

Reporting Overpayments in ESRBI

Introduction

There are multiple analyses across the ESRBI Dashboards which highlight where an overpayment may have occurred or may do in the future if remedial action is not taken. This is in addition to reporting by element and payroll period.

As overpayments are managed locally, report runners should use the following analyses, in accordance with local processes and elements used, to report on overpayments within their Organisation.

Some of these analyses can also be used to identify and prevent underpayments.

NHS Absence Dashboard

NHS Absence Entry/Ending Analysis

Absence Type	Absence Reason	Interface Flag	Absence Start Date	Absence End Date	Absence Entered Date	Absence End Date Entered Date	Sickness Absence Half Pay Start Date	Sickness Absence Nil Pay Start Date
Unpaid Authorised Special	Other	N	08/08/2023	13/08/2023	15/08/2023	15/08/2023		
Unpaid Authorised Special	Other	N	08/08/2023	13/08/2023	15/08/2023	15/08/2023		
Sickness	S25 Gastrointestinal problems	Y	11/05/2023	06/07/2023	06/06/2023	15/08/2023	18/07/2023	01/10/2023
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Maternity	Maternity Leave	N	01/08/2023	31/12/4712	16/08/2023			
Unpaid Authorised Special	Other	N	01/08/2023	31/12/4712	18/08/2023			
Sickness	S25 Gastrointestinal problems	N	16/08/2023	20/08/2023	21/08/2023	21/08/2023	22/08/2023	22/11/2023
Maternity	Maternity Leave	N	03/10/2022	20/08/2023	27/09/2022	15/08/2023		
Sickness	S12 Other musculoskeletal problems	Y	24/05/2023	13/08/2023	06/06/2023	22/08/2023	20/08/2023	18/02/2024
Sickness	S12 Other musculoskeletal problems	Y	24/05/2023	13/08/2023	06/06/2023	22/08/2023	20/08/2023	18/02/2024
Sickness	S12 Other musculoskeletal problems	N	15/07/2023	31/12/4712	15/08/2023		15/08/2023	15/10/2023

This analysis is designed to be run on a user-specified date (i.e. post-payroll run) and identifies absences where employee pay may be affected. The analysis is restricted to sickness absence, maternity, and unpaid leave.

Scenario: an episode of unpaid leave for the current payroll period is entered after the user defined date (payroll run date). The analysis will return this absence. Without intervention, this absence would cause an overpayment during the period as the cost of the absence would not otherwise be deducted from the salary.

This can also be used to identify underpayments.

NHS Element Entries

NHS Payment in Lieu

Organisation	Employee Name	Employee Number	Assignment Number	Staff Group	Role	Email Address	Supervisor Name	Supervisor Email Address	Accrual Plan Name	Annual Leave Balance Remaining	Actual Termination Date	Final Process Date
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Add Prof Scientific and Techn	Pharmacist	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Administrative and Clerical	Manager	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Healthcare Scientists	Biomedical Scientist	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Nursing and Midwifery Registered	Sister or Charge Nurse	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Nursing and Midwifery Registered	Specialist Nurse Practitioner	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026
000 Organisation	Smith, Miss Joanne	12354678	12354678-2	Nursing and Midwifery Registered	Staff Nurse	joannesmith123@nhs.net	Bloggs, Mr Joe	jo.bloggs123@nhs.net	Annual Leave Hours 1 NHS	77.25	31/03/2026	31/05/2026

This analysis returns assignments with an actual termination date in the future and an annual leave balance not equal to zero, where there are no elements relating to annual leave payment or deduction against the assignment.

Users must specify the element(s) used for annual leave payment or deduction in the Dashboard prompt.

Scenario: an employee has overtaken their annual leave entitlement. This analysis identifies where this has occurred and that remedial action to recoup overtaken leave via element entry has not taken place.

This analysis should also be used where assignments have not yet taken their full entitlement and are not anticipated to do so prior to their actual termination date.

NHS Element Entries by Assignment

Organisation	Element	Processing Type	Input Value Name	Entry Value	Effective From	Effective To
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	First Period Deduction	150	01/07/2025	
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	Initial Overpayment	1500	01/07/2025	
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	Overpayment Start Date	2025/05/01 00:00:00	01/07/2025	
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	Payment End Date	2026/02/28 00:00:00	01/07/2025	
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	Reference	Overpayment March 2025	01/07/2025	
000 Organisation	Gross Overpayment Recovery 1 NHS	Recurring	Regular Period Deduction	150	01/07/2025	

Users are able to report elements by assignment and can be used to review payments being made. Input and entry values, effective dates and last updated date are all reportable as part of the analysis.

The analysis can also be restricted to only return employees with an actual termination date.

Scenario: where an overpayment has been recorded against the element Gross Overpayment Recovery 1 NHS, users can filter for the element and review all instances of the payment being made as well as reporting the initial overpayment amount.

NHS Change Event Log Dashboard

NHS Change Date Analysis

Change Event Type	Change Event Category	Change Event	Change1	Change2	Change3	Change4	Change5	Change6	Change7	Change8	Change9	Change10	Change11	Change12	Days to Enter	Retrospective
Update	Assignment	Update Person Normal Working Hours	10 to 0	10	0										30	Yes
Update	Assignment	Update Person Normal Working Hours	0 to 40	0	40										5	Yes
Update	Assignment	Update Person Normal Working Hours	No Value to 18	No Value	18										18	Yes

This analysis allows users to restrict to retrospective changes, changes made in advance of their effective date, or changes that have missed a user defined date. Similar to the NHS Absence Entry/Ending Analysis, users should use this as the payroll date to identify changes that have been entered after this date.

Users should also use the Change Event prompt to restrict to appropriate changes where pay may be affected (i.e. Update Person Normal Working Hours).

Scenario: a change has been entered after the payroll run date reduce an assignment's working hours. This assignment change will be picked up by the analysis and steps can be taken to avoid overpayment.

This can also be used to identify underpayments.

NHS Payroll Dashboard

NHS Allowance Schedule Detail & NHS Deduction Schedule Detail

Assignment Number	Employee Number	Employee Name	NI Number	Element Name	Allowance Type	Amount	Units Worked	Hours Worked	Units Paid	Hours Paid	Employee Category	Position Title
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Full Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Full Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Full Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Full Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Full Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Part Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Part Time	Consultant
12345678-2	12345678	Bloggs, Mr. Joe	AB000000A	Gross Overpayment Recovery 1 NHS		-£150.00	0.0		0.0		Part Time	Consultant

Users are able to report payroll data on overpayments using the Allowance and Deduction Schedule Details, dependent on whether gross or net overpayments are being reported. Both analyses can be restricted by element(s) to meet reporting requirements.

Scenario: a user wants to report the amount of deductions for overpayments in a specified payroll period. This analysis will return all deductions during the period.

Underpayments can also be reported on the NHS Allowance Schedule Detail.

NHS Workforce Profile Dashboard

Job Plan Reconciliation

Effective Date	Job Plan - On Call Rate (%) / Band	Job Plan - On Call Rate (%) / Band Matching Basis	On Call Rate (%)	On Call Match	Job Plan - Total Contracted Activities	Additional PAs	Total PAs	Total PAs Match	Difference	Overpayment/Underpayment
01/04/2025	3	3	3	Yes	12.500	2.50	12.50	Yes	0.00	
01/04/2025	3%	3	3	Yes	10.000	4.00	12.00	No	2.00	Overpayment
01/04/2025	5	5	3	No	8.000	6.00	12.00	No	4.00	Overpayment
01/04/2025	5#	5#	5	No		5.00	10.00	No		
01/04/2025	1 in 4	1 in 4	5	No	10.000		10.00	Yes	0.00	
01/04/2025	Band 1	Band 1	Intensity Band 1	Yes	8.500		7.00	No	-1.50	Underpayment
01/04/2025	Band2	Band2	Intensity Band 2	No	12.666	2.50	12.50	No	-0.17	Underpayment
01/04/2025	Intensity Band 3	Intensity Band 3	Intensity Band 3	Yes	10.000		10.00	Yes	0.00	

The job plan reconciliation report compares on call rate and total contracted activities against what is held in element entries and returns matching statuses and the difference if appropriate. The analysis will also flag whether there is an under or overpayment for the additional programmed activities.

Scenario: a job plan has recorded 2.5 additional PAs but the employee has 3 recorded in element entries. The analysis will highlight the overpayment.

Alerting

NHS Outstanding Elements (Overpayments) Alert & NHS Outstanding Elements (Overpayments) Assignment Alert

Actual Termination Date	Organisation Name	Employee Name	Employee Number	Assignment Number	Element Name	Entry Value
01/12/2023	000 Finance Department	Smith, Mrs Joanne	12345678	12345678	Salary Sacrifice Grp 0 NR NHS	000 Computer Scheme
31/03/2024	000 Outpatients 1	Jones, Mr. Bob	87654321	87654321-3	AfC Short Recruit Retain NHS	Recruit & Retain (S)

There are two national alerts designed to prevent overpayments.

Both Alerts restrict to assignments that have the specified elements where we expect an overpayment could occur, and either have an actual termination date recorded or the assignment has been set to terminate process assignment.

Users should subscribe to both Alerts to ensure that both scenarios are covered. For further guidance on scheduling please see ESRBI – Guide to Standard Alerts.

