UN2121 1 of 3 25-Nov-15	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	Guidance on Recording Industrial Action on ESR	
Purpose	To provide guidance on recording industrial action and to inform users of an optional data load facility	
Intended Audience	HR and Payroll users	

SUBJECT

Guidance on Recording Industrial Action on ESR including an optional data load facility to ease the data entry burden.

DETAIL

There have been a number of enquiries on how to record the possible Industrial Action during December 2015 in ESR in order that pay is correctly reduced and the absence is captured in ESR to allow reporting at both local and national levels. The following information explains the facilities available in ESR for recording this data using either core forms or via Self Service.

When recording industrial action there are two absence types that can be used. These are applied against primary assignments only; secondary assignments will require manual intervention.

i) Unpaid Unauth Special Hrs - Industrial Action for absences of a day or less
ii) Unpaid Unauthorised Special - Industrial Action for absences of more than a day

Organisations should select the appropriate option for each episode of industrial action. This information will be used to reduce the pay due to the employee appropriately.

Details of the process for using a data load process are included in the following section.

ACTION REQUIRED

Organisations will need to consider how they will collect information in respect of this Industrial Action in order that it can be entered onto ESR and reported upon within an appropriate timescale. Timely recording is essential given the anticipated interest in this issue at both local and national levels.

Given the potentially large amount of additional data entry that might be required, the NHS ESR Central Team will be offering a data load process for organisations with more than 100 affected employees on any one day, for the possible industrial action during December 2015:

• Organisations wishing to register an interest in the use of this bulk upload option should raise an SR clearly marked "FAO: NHS ESR Central Team. Industrial Action Data Load" no

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later than 27th November 2015 in order to allow the central team to plan the relevant workload. The organisation will then be requested (via the SR) to complete and attach a completed spreadsheet for data they wish to load. A separate SR (and therefore separate spreadsheet) must be raised for each VPD affected.

• The SR should include the name and contact telephone number of the person who is expected to run the 'NHS Generic Absence Interface request process' in ESR if this is not the initial owner of the SR.

• Full details of the process and data requirements will be provided via the SR however it is anticipated that it will take no longer than 2 working days from receipt of a valid template to the data being ready to load into ESR.

• Due to processing schedules for December pay, particularly in relation to the final strike date on 16th December, bulk data loads for that date can only be processed for organisations that have explicitly stated an intention to use the service on that date when raising a service request, and whose spreadsheets are returned to the Central Team for action by noon on the day of the strike. Such spreadsheets will be actioned by 4pm on that date.

We appreciate that it is difficult to forecast how many individual employees are likely to participate in the industrial action. However, where it transpires that the number of entries for a particular day is less than 100, the NHS ESR Central Team suggests that the most effective route of entry is via the normal absence screens. This ensures that the central team resource can be deployed effectively to manage the organisations with significant levels of data entry. Any spreadsheets received with less than 100 employee entries will be returned to the originator for local input via absence forms.

Please note that this central assistance is being provided as a temporary measure to assist the NHS with the specific absence types (outlined above) for the periods of industrial action during December 2015. Completed spreadsheets with information that does not relate to this specific period of industrial action will be rejected.

FURTHER INFORMATION

Users are advised that ESR will correctly reduce the gross basic pay for an employee if the absence entry is recorded before their pay is calculated for the period in which they were absent due to the industrial action. The amended gross pay will be reflected on their pay advice. As part of local processes, employers may wish to issue guidance to any affected employees to this effect. However, users should also note that where the absence is recorded

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following the processing of payroll for the period in which the absence occurred, ESR will treat this as a recovery of a previous overpayment and therefore it will be necessary for employers to provide the employee with detailed information on why the pay has been reduced.

A full "How to Record Industrial Action on ESR" guide detailing how to input these absence types is available on Infopoint

Please note that as always it is important that multiple absence types are not entered against an individual for the same date.

NEXT UPDATE

No further update is required