

# Electronic Staff Record Programme

## Turning off Printed Payslips

Ideally, as with any project, most people would prefer to identify a small group to trial new functionality with and then perhaps perform a staged roll out across the organisation. However, as the effects of the ongoing COVID-19 pandemic have highlighted, this isn't always possible and you may have to go for a Big Bang approach.

If you are able to trial new functionality with a small user group, or to perform a staged roll out, this will allow you time to identify any discrepancies in your processes, or common obstacles or queries that can be resolved or mitigated before the next stage of the roll out is performed.



### Step 1 : Ensure your staff have access to online payslips

If your organisation is already using Employee Self Service (ESS), or Employee Self Service Limited Access (ESSLA), then your first step will be to identify anyone who has not been given the ESS or ESSLA URP.

- You will need to ensure that ALL staff, including Bank staff, have access to ESS or ESSLA.
- In the Business Intelligence User Administration Dashboard, run the Detail report to identify all the staff with ESS or ESSLA URP.
- This report will only tell you which staff have the URP, so you will need to cross reference it against a Staff In Post report to see if there are any staff missing the URP.

***If you do not already have ESS or ESSLA in place, please refer to the guide for the implementation of that functionality first.***



### Step 2 : Identify Anomalies

It's very rare that one rule can apply efficiently for everyone. There will be staff who for whatever reason cannot view their payslip online.

- Given that ESS and ESSLA are both available via personal devices, a lack of computer in the workplace is not a reason to continue receiving a printed payslip.
- Identify any staff that cannot receive online payslips. Then follow the instructions under **Person Level** in STEP 5 of this guide.

### Step 3 : Enable Internet Access

Please view the [Systems Settings guide](#), particularly the section on Automatic Internet Access.

If you do not have this setting enabled, your staff will need to access their MyESR account on a computer that is on your organisation's network, in order to request Internet Access that will enable them to view their MyESR account on their personal device. This can be an issue for staff groups that do not have access to a PC or laptop at work, or do not have regular access due to shift pressures, etc.

There is also a section in the guide for [Automated User Account Creation](#) (HSCN/N3 access required) which enables usernames and passwords to be generated automatically for new hires and applicants.



**Need help?** Contact your regional [NHS ESR Functional Account Manager](#)

## Step 4 : Comms, Comms and more Comms

- You will need to let all staff, including Bank staff, know that printed payslips are going to be turned off and the pay date on which only online payslips will be available. Remember to advise staff that a pdf version can be downloaded and saved if they want to do that.
- To help you monitor activity the View Events tab in the NHS Change Event Log Dashboard (BI report) enables you to report on when an employee has viewed their payslip or P60 via ESR Self Service.
- Identify a member of staff, or create a generic email address, and/or identify a single phone number that staff can call with queries or issues. There are always queries and issues. You may wish to start developing an FAQ sheet. There are generic resources (see below) already online that you can make available to your staff.



[How to view my online payslips](#)

[How to view my online P60](#)

- You may wish to prepare local user guides specific to your organisation. The [ESR Implementation Advisors](#) can assist you with this.
- Be aware that people may not have made use of the ESS / ESSLA functionality yet. If they haven't, you will need to circulate advice on obtaining usernames, or at least about updating forgotten passwords.

ESR Portal Announcements  
Organisation Intranet  
Banners & Posters

Team Meetings / Briefings  
Payslip Messages  
Site-wide Emails

Table-Top Displays  
Drop-in Sessions  
Induction

## Step 5 : Turn Off Printed Payslips

Follow the steps below to turn off printed payslips, and to override the Trust level setting for any people that absolutely cannot access online payslips. Click [here](#) (HSCN/N3 access required) for full guidance.

PLEASE NOTE: Payslip/P60 printing can only be suppressed at Trust and Person level. It is not possible to suppress printing for an individual organisation within the Employing Authority.

1. Login to ESR > Local Workstructures Administration > Organisation > Description
2. Date track and Find Organisation window will open
3. Click in Type, select 'Trust' and click 'Find (B)'
4. Organisation window will open, click 'Others' button
5. Select 'Print Payslip and P60' from the list
6. Select 'No' in the 'Add' Organisation info' window to suppress the printing of payslips
7. Click 'Ok' and click 'Save'

**You have now suppressed the printing of payslips for your entire workforce.** If there is a need to allow printing of payslips for specific individuals, this can be set at 'Person Level'. Click [here](#) (HSCN/N3 access required) for full guidance.



## Step 6 : Payroll Processes

Once printed payslips have been turned off, Payroll must stop running the 'NHS Pay Advice (Freq) process' and start running the 'NHS Payslip Generation – Self Service' process each period to ensure the online payslips are generated after every payroll has been produced.

If there's a need to locally print payslips (this could be the case for leavers and those on maternity leave for example), this can be achieved using an assignment set in either the NHS Pay Advice (Freq) or the NHS RTI P60 Report Process. Click [here](#) (HSCN/N3 access required) for guidance. The NHS Pay Advice (Freq) process will need to be run to enable the leavers payslips to be printed. When completing the parameters the assignment set created for the leavers payslips can be added.

To create P60's the NHS RTI P60 Archive Process must be run to generate the archive file, then the RTI – P60 Status should be run to produce online P60's.