

## Switching to Online Payslips

### Are you embracing the digital age?

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 1.95million employees across England and Wales now access their payslip online, equating to nearly 87.5% of the NHS. In September 2021 approximately **280,000** employees received paper payslips 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.

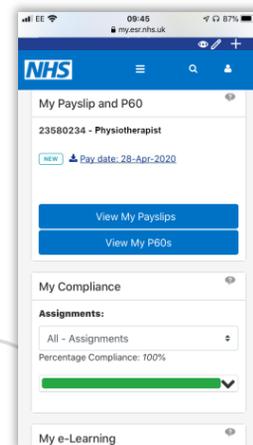


During September 2021 circa 55,460 employees that received a paper payslip also viewed the online version. That's 55,460 paper payslips that need not have been printed across the NHS.

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 has provided a further lever for change for many organisations as their staff had to move from office to remote working, making the receiving, handling and distributing of paper payslips outdated, inconvenient and unsafe.

Between March 20 and Sept 21 over 685,891 employees switched to online payslips in ESR.



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

Harness  
Technology

Environmentally Friendly | The Future

Empower  
Employees

Reduce  
Admin

24/7 Access | Secure | Convenient

# Why Switch to Online Payslips?



## 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



## 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

- ✓ Helping the environment by reducing your Carbon Footprint
- ✓ Internal transport costs, particularly where there are many community sites
- ✓ Supports a cleaner, greener environment
- ✓ Saves trees as paper no longer required
- ✓ Reduction in Information Governance breaches where payslips have been mislaid
- ✓ Removes need for physical storage space
- ✓ 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**

## Next Steps

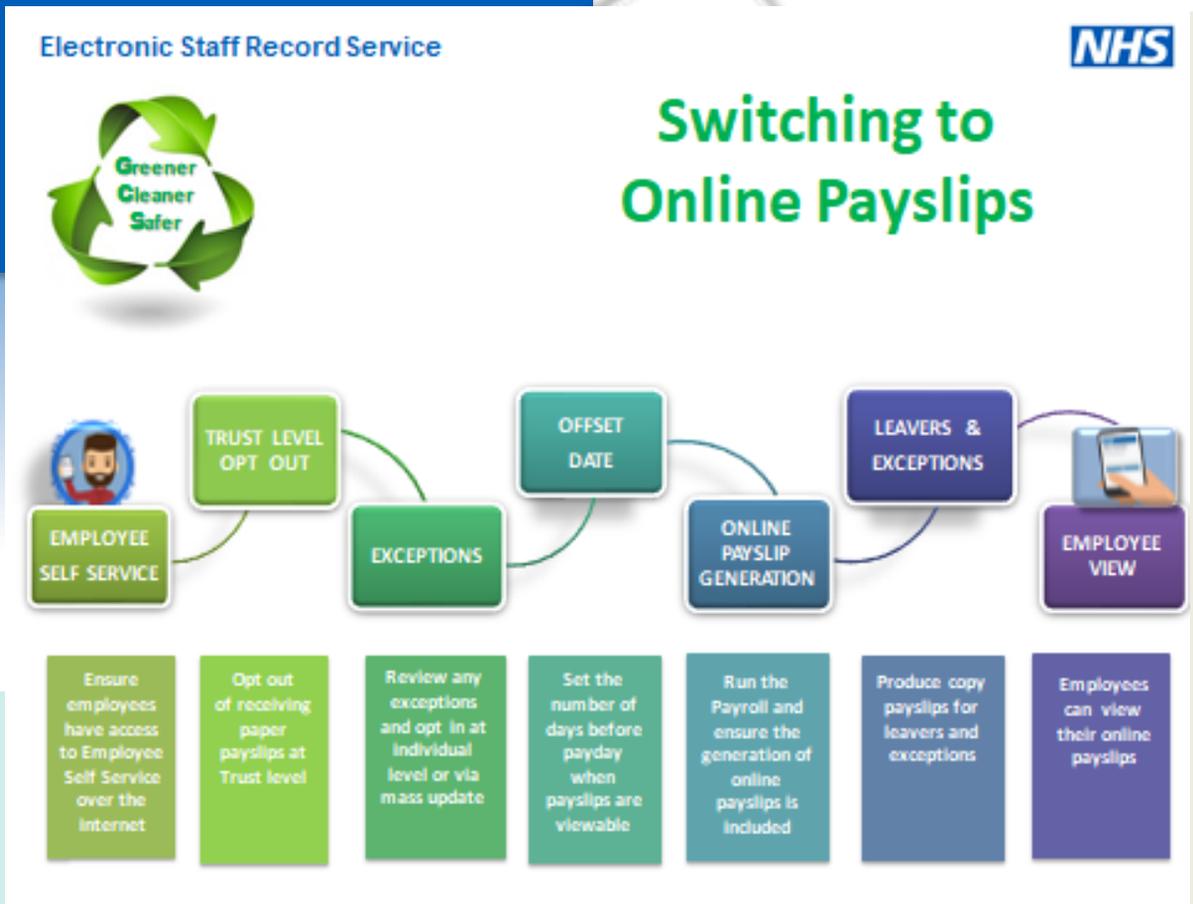
Switching to online payslips and getting your employees on line is easier than you think.

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.

## Seven easy steps to get online payslips

*“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*



## 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](#)