NHS ELECTRONIC STAFF RECORD

ESR-NHS0258 - GUIDE TO ESRBI PAYROLL RUN ANALYSIS DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
27/01/2017	Matt Madya	0.1	Initial Draft
03/03/2017	Matt Madya	1.0	Initial Release
02/12/2019	Matt Madya	2.0	Updated following new ESRBI developments
22/03/2021	Matt Madya	3.0	Annual Review
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DISTRIBUTION

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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Payroll Run Analysis Dashboard

Description

This dashboard is designed to provide analysis of Payroll Run Results at a range of levels within the organisation. Navigation is available across the dashboard using hyperlinks provided.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX Finance Reporting
XXX Finance Reporting and Hub Mapping
XXX Payroll Audit
XXX Payroll Administration
XXX Payroll Super Adminisitration

Prompts

* Payment Year (required)
Month
Payroll Name
Paypoint
Organisation Name
Element Name
Employee Number
Employee Name

Summary Tab

Description

The summary tab provides payroll run results grouped by Payroll Name and broken down by Month. Please note that users are required to select a Payment Year and click the 'Apply' button within the tab. Payment Month and a range of other parameters can also be selected using the available prompts.

Gross Pay Summary Analysis

Description

This analysis is designed to show users the total Number of People Paid and how much (Gross Pay) they were paid within a period (Payment Year/Month) selected by the user. Results are grouped by Payroll Name and broken down by month.

Data Items

Trust ID	Number of People Paid
Payroll Name	Gross Pay
Year	Month

Example Screenshot

Actions

Users can click on a Payroll Name and navigate to the Pay Analysis by Assignment or Pay Analysis by Organisation and Staff Group tabs available within the same dasboard.

Organisation and Staff Group Tab

Description

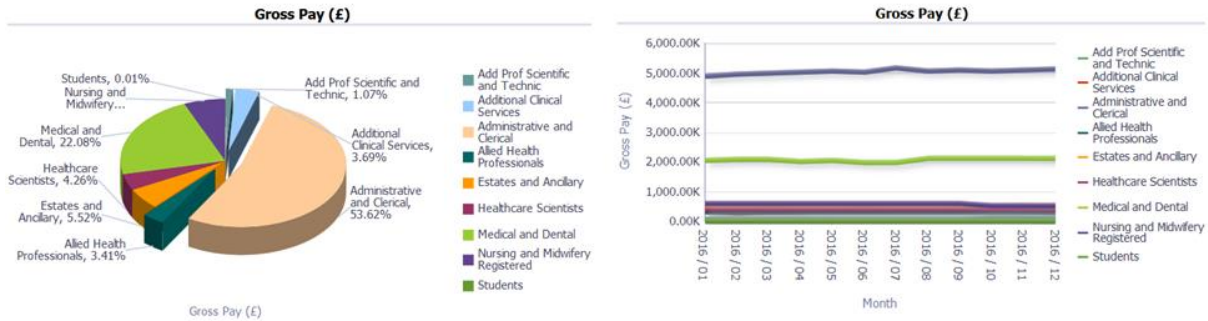This tab of the dashboard is designed to show Payroll Run Results grouped by Staff Group and broken down by month.

Data Items

Organisation Name	Employers Charges
Staff Group	Gross Pay
Year	Month
Payroll Name	Paypoint

Example Screenshot

Organisation Name	Staff Group	2016											
		2016 / 01		2016 / 02		2016 / 03		2016 / 04		2016 / 05		2016 / 06	
		Employer Charges (£)	Gross Pay (£)	Employer Charges (£)	Gross Pay (£)	Employer Charges (£)	Gross Pay (£)	Employer Charges (£)	Gross Pay (£)	Employer Charges (£)	Gross Pay (£)	Employer Charges (£)	Gross Pay (£)
000 Executive Management Team	Add Prof Scientific and Technic	21,592.04	99,276.27	20,981.47	97,700.02	19,496.07	88,398.23	21,687.83	88,624.35	22,005.23	89,772.48	19,465.33	
	Additional Clinical Services	54,762.41	378,748.47	54,217.25	305,948.31	55,243.98	313,201.93	66,379.56	335,089.28	70,233.36	355,992.61	71,146.77	
	Administrative and Clerical	993,374.38	4,904,337.77	1,010,057.46	4,976,070.77	1,010,137.60	5,005,159.39	1,129,002.49	5,023,468.72	1,145,072.58	5,069,697.30	1,132,636.56	
	Allied Health Professionals	63,890.54	322,319.59	68,914.40	331,101.56	67,294.13	321,353.36	73,365.47	323,976.43	69,154.66	318,401.09	74,467.83	
	Estates and Ancillary	91,747.36	509,754.06	90,990.43	504,768.03	92,706.31	524,875.76	99,265.19	499,357.66	104,500.46	523,108.43	104,484.05	
	Healthcare Scientists	82,565.55	384,225.71	82,681.89	385,178.15	73,961.12	394,569.48	96,481.26	403,695.29	96,972.04	405,180.73	100,156.80	
	Medical and Dental	380,776.42	2,051,608.90	362,707.41	2,101,811.31	378,277.86	2,105,364.63	408,486.46	2,044,564.60	398,659.30	2,049,200.35	403,920.24	
	Nursing and Midwifery Registered	123,432.78	610,985.53	129,954.44	616,572.95	129,895.70	618,443.26	145,197.46	615,661.76	147,960.34	626,366.63	148,829.24	
	Students	315.95	1,279.17	294.74	1,279.17	315.95	1,279.17	359.44	1,279.17	359.45	1,279.17	359.44	
000 Monthly Payroll Total		1,812,457.43	9,262,535.47	1,820,799.49	9,320,430.27	1,827,328.72	9,372,645.21	2,040,225.16	9,335,717.26	2,054,917.42	9,438,998.79	2,055,466.26	

Gross Pay (£)

Gross Pay (£)

Actions

Users can click Organisation Name to navigate to the Pay Analysis by Assignment or Organisation Pay Element Analysis tabs available within the same dasboard.

Organisation Tab

Description

This tab is designed to provide payroll run results grouped by Organisation, Element Name and broken down by month.

Table Prompts

Staff Group

Data Items

Organisation Name	Element Name
Month	Staff Group
Year	Payroll Name
Amount	

Example Screenshot

Staff Group [Add Prof Scientific and Technic ▼]

Organisation Name	Element Name	2016/01	2016/02	2016/03	2016/04	2016/05	2016/06	2016/07	2016/08	2016/09	2016/10	2016/11	2016/12	Total
000 Executive Management Team	AMICUS	14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55	14.55	57.22	57.22	43.92	**289.31**
000 Executive Management Team	AMICUS ARS	0.82											-26.60	**-25.78**
000 Executive Management Team	AVC Equitable Life ER NHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
000 Executive Management Team	AVC Equitable Life NHS	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	**480.00**
000 Executive Management Team	AVC Prudential ER NHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
000 Executive Management Team	AVC Prudential NHS	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	**1,500.00**
000 Executive Management Team	Additional Basic Pay NHS	1,606.55	-1,373.80	577.21		194.33		388.65	202.68			1,521.06	2,087.04	**5,203.72**

Actions

Users can click on an Organisation Name and navigate to the Pay Analysis by Assignment page available within the same dasboard.

Assignment Tab

Description

This tab is designed to provide payroll run results grouped by individual assignments. Users can click on an employee number to view results grouped by individual element names.

Data Items

Organisation Name	Staff Group
Assignment Number	Employee Number
Employee Name	Earnings
Net Pay	Deductions
Employer Charges	Year
Month	

Example Screenshot

Organisation Name	Staff Group	Assignment Number	Employee Number	Employee Name	Earnings (£)	Deductions (£)	Net Pay (£)	Employer Charges (£)	Earnings (£)	Deductions (£)	Net Pay (£)	Employer Charges (£)	Earnings (£)
					2016								
					2016 / 01				2016 / 02				2016 / 03
000 Executive Management Team	Add Prof Scientific and Technic	00000000	00000000	Smith, Mr. John	99,276.27	29,700.76	69,575.51	21,592.04	97,700.02	29,258.96	68,441.06	20,981.47	88,398.23
	Additional Clinical Services	00000000	00000000	Smith, Mr. John	378,748.47	60,820.78	317,927.69	54,762.41	305,948.31	57,584.30	248,364.01	54,217.25	313,201.93
	Administrative and Clerical	00000000	00000000	Smith, Mr. John	4,904,337.77	1,343,479.13	3,560,858.64	993,374.38	4,976,070.77	1,381,518.10	3,594,552.67	1,010,057.46	5,005,159.39
	Allied Health Professionals	00000000	00000000	Smith, Mr. John	322,319.59	92,443.48	229,876.11	63,890.54	331,101.56	95,741.41	235,360.15	68,914.40	321,353.36
	Estates and Ancillary	00000000	00000000	Smith, Mr. John	509,754.06	114,719.05	395,035.01	91,747.36	504,768.03	109,738.20	395,029.83	90,990.43	524,875.76
	Healthcare Scientists	00000000	00000000	Smith, Mr. John	384,225.71	119,319.37	264,906.34	82,565.55	385,178.15	120,615.87	264,562.28	82,681.89	394,569.48
	Medical and Dental	00000000	00000000	Smith, Mr. John	2,051,608.90	741,894.65	1,309,714.25	380,776.42	2,101,811.31	736,773.82	1,365,037.49	362,707.41	2,105,364.63
	Nursing and Midwifery Registered	00000000	00000000	Smith, Mr. John	610,985.53	179,625.50	431,360.03	123,432.78	616,572.95	179,909.31	436,663.64	129,954.44	618,443.26
	Students	00000000	00000000	Smith, Mr. John	1,279.17	442.56	836.61	315.95	1,279.17	423.93	855.24	294.74	1,279.17
000 Monthly Payroll Total					9,262,535.47	2,682,445.28	6,580,090.19	1,812,457.43	9,320,430.27	2,711,563.90	6,608,866.37	1,820,799.49	9,372,645.21

Actions

Users can click Employee Number to navigate to Employee Pay Element Analysis page.

Employee Pay Element Analysis Tab

Description

The Employee Pay Element Analysis is hidden from the dashboard and can be accessed through the Assignment Detail page by clicking an employee number. Payroll run result details are shown for the specific employee and by Element Name.

Data Items

Employee Name	Deductions
Employee Number	Net Pay
Assignment Number	Amount
Organisation Name	Paypoint
Staff Group	Year
Month	Earnings
Allowance Type	Employer Charges
Payroll Name	Element Name

Example Screenshot

Employee Name	Employee Number	Assignment Number	Organisation Name	Staff Group	Month	Allowance Type	Basic Pay NHS	Employer Specified WTD NHS	Employer Specified WTD NP NHS	Lease Car Deduction Allowable NHS	Lease Car Deduction VAT NHS	Lease Car Miles NHS Direct Payment	Lease Car Miles NHS Taxable Amt	Locally Agreed Deduction DED NHS	NI A	NI D	NI Employer	PAYE	Parking Costs NR NP NT NNI NHS
Smith, Mr. John	00000000	00000000	000 Organisation	Administrative and Clerical	2016 / 01		8,286.50	0.00	0.00	250.83	50.17	382.05	0.00	28.00		400.42	967.37	2,029.45	6.00
					2016 / 02		8,286.50	0.00	0.00	250.83	50.17			28.00		398.38	953.31	2,029.05	
					2016 / 03		8,286.50	0.00	0.00	250.83	50.17	200.10	0.00	28.00		399.55	961.36	2,031.45	
					2016 / 04		8,369.25	0.00	0.00	250.83	50.17	31.65	0.00	28.00	445.26		1,063.13	2,049.46	
					2016 / 05		8,369.25	0.00	0.00	250.83	50.17			28.00	445.04		1,061.67	2,049.87	
					2016 / 06		8,369.25	0.00	0.00	250.83	50.17	48.15	0.00	28.00	445.37		1,063.89	2,049.87	
					2016 / 07		8,369.25	0.00	0.00	250.83	50.17			28.00	445.04		1,061.67	2,049.86	
					2016 / 08		8,369.25	0.00	0.00	250.83	50.17	323.40	0.00	28.00	447.20		1,076.55	2,060.26	13.20
					2016 / 09		8,369.25	0.00	0.00	250.83	50.17	32.55	0.00	28.00	445.26		1,063.17	2,060.26	
					2016 / 10		8,369.25	0.00	0.00	252.11	50.42	133.80	0.00	28.00	445.76		1,066.60	2,060.26	
					2016 / 11		8,369.25	0.00	0.00	252.11	50.42	80.70	0.00	28.00	445.47		1,064.64	2,060.26	2.20
					2016 / 12		8,369.25	0.00	0.00	252.11	50.42			30.00	445.04		1,061.67	2,060.26	
Smith, Mr. John Total							**100,182.75**	**0.00**	**0.00**	**3,013.80**	**602.79**	**1,232.40**	**0.00**	**338.00**	**4,009.44**	**1,198.35**	**12,465.03**	**24,590.31**	**21.40**