

Electronic Staff Record

Pay Progression



The 2018 framework agreement on the reform of Agenda for Change (AfC) introduced provisions to move to a new pay system with faster progression to the top of pay bands through fewer pay step points. The support material released by NHS Employers states that pay step points will be closed on the payroll system for:

- New starters into the NHS or promoted to a new role on or after 1 April 2019.
- For all staff from 1 April 2021.

Employees who fall under the new terms will be expected to demonstrate that they should progress through the new pay structure, and a key change is that the manager will now open the pay step for the employee. Employees with a start date prior to 1 April 2019 remain unaffected and the process will, unless identified otherwise, automatically update pay based on the pay step date. The NHS ESR Team worked closely with the Pay Progression sub group to understand the policy implications from the revised [Annex 23](#).

How does ESR determine who falls under the new terms?

This is determined by a calculation based on the start date in grade from their assignment dates. To override this assignment calculated valued, the 'Start Date in Grade' field within the Assignment DFF can be used.

For example – an employee starts work at Org B in a Band 5 position from Aug 2020, but they previously worked at Org A in a Band 5 position from Jan 2010. Their start dates with Org B would assume they fall under the new terms as the date is after 1 April 2019, however as the individual worked for the NHS on the same band in their previous role, their start date of Jan 2010 should be entered in the Start Date in Grade DFF field so ESR recognises that the individual should be exempt from the new terms.

How do employees know they are due a Pay Progression step and review?

An employee can see if a Pay Progression meeting is due by the Appraisals and Reviews portlet which is available from the ESR dashboard.

A pay progression notification is sent to employees, 4 months and 1 month before their incremental date. This is only where the step is pay affecting and the individual falls under the new terms.

Current Step	Period Start	Period End	Appraisal Date	Next Appraisal Date	Review Date	Pay Progression	Pay Affecting	Next Progression Reason 1	Next Progression Reason 2	Next Progression Reason 3	Next Progression Reason 4	Next Progression Reason 5	Date of Notification
Pay Progression Meeting	01-JUL-2018	31-DEC-2018	01-JAN-2019	01-JUL-2019	01-JUL-2019	Yes	Yes	None	None	None	None	None	01-JAN-2019
Pay Progression Meeting	01-JAN-2019	31-JUN-2019	01-JUL-2019	01-JAN-2020	01-JAN-2020	No	Subject to 5% Formal capability process in place	None	None	None	None	None	01-JAN-2020

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How do managers know their direct reports are due a pay impacting step and review?

The My Team Pay Progression BI portlet is available from the Manager dashboard and navigates to the NHS Staff Requirements BI dashboard - Pay Progression page.

Managers can also click the Manage Appraisals button to navigate to the appraisal functionality to create, update or review Pay Progression reviews.

The portlet displays the number of staff in their hierarchy with a pay affecting progression date in the specified number of months who have not had an appraisal with a type of Pay Progression Meeting in the last 365 days prior to this.

My Team Pay Progression

Increments Due

Pay Affecting Increments Due	Assignments
Due in 1 Month	6
Due in 2 Months	4
Due in 3 Months	9
Grand Total	19

Refresh - Print - Export

Manage Appraisals

Information
This notification does not require a response.

Notification of employees with a pay step progression point - Pay Affecting

OK Reassign More Information Request

To: MKMgr A, Mark
Sent: 19-Feb-2019 14:54:48
ID: 109128

The following employees have a Pay Step progression point within the next 90 days. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.

Name	Assignment Number	Email Address	Position Name	Increment Date	Meeting Date	Meeting Outcome	Next Meeting Date
MK Emp C, Mk Mark	20000398	MK.Teat.01	15-MAY-2019	08-FEB-2019	Yes	01-FEB-2020	

There is also a Pay Progression Notification sent to managers on a monthly basis, outlining direct reports who fall under the new terms and have a pay affecting increment within the next 90 days.

How can managers record Pay Progression meetings?

Managers are able to record the Pay Progression meeting via the Appraisals functionality available from the Manager Self Service, Supervisor Self Service and Supervisor Self Service Limited Access URPs.

The rules for progression are that staff will no longer automatically receive pay-affecting increments unless the following has been recorded in the Appraisals area:

'Yes' for Pay Progression Outcome

Against a review type of **'Pay Progression Meeting'**

'Appraisal Date' (date of the Pay Progression meeting) is within the year prior to the individuals pay affecting increment date.

Create Standard Appraisal: Setup Details

Step 1 of 2

Employee Name: Jimenes01, Monica
Employee Number: 20005934

Setup Details

TIP You cannot change the appraisal template or the assignment after clicking Next.

* Indicates required field

Review Type: Pay Progression Meeting

Period Start Date: 01-Aug-2019

Period End Date: 31-Jul-2020

Template: Pay Progression Meeting

Appraisal Date: 12-Aug-2020

Next Appraisal Date:

Assignment Number: 20005934

Main Reviewer: Leese01, Vivian

Therefore, using the appraisals functionality, the manager must create an appraisal ensuring the review type of Pay Progression, outcome and appraisal Date has been recorded.

The NHS Increments Process, which is run by Payroll, has been re-written so a check takes place for those who fall under the new terms. The process will require a positive 'Yes' outcome to have been recorded for the Pay Progression meeting, for pay impacting steps which are due that pay period. It is therefore imperative that the manager records the Pay Progression meeting ahead of the NHS Increments process run.

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Three possible outcomes can be recorded as follows:

- Yes
- No
- Yes following Deferral

An optional questionnaire is also available for completion, which contains free text fields for Employee Summary, Manager Summary and Employee Action Plan.

Overall Rating	1-Yes
Pay Reduction	2-No
Reason 1	3-Yes following initial deferral

Pay Progression Meeting

Overall Rating:

Pay Reduction:

Reason 1:

Reason 2:

Reason 3:

Reason 4:

Reason 5:

Date of Re-instatement:

If the outcome of the Pay Progression meeting is 'No', a reason/s must be recorded as per below, this list of values can be added to if required by your own organisation.

“Yes following deferral”, should be used when the employee did not initially pass the criteria, but are reviewed at a later date and it is felt at that point they are able to progress. When this outcome is recorded, a Date of Reinstatement should also be recorded, so Payroll can make manual changes.

When the outcomes of No or Yes following Deferral are recorded, notifications are sent to the AfC Increment Deferral role holder.

How do professional users know who is due a pay impacting step and review?

Increments Due	
Increment Due	Assignments
Due within 3 Months	2
Due within 6 Months	2
Due within 9 Months	10
Due within 12 Months	11
Not within 12 Months	494
Grand Total	519

The Pay Progression BI portlet is available on the HR, Learning and Payroll dashboards.

The portlet displays the number of staff with a pay affecting progression date in the next number of specific months, who have not had an appraisal with a type of Pay Progression Meeting in the last 365 days prior to this.

Notifications will be sent to those in the Pay Progression role on a monthly basis, outlining all employees due a pay affecting increment in the next 45 days. Local equivalents of this role can also be created.

Information

This notification does not require a response.

Notification of employees with a pay step progression point - Pay Affecting

To: X00HR_PPM_ADMOC_419_31_440121
Sent: 29-Mar-2019 14:30:21
ID: 55468306

The following employees have a Pay Step progression point within the next 45 days. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.

Name	Assignment Number	Email Address	Position Name	Increment Due	Progression Date	Meeting Date	Meeting Outcome	Last Meeting
ACMcnamaraEileen, M. ACMcnamaraEileen	2774133	eam4673@hrs.net	SR TestPia ORG2 25-APR-2019	55168.00	01-APR-2019	No	01-AUG-2019	
ACMcnamaraEileen, M. ACMcnamaraEileen	2774139	eam4673@hrs.net	SR TestPia ORG2 25-APR-2019	55236.00	01-APR-2019	No	01-AUG-2019	
ACMcnamaraEileen, M. ACMcnamaraEileen	2774138	eam4673@hrs.net	SR TestPia ORG2 25-APR-2019	55236.00	01-APR-2019	Yes following initial deferral	01-AUG-2019	

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Reporting

A Pay Progression report is available within the NHS Staff Requirements and NHS Appraisal Reviews Dashboard.

Period Start Date	Period End Date	Next Appraisal Date	Status	AFC Pay Progression	Passed Through Gateway	Date of Pay Progression Re-Instal
30/11/2018	31/05/2019	08/05/2020	In Date			
19/01/2017	12/06/2018	12/06/2019	In Date			
01/11/2017	24/10/2018	24/10/2019	In Date			
22/09/2017	22/09/2018	04/09/2019	In Date			
22/02/2019	01/09/2019					
15/02/2019	05/12/2019	25/10/2019	In Date			
17/01/2018	16/01/2019	20/01/2020	In Date			
08/11/2018	07/11/2019	07/11/2019	In Date			

Get In Touch.

Firstly, you need to contact your NHS ESR Functional Account Manager who can help advise on which of the options is most suitable for you to progress. Your ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- [London](#)
- [South of England](#)
- [Midlands and East of England](#)
- [North of England](#)
- [Wales](#)



Don't worry if the organisation doesn't have self service implemented, your ESR Functional Account Manager can talk to you about how to roll this out

Before you get started, why not access our helpful guides on our support sites by clicking [here](#).