

UN3812 1 of 2 12 th Oct 2026	Electronic Staff Record Programme USER NOTICE	
Title	Payslip Message for October 2026 payslips	
Purpose	To advise English ESR Organisations of the Payslip Message required for payslips in October 2026	
Intended Audience	ESR Payroll Users – England only – Organisations that use the NHS Staff Survey	

SUBJECT

Payslip message for October 2026 payslips – England only – for those NHS England Organisations that use the NHS Staff Survey.

DETAIL

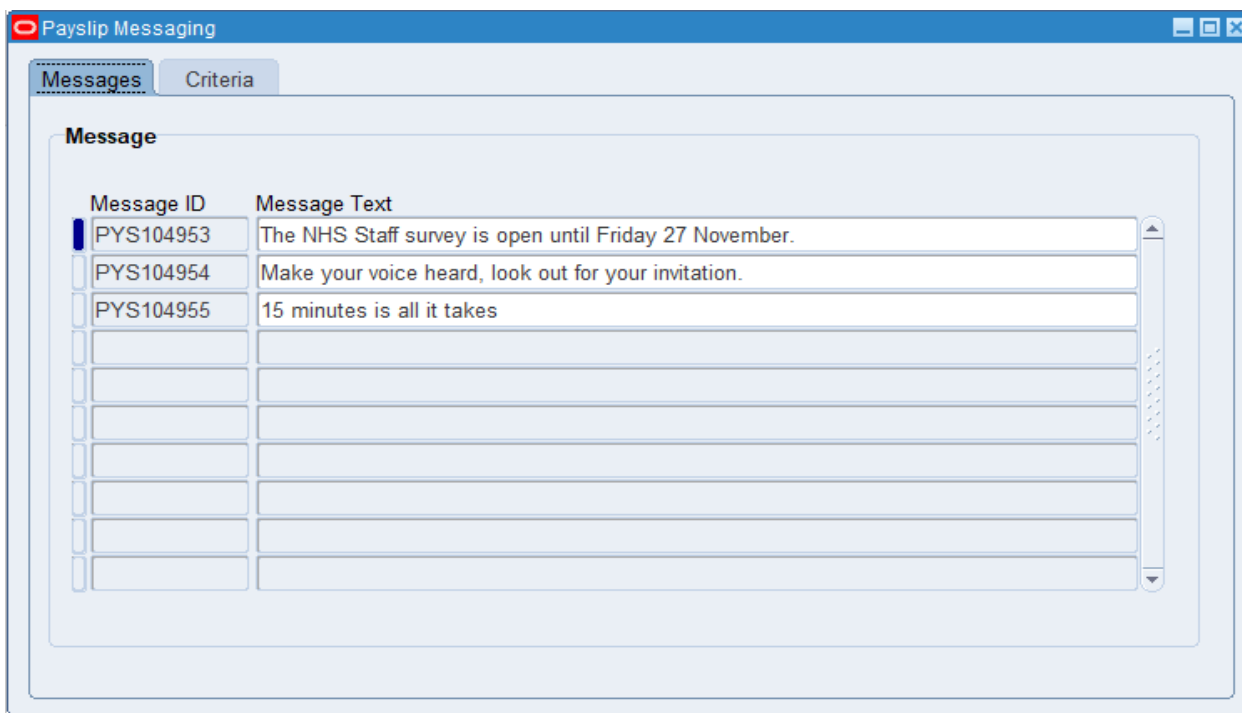
NHS England have requested that a payslip message is added to weekly and monthly payslips for October 2026. This is to make users aware of the NHS Staff Survey.

National payslip messages have been created in the system and each Employing Authority that uses the NHS Staff Survey will need to attach these messages to each payroll. This should be applied to the weekly and monthly payslips due for payment during October 2026.

To attach the messages, navigate to Payroll > Payslip Messages. On the Messages tab the messages can be searched for using the following Message IDs and need to be applied in the order listed:

PYS104953
PYS104954
PYS104955

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Message ID	Message Text
PYS104953	The NHS Staff survey is open until Friday 27 November.
PYS104954	Make your voice heard, look out for your invitation.
PYS104955	15 minutes is all it takes

The “Criteria” tab will then need to be selected, and the appropriate information entered.

ACTION REQUIRED

Create the message prior to running Pre-payments for the relevant pay period.

The NHS Complete Payslip Data Archive process must be run to enable the message to be shown on the online payslip.

FURTHER INFORMATION

Guidance on Payslip Messaging can be found in the ESR User Manual by clicking on the link: [Payslip Messaging](#)

NEXT UPDATE

None