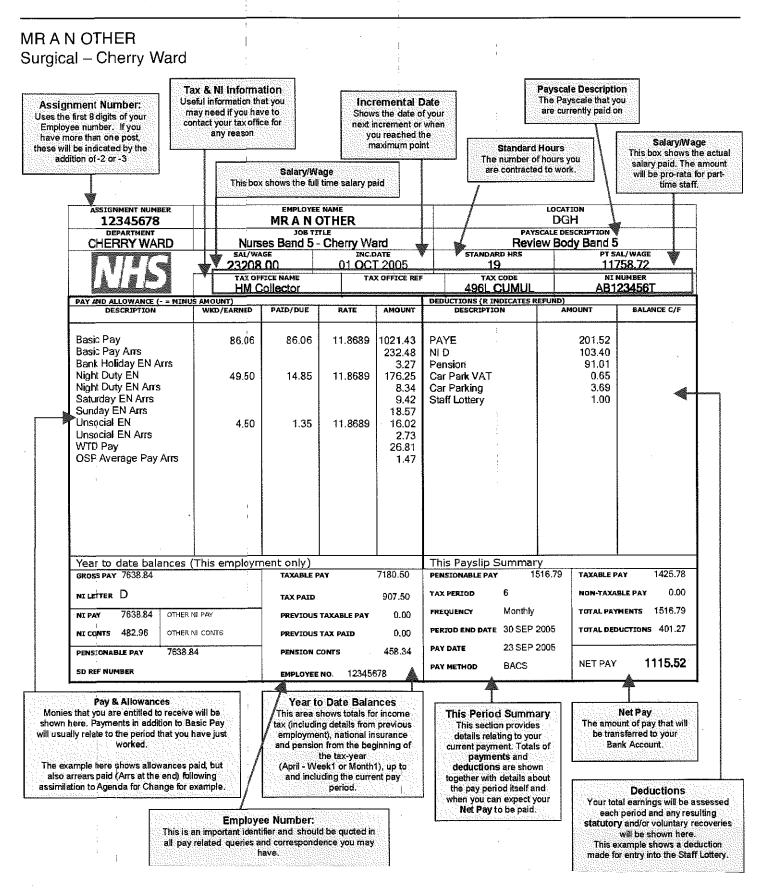
# Introduction To Your ESR Payslip

The introduction of the Electronic Staff Record on **June 4 2007** will result in a change to how your payslip will look. The example below (Mr Other who works on Cherry Ward) has been produced to describe what the different areas of the payslip mean. In addition, there is a small table of abbreviations on the back of the document that will help your understanding of some of the items that will appear on your actual payslip.



## List of Common Abbreviations Used On The ESR Payslip

| Abbreviation | Description                                   |
|--------------|-----------------------------------------------|
| ARRS         | Arrears Payment                               |
| EN           | Enhancement Payment (eg. Unsocial)            |
| ОТ           | Overtime Payment (e.g. Saturday)              |
| NNI          | Payment Not Subject to NI Contributions       |
| NP           | Non-Pensionable                               |
| NT           | Payment Not Subject to Income Tax             |
| NW           | Payment not subject to Working Time Directive |
| OMP          | Occupational Maternity Pay                    |
| OSP          | Occupational Sick Pay                         |
| R            | Refund                                        |
| SMP          | Statutory Maternity Pay                       |
| SSP          | Statutory Sick Pay                            |
| WTD          | Working Time Directive                        |

#### **PAYROLL CONTACT LISTING**

Initial queries: Finance Reception

01225 825601 (giving your assignment

number)

Pension queries dealt with in surname order:

Janice Jones (A-M) Helen Payne (N-S) Neil Hughes (T-Z)

01225 825601

Payroll Manager: Penny Barnes

01225 821603

Deputy Payroll Manager: Andrea Peters

01225 824672

#### HMRC (INLAND REVENUE) INFORMATION

PAYE Reference number relating to Bath RUH - 034/R1230

Telephone – 0845 302 1443 (quoting your own National Insurance number)

## IMPORTANT PLEASE READ

### **ABSENCE THROUGH SICKNESS**

- All staff grades must supply appropriate certification to cover any absence due to sickness for periods of one working day or more.
- Failure to comply with the above will result in the employee not being paid for the absence until receipt of a valid original certificate.
- A self certificate (SC1) can be used for periods of up to 7 days (first 1-7 days) and is available on the intranet.
- A Statement of Fitness to return to work is required for periods over 7 days (from day 8 onwards).
- When out sick (even if only for a day) your line Manager should undertake a return to work interview with you, completing a self certification
- Not required for part day sickness
- For those on long term sick continuous update of certificates and immediate notification of return to work is mandatory.