**All Wales ESR Communications**

**January 2020**

**Preparing for Pay Progression Implementation wef 1 April 2020**

*Comprehensive guidance is contained in the* ***Appraisal and Pay Progression Factsheet, Pay Progression FAQs*** *and* ***Pay Progression Workshop*** *documentation, please read in conjunction with this summary*

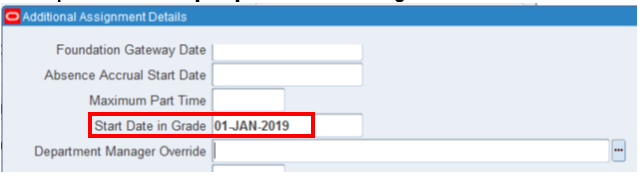
Key ESR functionality readiness for Pay Progression for Agenda for Change employees Go Live, which come into effect:

* **Phase I** **1 April 2020** New starters and newly promoted staff after 1 April 2019
* **Phase II** **1 April 2021** ALL Agenda for Change employees

**Pay Progression template** - L&OD Group to determine at January 2020 meeting whether a National or Local template will be utilised.

**Key Actions for Health Boards and Trusts**

* Set up the **Pay Progression Portlet** for:
  + MyESR – Appraisals and Reviews (includes Pay Step Date & Pay Affecting)
  + Manager, HR, Learning & Payroll Portlets
* **Identify and Allocate** ESR **Pay Progression Roles** to receive Notifications on:
  + **AfC Increment Deferral** – HR lead for Pay Progression plus Payroll Super Users/Payroll Managers
  + **Pay Progression** (provides details of those due for pay progression in the next 120 days) - HR lead for Pay Progression
* Where Pay Affecting, ESR Notifications go to:
  + **Employees** - 4 months & 1 month before Increment Date
  + **Managers** - MONTHLY, outlining direct reports who have a pay affecting increment within the next **90** days
  + **Pay Progression** role holders– Monthly, outlining all employees due a pay affecting increment in the next **120** days
  + **AfC Increment Deferral** role holder - Notification is sent when the values, “**No**” or “**Yes following deferral**” is entered in the Overall Rating field
    - Who? Pay Progression leads in HR and Payroll
* **Review ESR MSS/SSS Hierarchy**
  + Start with those employees due a Grade Step Change from April 2020
  + Do all Employees have an appropriate Manager / Supervisor to agree Pay Progression?
  + Are these appropriate? Check Position Title & Grade – Any PA’s / Secretaries?
* **Manager**s are responsible and required to **Open Pay Step** for an **Employee**. Local training and awareness sessions for managers may be required.
* Calculation for a Grade Step Change is based on the **start date in grade**, usually **blank**
* Pay Progression **from 1 Apr 2020** will also triggered for the following:
  + Acting Up / Secondments who return to their substantive AfC grade – *See ESR FAQs*
  + Data Quality revisions eg change from XN to XR Pay Grade – *See ESR FAQs*
  + Change of post in the same Band. Enter ‘Start date in Grade’ *– See ESR FAQs*
  + Change from Ad Hoc to AfC Grade *(test)*
  + Rebanding *(change of Grade but NOT a promotion).* Enter ‘Start date in Grade’
  + Transfer as part of a MOCP / TUPE transfer. *Query raised with IBM 24 Jan 20: Can* ***‘Start Date Grade’*** *be populated nationally?*
* Organisations need to determine if an ‘**override**’ of the start date in grade is required.
  + If so, a value can be entered into the ***‘Start date in Grade’*** field on the **Assignment Descriptive Flex Field** [DFF] – **Additional Assignment Details**



* + Organisations must determine the role holder to action these overrides - HR / Payroll / Workforce Information Managers.

**Reporting available via:**

* ESR **Pay Progression** Portlet for HR, Learning and Payroll
* ESR Business Intelligence **NHS Staff Requirements** Dashboard - **Pay Progression** Tab or for L&OD teams **NHS Appraisal Reviews** Dashboard - **Pay Progression** Tab

**Key ESR Pay Progression Documents for Organisations:**

|  |  |
| --- | --- |
| Appraisals and Pay Progression Factsheet – Nov 2019 |  |
| ESR Pay Progression FAQ – May 2019 |  |
| Pay Progression Workshop – Nov 2019 |  |
| Pay Progression webinar – Oct 2019  [2019-10-23\_10.55\_Appraisals\_and\_Pay\_Progression\_in\_ESR.mp4](https://www.electronicstaffrecord.nhs.uk/fileadmin/user_upload/2019-10-23_10.55_Appraisals_and_Pay_Progression_in_ESR.mp4)  **NOTE:** *webinar begins at minute 10* |  |
| ESR Self Service Rollout – 30 Sep 2019   * **Manager**s are responsible and required to **Open Pay Step** for an **Employee** * **ESR Self Service Rollout** provides a readiness indicator |  |
| ESR Business Intelligence Pay Progression Reporting – Feb 2020 |  |

**Key Guidance for Managers**

**Manager**s are responsible and required to **Open Pay Step** for an **Employee**. For Pay Progression to be approved, the individual’s line manager **must** action the following:

* Appraisal completed and recorded in ESR in the **last 12 months** 
  + **NOTE:** From 1 January 2020, standardised ‘appraisal type’ ***MUST*** be used ‘***AfC Development Review’*** - L&OD Managers to raise awareness.
* Pay Progression meeting, see ***‘Record a Pay Progression Appraisal’***
* **NOTE:** Staff will **only** receive Pay affecting increment if:
  + Review Type: **Pay Progression Meeting** AND
  + **Pay Progression** outcome is **Yes**
* **YES** value is required for Pay Progression, NULL will be treated as No, as confirmation is required to enable Pay Progression
* If the Overall Rating is ‘**Yes, following Deferral’** then a ‘**Date of Reinstatement’** must be entered.
  + This will **NOT** feed the Payroll record, changes to Pay need to be amended manually
  + **Managers** need **notify Payrol**l to pay back pay to the date entered
  + The **AfC Increment Deferral** role holder will receive a notification

**Reporting is available via:**

* ESR **Pay Progression** Portlet for Managers
* ESR Business Intelligence **NHS Staff Requirements** Dashboard - **Pay Progression** Tab (details to be circulated January 2020, following BI enhancement)

**Key Documents for Managers:**

|  |  |
| --- | --- |
| Record a Pay Progression Appraisal – Step by Step Guide  *Source: ESR infopoint* |  |
| ESR e-learning is available for Managers and Supervisors:   |  |  |  | | --- | --- | --- | | [**MSS41**](http://www.roadmapeducation.online/Roadmap_Guides/Manager_SS/MSS41) | **:** | How do I complete a Pay Progression Appraisal? | |  |