Q: When ESR progresses the staff automatically does it also amend the pay step point so they do not receive another one in that year?

A: The incremental process in ESR uses a date against the assignment of the employee to identify when they are due. When the process runs the date is automatically advanced by 1 year. Manually adjusting this date could result in altering when the employee would be due the pay step progression.

Q: If the start date in grade has not been filled out correctly for historical promotions what impact will this have?

A: Only new starters to the NHS and promotions from the 1st of April 2019 are impacted by the new pay step progression process. The new process calculates those to include automatically and is not reliant on the value in the Start Date in grade field. However, if it is populated with a date prior to 1st April 2019 these employees will be excluded from the new progression process. Those employees joining on the same band will need this date completed to ensure they are not included in the new process.

Q: Does it matter if I have Employee Self Service (Limited Access), will I still be able to participate in Pay Progression functionality?

A: The submission of the Pay Progression meeting from Self Service requires Manager or Supervisor Self Service allocation. If only ESS (Limited Access) is deployed, functions that need approval or interaction with a manager are not available. Whilst holders of this URP will receive notifications related to the functionality they will not be able to participate in the review detail as this function is not available on the ESS (Limited Access) URP.

Q: Will the automatic calculation pick up those that have been on temporary promotion? i.e. will they continue to move automatically through increments when returning to their substantive role?

A: The temporary promotion will act as a change in grade meaning the employee will be included in the new Pay Progression process if this is after 1st April 2019. The return to the previous grade would also trigger a change in this date. Returning to their original role would require manual adjustment of the Start Date in Grade to ensure they are no longer governed by the new process – if that is applicable. Any Service accrued whilst on temporary promotion will need to be manually adjusted to ensure a return to the correct pay point.

Q: Will the values 'Yes' 'No' or 'Yes after deferral' in self service be subject to 'payroll approvals' to enable those holding that role in the organisation to review the decisions?

A: There are no additional approvals sent through the workflow notifications following the decision made by the manager to select one of these values. Payroll users can make manual adjustments to include/exclude employees and holders of the new role will receive information detailing who is due to progress in the near future.
Q: For those moving Trust to Trust on the same grade, can you input a start date in grade prior to the actual start date?

A: Yes, you can enter a start date in grade that is prior to the actual start date or record creation date. This should be done for all new joiners from the 1st April 2019 where they are joining on the same grade as their previous role.

Q: Our Trust has already made the decision to move forward on this so we want all our staff to be receiving pay awards based on the new process from 01/04/2019. As a workaround fix we were thinking we could override the start in grade to 01/04/2019 to force ESR to apply – will this work?

A: As per the guidance the Pay Progression rules are applicable to those starting or promoted after the 1 April 2019. Existing staff should have existing processes continued until the end of the transition period in 2021 when this will then apply to all. ESR Self Service has an existing Development Review function that can also enable the setting of “No” for progression where required, it is just not automatically withheld until a positive value is added for progression.

Q: If we have implemented non-automatic progression already, can we switch off automated progression for all?

A: As per the guidance the Pay Progression rules are applicable to those starting or promoted after the 1 April 2019. Existing staff should have existing processes continued until the end of the transition period in 2021 when this will then apply to all. ESR Self Service has an existing Development Review function that can also enable the setting of “No” for progression where required, it is just not automatically withheld until a positive value is added for progression.

Q: The documentation assumes that the first pay step reviews will take place in March 2021. This is on the basis that it will take at least 2 years for new joiners to reach the intermediate or top pay step in their band. However, if pay step credit is awarded, could this not potentially happen sooner? Take for example, an experienced non-NHS manager who joins the NHS in a Band 8a role on 1st April 2019. It is clear they will be subject to the new arrangements immediately. A Trust may use its discretion to give 4 years’ pay step credit on appointment, based on relevant experience (as it is entitled to do under AfC). In that case, a pay step to the top point would be due on 1st April 2020. Has this been taken into account in terms of systems readiness?

A: We have included the new Pay Progression process in the March 2019 release to ensure the ESR solution is ready to reflect these rules as soon as they come in to effect. The ESR solution will look for a pay affecting Pay Step date (incremental change) and the process will be invoked from 1st April 2019.
Q: Shouldn't the notification be for every year (until at top) even where there is no monetary increase so that the individual still moves up the scale?

A: The individual will still progress, the notification denotes that it is a pay affecting change. Agreement with the Pay Progression sub group was reached on the requirements for all new ESR functionality – including the decision to only send the notification on Pay Progression for pay affecting steps to ensure the employee and manager understands the impact of this pay step date.

Q: When we record pay progression (as a Yes or No on ESR) under manager self-service you said that there will be a line manager only option. I.e. 'has everyone that the staff member is line managing had an appraisal'. Will this option be available for everyone (as a yes/no/n/w) or only staff that ESR can see has people under them that they line manage will have this 'yes/no' option?

A: We are not able to restricted the list of values based on whether the person is a line manager or not. The manager completing the template will, on selecting no, have to pick a reason from the list and should chose the appropriate value for the employee.

Q: Would a move from XN to XR grades be a change to the Start date in grade on ESR?

A: Yes, as these are different grades, albeit they share the same scales. It is not advised to change staff on these unless they are changing between already established positions in ESR set up with the different grades. To override this the Start Date in Grade field can be completed to reflect the time on the other grade.

Q: Will it be possible to report on which staff are receiving automatic pay increments, and those under the new rules, during transition?

A: The Pre/Post Incremental reports in ESR show who is due to be progressed and then who has been.

Q: Can the Employee Relations Details in ESR talk to the pay step process, automatically preventing progression?

A: There is no automatic link between these modules so this will require the manager to ensure there are no ongoing items in relation to Employee Relations.

Q: Does ESR have the facility to record mid-year review if this exists in our policy (i.e. 6 month review ahead of annual appraisal)?

A: The appraisal in ESR can be for a period of the appraisees’ choosing i.e. they enter the dates to stipulate the period being covered. The pay progression aspect is then governed by the employees’ pay step progression date and a recording of the new Pay Progression Meeting review.
Pay Progression FAQs

Q: If an individual has a split role and/or multiple assignments can ESR differentiate this? Can a worked example be provided?

A: Appraisals are managed on a per assignment basis in ESR as is the incremental process – this is existing functionality. The new functionality will also work in this way.

Q: Can hierarchies in ESR be built against the post rather than the person to make this process easier?

A: ESR does not use position based hierarchies.

Q: Will line managers still receive notifications automatically from ESR if the organisation uses limited self-service (i.e. not Supervisor)?

A: Notifications will still be triggered however without a manager based user responsibility profile in ESR they will not be able to take part in or conduct appraisals/pay progression meetings using ESR. This will need to be managed centrally by an HR Administrator for example.

Q: Where we don’t have ESR self service how will employee Pay step dates be notified?

A: Notifications will still be triggered for those with an ESR user account, they will not be able to take part in or conduct appraisals/pay progression meetings with ESR access. This will need to be managed centrally by an HR Administrator for example.

Q: If a member of staff benefits from a pay step deletion will ESR alter the increment date in ESR so that they do not move up another point automatically?

A: ESR will progress the employee to the next available point, the Pay Step Date (incremental date) is not amended. Existing staff however will not be subject to the new process until 2021 so the existing arrangements for these employees remains in place.

Q: Staff moving between trusts on the same band will be treated as existing staff - will ESR know to keep the pay steps open?

A: The start date in grade will need to be entered correctly to take account of this scenario.

Q: How will staff be reminded of the annual nature of the Appraisal when the pay step is non-annual?

A: Using ESR allows the entry of the ‘Next Appraisal Date’ when an annual appraisal is completed. This triggers a notification to the employee/manager to remind them this is required.
Q: Will the IAT process need to be completed for staff moving between trusts on the same band OR is this done centrally based on start date in band?

A: The start date in grade will need to be entered correctly to take account of this scenario. This will not be part of the IAT process.

Q: Will IBM remove all the "1"s in the system for No of increments?

A: No, this is not part of the changes being implemented.

Q: Where is the new review type going to be input on ESR, is it under OLM?

A: yes, this will be added to the existing review and appraisal functionality, including self service and core user forms.

Q: Will the grade start date field in ESR automatically be populated on commencement or when the employee moves to a higher band?

A: There is no automated process to populate this field, this is only required to be updated where there is a new starter is joining on the same grade. The new Pay Progression process has a calculation to work out those impacted from 1st April and only uses the Start Date in grade if populated.

Q: What format will the notification be in? Will the detail be within the first notification or will managers need to log into ESR to access the information?

A: The notification is included in those sent via email. Unless the email domain being used is registered with NHS Digital and ESR as being secure the details will be encrypted and the recipient will need to login to ESR to see the full details.

Q: Will ESR work automatically when considering service and experience from staff moving between Trusts?

A: The previous start date in grade will need to be entered where a new starter is joining on the same grade after the new arrangements come in to effect on 1st April 2019.

Q: Will new pay scales be issued separately for April 2019 and April 2020 with the ESR grade steps (and just the points still applicable for each year)?

A: Any changes to pay scales will be managed separately to this development

Q: Will ESR still give annual increments to staff on local pay scales?

A: The developments are based on national grades i.e. this will impact all AfC staff using these values. Local grades are not included in the changes and increments will continue to be applied as per the existing solution.
Q: How will grade step in ESR show pay step points for new staff and the different pay step points for existing staff?

A: There are not different pay step points for new or existing staff within ESR. The new process determines whether to use automatic progression or the new process which requires the approval to progress based on service dates from 1st April 2019.

Q: Where in ESR will the field be for central input for those without Manager Self Service and will BI provide reporting that we can use to confirm to managers who they have requiring pay affecting appraisal?

A: The new fields will be available in the existing appraisal and review screens from an employee’s assignment e.g. for HR and Learning Administrators. Reports will be available to identify staff subject to the new arrangements.

Q: Will ESR notifications be sent to employees, managers and role holders, if self-service isn't used?

A: Notifications are sent to those with an ESR user account, this is not dependent on the URPs they hold. To enable a manager to interact with ESR to update the outcomes of the pay progression meeting then a Manager or Supervisor account will be required. If no user account is created notifications are not sent.

Q: In the case of staff moving posts (internally or externally) at the SAME band, is this compatible with the ESR changes i.e. that it is run off post change dates since April 2019?

A: The start date in grade will need to be entered correctly to take account of this scenario.

Q: Will ESR be removing the current review types as there are many that are no longer valid or used. Some include Review and KSF - it may confuse managers when using ESR (some may not pick the correct one if they are all listed)

A: The review types, Foundation and 2nd Gateway are being end dated. There are no current plans to remove other existing review types, however this is something we will monitor and take into consideration with our ESR special interest groups.

Q: Will ESR make the line managers only option available just for those who have direct reports under them as recorded on ESR?

A: We are not able to restricted the list of values based on whether the person is a line manager or not. The manager completing the template will, on selecting no, have to pick a reason from the list and should chose the appropriate value for the employee.
Pay Progression FAQs

Q: How will ESR recognise who's on the new progression system? Will a marker be required and who would be responsible for adding this to ESR? Does ESR allow us to differentiate between staff on transitional arrangements and on new arrangements?

A: The new Pay Progression process includes an update to the Increment Process run by payroll departments. An automated calculation determines who to include in the new process from 1st April 2019. The start date in grade field within ESR can be used to override this if an individual is joining your organisation on the same grade and so are not new starters or promotions to be included in the new process.

Reporting in ESR BI will allow affected staff to be identified.

Q: If a review is recorded as a No, what are the next steps? Do they set up a further review and then enter that into ESR? If this next review is a Yes, what happens with the increment - is it backdated or is the incremental date in ESR changed to the new Review?

A: The next step in this scenario after entering yes or yes following deferral is that a manual intervention would be required to decide on a case by case basis how the award of any back-pay is treated or whether the award is from the date following deferral.

Q: At the moment managers can't see their staff's salary/pay point on ESR - will this be rectified?

A: This is available to managers already through the ESR BI Real Time Staff List.

Q: Will the ESR notification sent to Managers only be for New Starters and Promotions after 1st April 2019, or will it be sent for all staff receiving a pay increase?

A: This will be for any AfC staff identified as part of the new rules e.g. new starters and promotions where the pay step is a pay affecting one.

Q: We don't use ESR self service for appraisals (we use another IT system). Is it possible to import data into ESR from external systems?

A: We do not offer this facility for appraisal information.

Q: How will the new pay-scales appear in ESR? Will it be similar to consultants where they move to a different grade step each year (however there may not be additional payment linked to this) or will the individual remain on same pay point until their pay review is due?

A: The payscales in ESR reflect a value for each pay step – where there is a number of years between pay affecting pay steps the employee will move to a new step but the pay remains the same. This will only be halted where a successful pay progression meeting has not been recorded on ESR where a pay step is pay affecting.
Q: How will it work in ESR where we want to switch off the automatic progression functionality for all (existing as well as new staff) from 1st April 2019? Will this require manual intervention?

A: As per the guidance the Pay Progression rules are applicable to those starting or promoted after the 1 April 2019. Existing staff should have existing processes continued until the end of the transition period in 2021 when this will then apply to all. ESR Self Service has an existing Development Review function that can also enable the setting of “No” for progression where required, it is just not automatically withheld until a positive value is added for progression.

Q: Can a 4 month notification go to role holders too?

A: This has not been included in the design as it was considered the volume of data would potentially be too great and would also be available through reporting.

Q: It was stated that the new portlet for staff could be added to their own page - is it possible for this to be a default that it is, rather than staff having to choose to drag over? Thanks

A: As an organisation you can control what the default view of the dashboard is for ESR users.

Q: If we do not use the self service functionality will payroll staff have to add the review type e.g. ‘yes’ in order for the pay progression to action automatically?

A: Yes, a professional user with access to the data items will need to enter this information.

Q: For Trusts not using self service, will they be able to run pre payroll increments in advance and then compare staff due and incremental against training records to determine whether they should progress with a pay step.

A: Information relating to incremental pay dates is already available in ESR BI for this comparison to take place. As per the new Terms and Conditions of Service it is essential that the line manager is involved in the review of this and the appropriate outcome recorded.

Q: If the Trust currently uses an alternative system for recording appraisal data will this need to be recorded in ESR too?

A: Yes, a professional user with access to the data items will need to enter this information or self service will need to be used.
Q: Where staff are transitioning from Band 1 to Band 2 as part of the band 1 closure, this will not be a promotion. Will ESR know how to deal with this to retain automatic progression until 2021?

A: The start date in grade will need to be entered to take account of this scenario. A date prior to 1st April 2019 will need to be added to override this being seen as a promotional grade change.

Q: For new staff or promoted staff when do you enter the Yes, No, or Yes deferral, is this entered when the record is created or just before they are due the pay step?

A: This is recorded as part of the pay progression meeting using the appraisal and review functionality in ESR. This should be done in a timely manner prior to the pay step progression date, and reflect the outcomes of the meeting.

Q: How does the portlet get added in ESR - does HR add it to the dashboard, or does the employee select it as part of their individual dashboard?

A: Organisations can control the appearance of the ESR portal dashboards available using the Portal Administration role, or allow employees to control this themselves.

Q: Is the pay step automatically opened by the manager ticking 'yes' or will this then go to a report to payroll to work from?

A: Once the information is entered this employee will be progressed, no further intervention is required.

Q: Will there be an ESR module for managing the buying and selling of annual leave or should employers expand existing systems for buying leave where they have them?

A: NHS Employers have indicated they will be considering guidance on this and once any progress is made ESR will consider what changes if any are required to help facilitate this.

Q: Will there be any ESR functionality relating to the re-earnable pay at the higher bands? - I appreciate it has been noted that further guidance is to follow.

A: Once the details of the requirement are fully understood this will be evaluated by ESR to see if functional changes are necessary.
Q: Is there a timeframe for the user to enter the pay progression? Can a user enter the review immediately after a performance appraisal (potentially months before pay progression), or should it be within so many days of the increment coming due?

A: The ESR solution will check if there has been a pay review meeting within the last 365 days at the point that the date for progression occurs, so recording this before the progression would not present a problem. Recording the meeting should be done in a timely manner prior to the pay step progression date, and reflect the outcomes of the meeting.

Q: How will it work with ESR and pay progression where someone starts new into the NHS after 1st April 2019, but we wish to recognise private service towards the years of service and therefore the point we start individuals on?

A: They would come under the new starter arrangements but can be agreed locally to recognise this service and allocate to the appropriate pay step recognising previous service you wish to take into account.

Q: Is the manager notified again after selecting ‘No’ of the need to review and if so what is the time frame e.g. 1 month?

A: There are no subsequent notifications.

Q: Are all existing ESR reports and portlets regarding appraisals going to exempt the new review type?

A: The new values will be available in ESR BI, and can be filtered in/out to meet the requirements of the user. New portlets will be made available for organisations and individuals to manage.

Q: If a new starter joins who is partway through their pay step journey in a grade can the numbers of years in grade be recorded in ESR so they don't have to start again?

A: The start date in grade will need to be entered correctly to take account of this scenario.

Q: We enter the start date in grade as the date the employee joins our Trust we do not amend this for employees that transfer from another trust. How will these be identified?

A: If the employee transfers on the same grade then the start date in grade will need to be entered and the previous date retained.

Q: Is there going to be an element released to allow Payroll to identify new starters and promotions?

A: Reports and notifications already exist in ESR to identify new starters and promotions. Elements are not used to identify new starters or promotions.
Q: Will ESR let us enter an incremental date for staff who transfer from another Trust on the same pay band so that they can continue receiving the same increments that they were getting prior to 1 April?

A: If the employee transfers on the same grade then the start date in grade will need to be entered and the previous date retained.

Q: How will someone’s ‘years of experience’ (formerly increment point) be recorded in ESR? It’s still recorded as an increment number e.g. point 23 for the top of band 5. Will this change?

A: The underlying functionality is not changing. We will retain the terminology centrally around Increments and pay points. We are reflecting the new terminology where possible for employees – so referring to Pay Start Date in notifications etc. that employees receive.

Q: With regards to ESR portlet; what review type will the ‘last appraisal date’ work from?

A: This will identify any review type held in ESR.

Q: With regards to ESR portlet; is the next appraisal date based on the date entered into the ‘previous’ appraisal data or simply 12 months on from the last appraisal date?

A: This is based on the data recorded in ESR against the appraisal.

Q: When implementing the changes for new starters/promotions are we still entering incremental dates and the number 1 in ESR?

A: The incremental number and dates will continue to control the process of pay progression within the band for each employee and will therefore need to be maintained.

Q: Is there functionality for ESR to interface with another system if we do not record Appraisal on ESR currently.

A: Interface functionality does not exist and the information will need to be entered in ESR.

Q: How will ESR determine a start date to calculate if someone is in the new or old scheme. Currently the start date in grade is the date the position was changed. It does not consider previous time in a band. For example Band 5 April 2018 to June 2018, band 4, July 2018 to Dec 2018, and band 5 Jan 2019 onwards. ESR would record start date in grade as Jan 2019.

A: The start date in grade will need to be entered correctly to take account of this scenario.
Q: Will ESR calculate re-earnable process for band 8C, 8D and band 9
A: Once the details of the requirement are fully understood this will be evaluated by ESR to see if functional changes are necessary.

Q: Are all the details of the pay progression meeting (including comments) available in BI?
A: Yes, the information relating to the pay progression meeting will be made available in ESR BI.

Q: Will BI reports be built so managers can see. Sickness info, mandatory training % and appraisal status in one overarching report?
A: The scorecard tab on the management overview dashboard already provides this information.

Q: Will BI reporting support monitoring arrangements to NHSI?
A: The data warehouse will be updated to enable this to happen.

Q: For the report to calculate start date does this read from start date grade?
A: The existing reports use a calculated date to show the start date in grade for an employee. It is proposed that the new reports to support the pay progression changes will include both the user enterable start date in grade and the calculated date to provide maximum flexibility.

Q: What is the suggested Start Date in Grade date to be used for Band 1 to Band 2 transferring staff?
A: Amend the date to their existing Band 1 Start in Grade date.

Q: Would a null value for 8C+ be considered an indication to continue with current pay level even though increment is re-earned annually?
A: To control the annually earned aspects this is not something we have automated currently and we are still working with NHS employers on this to see if there are any aspects we may be able to consider.

Q: To confirm as there are now automatic increments and pay steps which are pay effecting. Are the paystep dates going to be shown on the payslip or just increment date?
A: The payslip will display Increment Date, the notification is designed to inform the affected employees when this is.
Q: For those who do not use self service, can we upload data into the professional form or does it need to be added manually for each individual?

A: Pay Progression meetings can be recorded by users with HR Administration or Learning Administration URPs. We would recommend that the use of Self Service is investigated for the recording of these meetings.

Q: What triggers "promoted" - the reason for change of assignment? are there specific types?

A: We use a change in grade to a higher band - eg Band 5 to a Band 6.

Q: If a PPM appraisal is entered for an existing / non-promoted member of staff, how will this interact with the automatic increment still in place?

A: The automatic increment process will ignore this appraisal.

Q: If a PPM appraisal is entered for an existing / non-promoted member of staff, how will this interact with the automatic increment still in place?

A: The system will treat them as starting in the grade, depending on the reason for the change then the override start date may apply.

Q: We use MSS whereby all pay impacting changes are approved by a small number of managers in line with SFIs, these appraisals will be pay impacting, is there a way to require manager approval?

A: The managers conducting the Pay Progression Meeting are responsible for decision as to whether an employee progresses to the next Pay Step

Q: Which URP should be used where employers are not using self service and this information is added by a central HR team?

A: This is available on the HR URPs (HR Administration for example). It is also available to Learning Administration.

Q: Will increments NOT resulting in an increase in pay still happen automatically?

A: Yes, the Pay Progression meeting is only checked for a positive value on pay impacting pay steps.
Q: If the increment date is in a previous month before the pay review meeting happens, or is logged, will the increment get picked up and actioned by the system - or will this have to be actioned manually by Payroll?

A: Staff will no longer automatically receive pay-affecting increments unless 'Yes' has been recorded for Pay Progression for a review type of ‘Pay Progression Meeting' in the Appraisals and Development Summary EIT and the Appraisal Date for the Pay Progression meeting is within the year prior to their Increment date.

Q: We aligned the Increment Date and Appraisal - In the new setup are we being advised that BOTH Review Meeting and Review need to be recorded eg twice the level of input?

A: Organisations can create a local template that combines the pay progression fields with additional details for use in Self Service, however the appraisal and Pay Progression Meeting are seen as two separate events.

Q: If you do not use Self -Service how do we track progressions due for new staff and old staff? Will it appear on the pre-increment report?

A: The Increment reports will detail the planned updates in that month’s increment process.

Q: Can you run a mass update into the Professional forms field in HR to populate ‘yes’ ‘no’?

A: It is not possible to run a mass update

Q: Will we still have to populate the ‘No. of increments’ field with a 1/0 for new staff as this is currently manintained for increments to action for existing staff?

A: You will still need to complete this field for all staff.

Q: Not sure how the My ESR portlet for staff can be implemented prior to 2022 as it will have to be switched on or off for all staff. Unless there is going to be some way to only switch it on for staff under the new pay progression?

A: The portlet will be available in the Portlet library, employees can add it to their Dashboard if required.

Q: Currently Payroll award increments from the ESR system so if a date is entered for an employee to receive an increment then they receive one - you said that the system does not talk to payroll therefore will this process cease?

A: Existing staff will continue to receive increments as now, for those caught under the new rules as long as they have a successful review for pay affecting increments they will receive their increment through the normal process. Non pay affecting increments will continue to happen automatically.
Q: For non manager self service users, does the information from the Professional form transfer in the employee records to uplift the paystep automatically when the increment process is run?

A: Existing staff will continue to receive increments as now, for those caught under the new rules as long as they have a successful review for pay affecting increments they will receive their increment through the normal process. Non pay affecting increments will continue to happen automatically.

Q: Where can the Professional Form be found in ESR?

A: In the Appraisal & Development EIT

Q: Are these ESR notifications or email?

A: These are notifications which are also delivered as email

Q: Can I just clarify the dates again for the implementation of the appraisal pay progression. 1 April 2019 for new starters and then existing staff would be on ?

A: Existing staff will move across to the new process in 2021.

Q: Will we need to use the pay progression templates every year for staff even if they are not at a point where pay will increase?

A: The review type pay progression should be used where there is a pay affecting increment.

Q: If a manager says NO to pay progression what notifications are generated by ESR to the manager/payroll, role holders etc; and what subsequent actions are required?

A: Notifications are generated to the AfC Increment Deferral Role, it would be expected that a further meeting would be arranged to see if the employee has met their action plan, following this, a further PPM would be entered with a value, Yes, following deferral with details about when the increment should be reinstated from.

Q: I am under the impression that if a pay step isn't subject to an actual salary raise then the step will happen automatically. Is this the case?

A: Yes, the employee will be progressed in this scenario.

Q: If you have two years for your first pay step with a salary change, does the meeting during the first year need logging by a manager?

A: All appraisal and review meetings should be recorded annually.
Q: Can the new portlet be added on bulk to a number of employees rather than the employee having to add it - can we send a list of assignments through to IBM to activate this?

A: The portlet will be available in the Portlet library, employees can add it to their Dashboard if required. There is no facility to be able to add it to named assignments.

Q: Are employees who are downgraded affected by the new pay progression framework or not - if so, do we need to ensure that the start date in grade field is populated?

A: No they remain on the existing rules and will need the Start Date in Grade field completing.

Q: When will the start date in grade field be automatically populated - can you confirm in what circumstances we would need to manually override?

A: For any staff who have changes such as:

- Staff in post prior to 1st April 2019
- Band 1 staff transitioning to Band 2
- Change of job but not promotion e.g. new Trust, rebanding
- Temporary grade changes:
  - If no increment change existing arrangements apply
  - If increment change then goes back down current rules still apply (benefit of service)

Q: Are employees who are acting into a higher band affected by the new pay progression framework - if not, does this mean that we will need to manually control the start date in grade field to ensure they continue to increment automatically?

A: The new rules will apply for their period of acting, they will return to existing rules when the period of acting ceases.

Q: Does the manager have to complete the employee comments part of this form or does the employee have access to this?

A: An employee will have access to this.

Q: Would a pay progression need to be recorded against all assignments in order for progression to happen on each post where someone has multiple part time assignments?

A: If all roles fall under the new rules then yes.

Q: Should AfC Development Review still be used to record annual appraisals?

A: Appraisals should be carried out annually for all employees.
Q: What is the best way to get the "start date in grade" for previous NHS service employee? Is it updated with IAT or manually? Can you please recommend a process?

A: The IAT NHS Service History Notification includes the Grade and Incremental Date.

Q: Will there be a 5% / 10% reduced pay step added to 8c plus roles or will they have to be moved to spot salaries?

A: This will need to be applied locally.

Q: Is there training material available that guides you through the create local role process? I haven't been able to find anything.

A: It is available in the User Manual under Role Maintenance. Click here to access.

Q: What will happen to employees who are hired after 1st April 2019, if none of the appraisal information is entered? Same goes for changes of grade.

A: They will not receive pay affecting increments.

Q: Will there be a document on Kbase detailing how appraisal templates etc should be created?

A: Information is available in the Career Management section of the User Manual. Click here to access.

Q: I have a question with regards to the Appraisal update. You mentioned the new portlet is not applicable for everyone, which I understand, but you said the employees effected can add the new portlet. I was not aware that they could add this themselves? Please could you confirm.

A: The portlet will be available in the Portlet library, employees can add it to their Dashboard if required.

Q: We use external system for appraisal which are all carried out at set time of year, any plans to be able to upload this info via template?

A: The Pay Progression meeting will need to be recorded in ESR using the Appraisal and Development form.

Q: Where there is a pay reduction how is this manually administered - does payroll pull a report from this area to get the information then runs manual process? Please confirm.

A: The 5% and 10% reduction for 8c and above is reportable but any change in pay will need to be actioned manually.
Q: When transferring band 1 staff to band 2, why is their pay step date reset to 1 April 2019 and not 1 April 2020?

A: Their pay step date (increment date) should be set to 1st April 2020 if they are transitioning on the 1st April 2019.

Q: Terminology throughout refers to 'increments'. Is this not being changed to 'pay steps'?

A: In the NHS Terms & Conditions it is Pay Step Date, however we are not able to change this in ESR and it will remain as Increment Date.