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| UN2870<br>1 of 2<br>19 <sup>th</sup> MAR 2020 | Electronic Staff Record Programme<br><br>USER NOTICE                   |  |
| <b>Title</b>                                  | Enabling SSP Payments without the Waiting Days                         |   |
| <b>Purpose</b>                                | To advise all ESR Organisation on how enable SSP Payments from Day One |   |
| <b>Intended Audience</b>                      | All Payroll and HR Users   |   |

## SUBJECT

Statutory Sick Pay – Payable from First Day of Sickness.

## DETAIL

Normally SSP is only payable from the 4th day of a sickness absence. However regulations have been laid before Parliament that mean that SSP is payable from day one of the relevant sickness.

No changes will be made to ESR as it is already configured in such a way that this can be actioned.


## ACTION REQUIRED

To make SSP payable from day one the user should take the following actions:

- Set up absence as normal
- Click on the Statutory Payments button on the Absence Form
- In the Statutory Payments Form there is a Stoppages section and it will show the Waiting Days as shown below

| Stoppages   |             |             | Employee                 | User                     |
|-------------|-------------|-------------|--------------------------|--------------------------|
| From        | To          | Reason      | Notified                 | Entered                  |
| 03-APR-2020 | 03-APR-2020 | Waiting day | <input type="checkbox"/> | <input type="checkbox"/> |
| 02-APR-2020 | 02-APR-2020 | Waiting day | <input type="checkbox"/> | <input type="checkbox"/> |
| 01-APR-2020 | 01-APR-2020 | Waiting day | <input type="checkbox"/> | <input type="checkbox"/> |
|             |             |             | <input type="checkbox"/> | <input type="checkbox"/> |

- Check the override box as shown below

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| Stoppages                                       |   |   |                                     | Employee                 | User                     |
|---|---|---|-------------------------------------|--------------------------|--------------------------|
| From  | To  | Reason  | Override                            | Notified                 | Entered                  |
| <input type="checkbox"/> 03-APR-2020            | <input type="checkbox"/> 03-APR-2020            | <input type="text" value="Waiting day"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> 02-APR-2020            | <input type="checkbox"/> 02-APR-2020            | <input type="text" value="Waiting day"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> 01-APR-2020 | <input checked="" type="checkbox"/> 01-APR-2020 | <input checked="" type="text" value="Waiting day"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>                        | <input type="checkbox"/>                        | <input type="text"/>                                | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

- Click on Save
- The SSP will now be payable from the start of the absence

## FURTHER INFORMATION

Where absences are fed by Self Service and Rostering interfaces this will be an additional manual entry required by Payroll Teams.

## NEXT UPDATE

None.