

# Electronic Staff Record



## Switching to Online Payslips

Supporting digital workforce transformation

- Harness technology
- Empower employees
- Reduce admin

Digital technology touches many parts of our lives, from keeping in touch with our friends using social media, booking a taxi through an App or managing our banking online – we all frequently interact with technology.

More than 2.3 million employees across England and Wales now access their payslip online, equating to over 95% of the NHS. In December 2023 approximately 96,000 payslips were set to print in ESR across the NHS, the majority of which will be filed away until they are needed for proof of earnings, and yet online payslips are available via the Electronic Staff Record solution to all NHS employees with an ESR record.

During October 2023 circa 19,238 employees that received a paper payslip also viewed the online version. That's 19,238 paper payslips that need not have been printed across the NHS.

More and more NHS organisations are now seeing the benefits of switching off their paper payslip processes and empowering their staff to enable them to access their online payslips immediately when made available, often before payday, at a time to suit them.

The COVID-19 pandemic was a catalyst for change and many organisations moved staff from office to remote working, making the receiving, handling and distributing of paper payslips outdated, inconvenient and unsafe. The legacy of the pandemic is that many more staff than ever continue to work remotely across the NHS meaning that digital capability continues to be a priority.

Between January and December 23 over 110,000 employees switched to online payslips in ESR.

As of December 2023, over 964,000 employees are now notified via ESR when their latest payslip is available.

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**Switching to online payslips is simple and brings many benefits to the Employee, the Organisation, the Environment and the NHS overall.**

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## → Employees

- ✓ Available to view at a time convenient to employees, no waiting for the post to arrive
- ✓ Can select to receive an email advising when your latest payslip is ready
- ✓ Can be viewed anywhere on any device – home, work, mobile phone and tablet from any geographical location
- ✓ Historical payslips/P60s from the organisation are available at the touch of a button, ideal for mortgage/earnings enquiries
- ✓ Ability to save PDFs locally on personal devices/PCs
- ✓ Easy for employees to switch to online payslips via their Self Service account
- ✓ Can be viewed before payday where defined by the employer



## → Organisations

- ✓ Payslips are automatically available to employees once the payroll processing has completed
- ✓ Organisations can determine themselves how many days before payday their employees are able to access their online payslip, this can be particularly attractive for weekly paid staff
- ✓ If made available early enough, queries can be dealt with and rectified in time for pay day
- ✓ No more waiting for the delivery of the paper payslips, or risking late deliveries
- ✓ Time is freed up for payroll staff to do other duties (no longer required to sort, batch or envelope payslips/P60s)
- ✓ Saves costs on postage, distribution and admin



## → Environmental / Security / Health & Safety

- ✓ Supports the Greener NHS National Programme strategy - Delivering a net zero National Health Service.
- ✓ Supports your trust/integrated care system Green Plan for carbon reduction.
- ✓ Helping the environment by reducing your Carbon Footprint
- ✓ Reduces internal transport costs, particularly where there are many community sites
- ✓ Reduces the risk of Information Governance breaches
- ✓ Removes the need for physical storage space
- ✓ Improves Health and Safety – no lifting of large bags for redistribution



**Moving to online payslips has saved the Trust over £20k annually in postage costs alone and has allowed our payroll staff to focus on more important tasks than sorting and distributing paper payslips.**

Anne Davies – Payroll Manager Sandwell & West Birmingham NHST





# Seven easy steps to get online payslips



## Next steps

**Switching to online payslips and getting your employees online is easier than you think.**

Once you have gone through your consultation process with key staff, the Board and Unions and made your employees aware, follow these seven steps to get you online and start realising the benefits it will bring to your employees and your organisation.

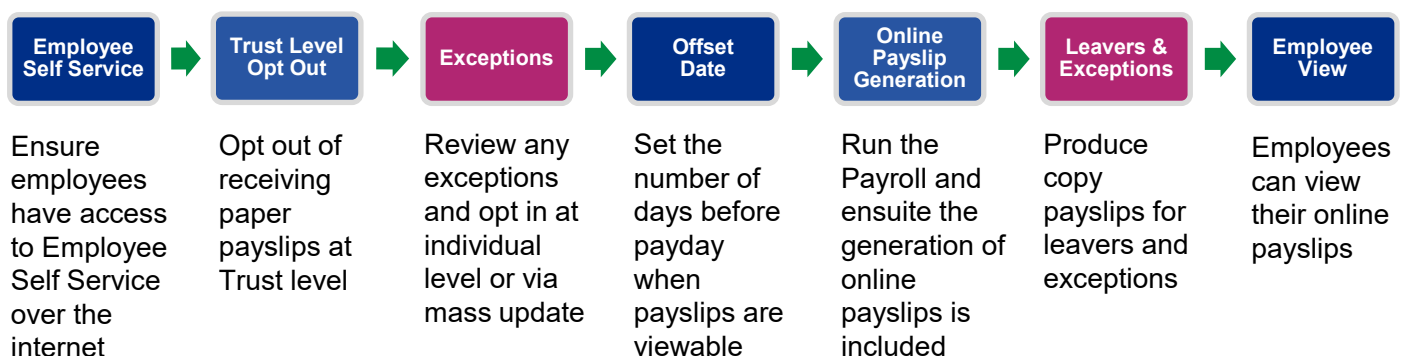


Shrewsbury & Telford Hospital made the transition from paper payslips to electronic payslips in August 2020 and it went a lot more smoothly than we anticipated, with very few queries. As a result I strongly recommend making the transition to electronic payslips as there are many benefits including extra potential processing time for the payroll team.

Andy Lloyd – Chair,  
West Midlands Payroll & Pensions SIG



## Switching to online payslips



### More information

A toolkit is available, providing your organisation with all the information and resources you will need to switch to online payslips. Go to the [ESR Hub](#) for more details.

### Would you like to discuss further?



Contact your regional [NHS ESR Functional Account Manager](#)

# Electronic Staff Record

 [my.esr.nhs.uk](https://my.esr.nhs.uk)

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