



NWSSP ESR Database change: Internal change

Frequently Asked Questions

Introduction

On Sunday 6th June, NWSSP will undertake an exercise to transfer all employees from ESR database 120 [Velindre] to its own ESR database 043.

The change is required due to the recent expansion of the NWSSP workforce to include the Junior Doctor Single Lead Employer (SLE), Collaborative Bank Partnership (CBP), Medical Examiner service and Laundry services; and also to ensure that Departments within in NWSSP are able to efficiently manage staff and processes via one ESR database.

It is our intention throughout the process to clearly explain the change. During conversations with management teams, the exercise may be referred to as 'an MOCP' (mass organisational change process) and the technical term for the database 'VPD' (virtual private database) may also be used.

Communications

We will be communicating to staff to ensure that all colleagues are fully briefed throughout the change process. We have a robust communications plan and will be communicating via the following channels:

- Dedicated web pages (internet and intranet)
- Email (Workforce and OD Communications)
- NWSSP newsletters / Staff side/Union newsletter updates
- Electronic Staff Record (ESR)
- Payslips
- NWSSP Managing Director's weekly staff briefing
- Via the Expenses portal
- Updates for managers to distribute through Microsoft Teams
- Virtual Coffee Mornings.

A moderated Q&A function will be available so that all staff can ask any questions and receive answers from the relevant divisions. The Q&A's will then be published via dedicated pages on the staff intranet. The email address for the Q&A's function is: shared.services@wales.nhs.uk

What does this mean for me?

If you have an ESR username starting with 120, your employment record will be moved overnight on Sunday 6th June to the new ESR 043 database. **The move does not affect your employment contract nor the terms and conditions to which you are employed.**



ESR

Is the ESR system affected as a result of the data move?

The ESR system will be off line from 18:00 on Friday 4th June 2021 through to 08:00 Monday 7th June in order to transfer the electronic staff records from 120 to 043.

Will I have a new Login and password?

Yes, all staff who have transferred will receive a new 043 ESR user account, and your current 120 ESR account will close. Staff who have an e-mail address entered into ESR prior to the transfer will receive an email w/c 7 June 2021 with details of their new ESR account login details.

Staff without an email address will need to contact the ESR Support Hub (details below). Staff will be required to provide their name and National Insurance number in order to verify their identity.

- Telephone: 02920 905400
- Instant chat: <http://www.nwssp.wales.nhs.uk/esr-community-hub>
- Email: esrhub.wales@wales.nhs.uk

Will I have a new payroll number?

Yes, staff transferring from 120 VPD to 043 VPD will receive a new payroll number as a result of the transfer. Your new payroll number will be available to you, via your new 043 ESR user account.

Will I be able to access my e-payslip after the transfer?

Staff are advised that as part of the transfer process staff they will receive a new payroll number when transferred from VPD 120 to VPD 043 which will mean that staff will no longer be able to access previously issued electronic payslips and P60's via VPD 120 ESR after the transfer).

Therefore, if staff wish to retain copies of electronic payslips and P60's **they must** print these off or save them securely prior to **Friday 4th June 2021** (we recommend in the very least the most recent 3 months payslips are saved/printed).

After the transfer you will be able to view your new payslips and P60's (June onwards) on the VPD 043 ESR system under your new staff number in the normal manner.

What if I do not have access to a printer?

Staff are advised that payslips and P60's can be saved securely and printed at a later date.

What happens if I am not in work, unable to access ESR at home and require printed payslips and P60's after the 31st March 2021?

The Payroll team that support the old VPD 120 are able to access copies of previous payslips and P60's. In exceptional circumstances payroll colleagues may be able to facilitate the printing of required payslips, but there may be a cost associated to this, which individuals may be required to pay.

Will I have access to old financial information such as pay awards?

All financial information would be contained within the payslip, so we strongly advise that these are printed or securely saved prior to the downtime on **Friday 4th June 2021**.

If I am transferring, will my statutory and mandatory training data transfer?

Providing the data is currently held in VPD 120 ESR system, staff records transferred by IBM will include statutory and mandatory training already undertaken.

I am a Manager, after the data transfer how do I inform payroll of any permanent changes, starters and terminators within my team(s)?

The current payroll forms will be automatically amended to ensure they are submitted to a new payroll email address. These forms will be available on the intranet.

Payroll

When we move to VPD 043 will my Assignment/Payroll number change?

Yes we will advise you what this will be.

Will our Tax office Reference Change?

Yes in order to move you from 1 VPD to another in the eyes of HMRC this is a change of Tax Code your new Tax Reference will be 475/RE14261.

Will I be terminated from my current VPD?

Due to the process of moving you, your record in your current VPD will be ended, and a new record will be created in the new VPD 043. The move does not affect your employment contract nor the terms and conditions to which you are employed.

If we are terminated does this affect my service?

Your start date in the new VPD will be 1st June 2021 however you're Continuous Service dates will transfer, so in terms of Annual Leave and Sickness leave your entitlements will not change.

I will be on maternity leave when this move happens what will happen to my Maternity?

Your maternity will continue, as it would had the transfer not happened. You will not see any change.

I am currently on sickness what will happen during the cross over?

Your sickness will continue along with your entitlement, therefore when your entitlement was due to change or end this will remain the same.

Will I still get a P11D for my Car?

Yes you will still get a P11D from your old VPD for the tax year 2020/2021 and in the tax year 2021/2022, you will get two one for the April 2021 to May 2021 from VPD and one from VPD 043 for the remainder of the year, this will have no impact on your Tax.

What if my Car is PBIK (Payroll Benefit in Kind) how with this work?

If your car is currently PBIK this will continue otherwise it is the same answer as above.

Payroll

Will we have a different contact number for HMRC?

No the telephone number for HMRC remains unchanged at 0300 200 3300 please remember to have your National Insurance Number and Tax Office number ready these can be found on your payslip.

By changing over VPD, will this affect my Tax or NI?

No- you will see no difference in the Tax or NI you pay.

Do I need to notify HMRC that I have changed VPD's?

No- we will do this automatically.

Will we have a different contact numbers for Payroll?

No change.

What if I have queries on my pay between the 1st April 2021 and 31st May 2021 but don't spot it until June 2021?

This will not be a problem, please contact Payroll in the usual way. They will be able to resolve this for you.

Will this affect my Pension?

No your pension will not be affected, we will advise NHS Pensions agency that you transferred on the 1st June 2021 and your records will be updated to reflect this.

Do I need to notify Pensions Agency of the move?

No, this will be done automatically for you.

Expenses

Will my expense log-in details change?

Yes you will receive notification of your new log-in details, once the account has been set up on the new system.

Will I have access to my previous expense claims?

Access to your previous claims will not be available, if you require access to your previous claims you can raise a request with the expense team via the Expense Customer Portal:

<https://actionpoint.cymru.nhs.uk/ulite/?servicedesk=264>

Will I receive a P11D?

A P11D will be produced, where required for the period April 2021 to May 2021 these will be distributed by July 2022. From June 2021 all mileage and any Benefit in Kind will be reported to HMRC in real time.

Will my vehicle details be transferred to my new account?

Vehicle details will not be transferred to your new account, you will need to add a new vehicle and provide your insurance and driving licence details prior to making a mileage claim. Lease and Salary Sacrifice vehicles will be transferred.

Excess travel, I am in receipt of excess mileage, will I still be able to claim?

Yes, your excess mileage entitlement will be transferred to your new account.

Am I required to provide my insurance and driving licence for excess mileage?

No, duty of care is not required for excess mileage.

What is Pay-rolled Benefits?

This is a change to the way in which tax paid on benefits (salary sacrifice & lease car) is reported to HMRC. There is no change to the amount of tax you will pay on these benefits compared to the previous system.

The tax you do pay will now be calculated on the benefit in kind and reflected on your payslip each month, rather than through an adjustment to your tax code. This means that you will pay tax in 'real time' and pay-rolled benefits will no longer appear on your P11D benefits statement. You will no longer receive a P11D benefits statement from 2021/2022 tax year onwards, unless the benefit or part of the benefit is not pay-rolled.

What is Duty of Care?

Duty of Care is a legal responsibility to ensure that where employees are required to make business journeys the vehicle is suitable for purpose, maintained properly and the driver has adequate licences to drive the vehicle. More information can be found here: [Duty of Care](#)

