



Preparing for Pay Progression Implementation

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

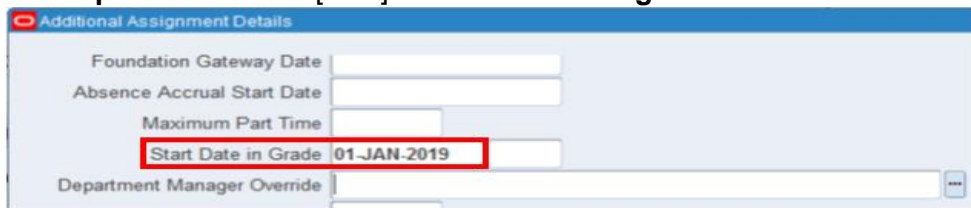
Pay Progression template - L&OD Group to determine at January 2020 meeting whether a National or Local template will be utilised.

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?
- **Managers** 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**

Preparing for Pay Progression Implementation

- 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	 Appraisals and Pay Progression Factsheet
ESR Pay Progression FAQ – May 2019	 Pay Progression ESR FAQs - May19.pdf
Pay Progression Workshop – Nov 2019	 Pay Progression workshop Wales - No
Pay Progression webinar – Oct 2019 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 <ul style="list-style-type: none"> • Managers are responsible and required to Open Pay Step for an Employee • ESR Self Service Rollout provides a readiness indicator 	 ESR Self Service Rollout - 30Sep19.pdf
ESR Business Intelligence Pay Progression Reporting – Feb 2020	 Pay Progression ESRBI Reporting - Feb

Preparing for Pay Progression Implementation

Key Guidance for Managers


Managers 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 Payroll** 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 <i>Source: ESR infopoint</i>	 Record a Pay Progression Appraisal
ESR e-learning is available for Managers and Supervisors: MSS41 : How do I complete a Pay Progression Appraisal?	