs, Mr. Joe9	1	20,590.56	7.1	**6.0**	3,424.87
20000000	Blogs, Mr. Joe1	1	28,049.40	6.8	**6.5**	2,337.45
30000000	Blogs, Mr. Joe2	1	3,522.96	9.8	**9.2**	293.58
40000000	Blogs, Mr. Joe3	1	180,649.44	13.5	13.5	1,150.20
50000000	Blogs, Mr. Joe4	1	13,802.40	5.1	5.1	582.51
6000000	Blogs, Mr. Joe5	1		9.8		
70000000	Blogs, Mr. Joe6	1	6,990.12	5.1	5.1	4,805.78
80000000	Blogs, Mr. Joe7	1	57,669.36	10.0	10.0	1,715.88
90000000	Blogs, Mr. Joe8	1	19,590.56	6.1	**5.9**	2,424.87

Pension Banding Part Time Tab

Description

This analysis enables users to identify part-time employees who may be on the wrong pension band, or are near the edge of a band. Please note that this analysis returns payroll balances from ESR in real time however the element entry used to obtain the current pension band is updated overnight only.

Prompts

Period 1 - Payroll Period End Date
Period 2 - Payroll Period End Date

Data Items

Assignment Number	Pensionable Pay Balance P2
Employee Name	Annualised Pensionable Pay Balance P2
FTE	Contribution Rate
Pensionable Pay Balance P1	Proposed Contribution Rate

Example Screenshot

Assignment Number	Employee Name	FTE	Pensionable Pay Balance P1	Pensionable Pay Balance P2	Annualised Pensionable Pay Balance P2	Contribution Rate	Proposed Contribution Rate
10000000	Blogs, Mr. Joe	1	742.63	1,990.12	8,911.56	10.0	**9.0**
12000000	Blogs, Mr. Joe9	1	3,424.87	4,424.87	20,590.56	7.1	**6.0**
20000000	Blogs, Mr. Joe1	1	2,337.45	2,590.56	28,049.40	6.8	**6.5**
30000000	Blogs, Mr. Joe2	1	293.58	597.80	3,522.96	9.8	**9.2**
40000000	Blogs, Mr. Joe3	1	1,150.20	2,424.64	180,649.44	13.5	13.5
50000000	Blogs, Mr. Joe4	1	582.51	650.32	13,802.40	5.1	5.1
6000000	Blogs, Mr. Joe5	1	376.47	566.96	2,107.37	9.8	
70000000	Blogs, Mr. Joe6	1	4,805.78	5,451.56	6,990.12	5.1	5.1
80000000	Blogs, Mr. Joe7	1	1,715.88	2,188.96	57,669.36	10.0	10.0
90000000	Blogs, Mr. Joe8	1	2,424.87	3,913.76	19,590.56	6.1	**5.9**

Pension Banding Unsocial Hours Tab

Description

This analysis is designed to help organisations with weekly and monthly re-banding of staff with changes to unsocial hours payments. Please note that this comparison report works using a periodic balance value (rather than annualised) and can be run for weekly or monthly payrolls.

Prompts

*Period 1 - Payroll Period End Date
*Period 2 - Payroll Period End Date
Element Name

*Period Type

Data Items

Assignment Number	Pensionable Pay Balance P2
Employee Name	Period Type
FTE	Contribution Rate
Pensionable Pay Balance P1	Proposed Contribution Rate

Example Screenshot

Assignment Number	Employee Name	FTE	Pensionable Pay Balance P1	Pensionable Pay Balance P2	Period Type	Contribution Rate	Proposed Contribution Rate
60324450	AFRASIABI, Miss Rathnayake Mud	1.00	2,108.99	0.00	Calendar Month	7.7	5.2
20252125	AKORTSU, Miss Elisavet	1.00	5,076.89	0.00	Calendar Month	12.5	5.2
26245789	Abdelazez, Miss Kay Lucie	1.00	3,055.50	0.00	Calendar Month	9.8	5.2
20992203	Adeponle, Mr. Foysol	1.00	1,933.53	0.00	Calendar Month	7.7	5.2
90144011	Adeusi, Mr. Farai George	1.00	1,983.11	0.00	Calendar Month	6.1	5.2
20448943	Adgo, Mr. Jan Milven	1.00	2,354.31	0.00	Calendar Month	7.7	5.2
89961275	Adhikari Mudiyanselage, Ms. Eu	1.00	3,155.14	0.00	Calendar Month	9.8	5.2
86703361	Adinarayanane, Miss Daxa	1.00	1,926.82	0.00	Calendar Month	6.1	5.2
26734793	Adlouni, Miss Carol Tracey	1.00	3,027.60	0.00	Calendar Month	9.8	5.2
89961647	Adu-Ameyaw, Mrs. Elena Mejia	1.00	3,727.95	0.00	Calendar Month	9.8	5.2
50941020	Adu-Ameyaw, Mrs. FEYISEYE	1.00	5,602.01	0.00	Calendar Month	12.5	5.2
80149507	Baldowska, Mrs. Amona Yasen	1.00	5,877.91	0.00	Calendar Month	12.5	5.2

Local Pension Elements Tab

Description

This analysis enables users to report on local pension elements by Payroll Name and Accounting Period.

Prompts

* Payroll Name
* Accounting Period(s)
Element(s)
Organisation
Employee Number
Assignment Category
Person Type
Employee Person Type
Primary Assignments Only
Staff Group
Cost Centre
Job Role
Allowance Type
Amount

Data Items

Employee Number	Payroll Name
Assignment Number	Cost Centre
Employee Name	Cost Centre Description
NI Number	Subjective Code
Position Title	Subjective Code Description

Amount	Pay Scale
Element Name	Pay Scale Description
Allowance Type	Organisation Name
Regular Payment Date	Employee Category
Accounting Period	Assignment Category
Payroll Period	

Example Screenshot

Employee Number	Assignment Number	Employee Name	NI Number	Position Title	Amount	Element Name	Allowance Type	Regular Payment Date	Accounting Period	Payroll Period
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£10.24	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£20.86	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£14.82	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£23.85	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£21.33	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£3.45	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£7.79	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£8.23	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£19.24	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month
12345678	12345678	Blogs, Mr. Joe	NH101010B	Business Analyst	£17.85	Local Pension EE NTR NHS	NEST	19/07/2013	4 2013	4 2013 Calendar Month

IAT Pension Override Dates Tab

Description

The analysis returns assignments where IAT has been run and the Pension Override Date has been populated as part of the IAT.

Prompts

Organisation(s)

Staff Group(s)

Assignment Category

Person Type(s)

Employee Person Type(s)

Assignment Status

Occupation Code

Employee Category

Pay Scale

Paypoint

* Effective Date Select Date

Data Items

Employee Number	Element Name
Assignment Number	IAT Source Organisation
Employee Name	IAT Update
Latest Start Date	IAT Update Date

Example Screenshot

IAT Pension Override Date

Employee Number	Assignment Number	Employee Name	Latest Start Date	Element Name	IAT Source Organisation	IAT Update	IAT Update Date
12345678	12345678	Blogs, Mr. Joe	05/08/2020	Pension NHS	Swansea Bay University Local Health Board	YES	10/08/2020
12345678	12345678	Blogs, Mr. Joe	24/08/2020	Pension NHS	Cardiff and Vale University LHB	YES	27/08/2020
12345678	12345678	Blogs, Mr. Joe	02/11/2020	Pension NHS	Alder Hey Children's NHS Foundation Trust	YES	10/02/2021
12345678	12345678	Blogs, Mr. Joe	30/11/2020	Pension NHS	Cheshire and Wirral Partnership NHS Foundation Trust	YES	12/02/2021
12345678	12345678	Blogs, Mr. Joe	30/11/2020	Pension NHS	Swansea Bay University Local Health Board	YES	01/02/2021
12345678	12345678	Blogs, Mr. Joe	30/11/2020	Pension NHS	West Midlands Amb Service NHS Trust (217)	YES	12/02/2021
12345678	12345678	Blogs, Mr. Joe	03/01/2021	Pension NHS	Cardiff and Vale University LHB	NO	19/01/2021
12345678	12345678	Blogs, Mr. Joe	11/01/2021	Pension NHS	United Lincolnshire Hospitals NHS Trust	YES	12/02/2021
12345678	12345678	Blogs, Mr. Joe	14/02/2021	Pension NHS	Cardiff and Vale University LHB	YES	18/05/2021
12345678	12345678	Blogs, Mr. Joe	29/03/2021	Pension NHS	Health Education and Improvement Wales	YES	24/05/2021

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