

## NHS ESR - Payroll

### Course Objectives

The objectives of this course are to produce a clear understanding of the end user functions in payroll. These functions will cover the life cycle of the employee from entering them as a new starter to ending their employment.

Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"> <li>• Sales Consultants</li> <li>• Support Engineer</li> <li>• Functional Implementer</li> <li>• End users</li> </ul>	<ul style="list-style-type: none"> <li>• Basic PC Skills</li> </ul>	2 Days

### Course Contents

#### Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

#### New Starter

- Entering Bank Account Details
- Entering P45, Tax Information and NI details
- Check and enter recurring and non-recurring element entries
- Run a quick pay

#### Amending Employee Details

- Amending Bank Account Details
- Amending P45, Tax Information and NI details
- Amend recurring and non-recurring element entries

#### Processing a Leaver

- View Termination Record
- View P45
- Change Pay Method
- Check Annual Leave Accrual
- Adjust NI entitlement
- Pay Annual Leave owed

#### Multiple Assignments

- View an employee with multiple assignments
- Update Tax Information

#### Vehicle Management

- Set up private vehicles
- Allocate private vehicle
- Delete vehicle
- Enter millage user status

#### Creating Assignment Sets

- Define an assignment set by including or excluding assignments
- Define an assignment set using formula criteria

#### Data Capture

- Create a Data Capture Batch
- Enter Expense and Timesheet Elements
- Validate & Transfer the batch

#### Weekly Pay in Advance

- Record Advance Pay
- Enter additional payment details in advance
- Run advance pay process

#### Absence

- Sickness
- Annual Leave
- Maternity

#### View Payroll and Payscale Information

- View Pay Scales
- View Generic Rate Retrieval
- Amend Payment Methods
- Amend Payroll Period Calendar

#### Payroll Processing

- Increment Process
- Retro Pay Process
- Run Payroll
- Retries, Reversals and Rollbacks
- Pre-payments
- OSP Batch Process
- BACS file conversion and transfer
- P45 Process
- Costing Process
- GL Interface