

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

Pay Progression Appraisal

A number of new rules have been applied to the Increment Process as part of this release, which support the Pay Progression policy changes from revised annex 23 of the Agenda for Change (AfC) terms and conditions.

AfC staff who are new starters to the NHS on or after **1st April 2019** or who change grade on or after 1st April 2019 will no longer automatically receive pay affecting increments unless a Yes has been recorded for Pay Progression in ESR for a review type of pay progression meeting

Managers should record a **Pay Progression Meeting** outcome for all AfC staff who are applicable for the new rules for Pay Progression (i.e. new starters from 01-Apr-2019 or those who have changed grade since 01-Apr-2019).

These staff will **no longer be automatically incremented**, where the increment would result in an increase in pay. For a pay affecting increment to occur for these staff, then a positive outcome must first have been recorded for a **Pay Progression Meeting** within the last 365 days.

An appraisal type of **Pay Progression Meeting** is available to record the details.

Before an appraisal can be created, the correct employee must be selected from the list of staff reporting directly or indirectly to the manager creating the appraisal record.

This functionality can be accessed by users of the **Manager Self Service** URPs.

- ESR Portal
- Manager Dashboard
- Team Appraisals Portlet > Manage Appraisals
- My Team Pay Progression Portlet > Manage Appraisals

How to Complete the Setup Details

1. Click the **Manage Appraisals** button in the **My Team Pay Progression** portlet.

The Appraisals and Reviews as Main Appraiser page will be displayed.

The screenshot displays the 'Appraisals and Reviews As Main Appraiser' interface. At the top, there are navigation tabs for 'In Progress', 'Completed', and 'Performance'. Below these, there are buttons for 'Main Appraiser' and 'Reviewer and Participant'. The main section is titled 'Appraisals and Reviews As Main Appraiser' and includes a link to 'View Appraisals and Reviews in People Hierarchy'. Below this, there is a section for 'Appraisals and Reviews In Progress' with a 'Create' button and a dropdown menu for 'Standard Appraisal'. A table lists the appraisals with the following data:

	Initiator	Appraisee	Appraisal Date	Appraisal Status	Appraisal Purpose	Plan	Participation Status	Period Start Date	Period End Date	Download
☐	Leese, Mrs. Vivian	Jackson, Mr. Sam	22-Nov-2017	Ongoing with Main Appraiser	AFC Development Review		Open	01-Nov-2016	31-Oct-2017	

At the bottom of the page, there is a copyright notice: 'Copyright (c) 1998, 2016, Oracle and/or its affiliates. All rights reserved.' and a 'Switch to Mobile' button.

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2. Click on the **Go** button next to the **Create** drop-down menu to create a new standard appraisal.

The screenshot shows the 'Create Standard Appraisal: People in Hierarchy' page. At the top, there's a navigation bar with the NHS logo, 'My Team Career Information', and links for Home, Navigator, Favorites, and Settings. The user is logged in as '503VLEESE'. Below the navigation bar, there's a search bar with a 'Go' button and links for 'Advanced Search' and 'My List'. The main heading is 'Create Standard Appraisal: People in Hierarchy'. A tip states: 'Click the action button next to the employee you wish to action. Click the details button for more information about the employee.' Below this is a table with columns: Focus, Name, Assignment Number, Job, Organisation, Action, and Details. The table lists several employees, including Mrs. Vivian Leese, Mrs. Kerry Atkins, Mrs. Pamela Ayres, Mrs. Yve Baker, Mr. Simon Dixon, Mr. Andrew Johnson, Miss Sarah Lane, Miss Elizabeth Martin, and Mr. Sandeep Mistry. The 'Action' column contains icons for selecting an employee. At the bottom, there's a copyright notice and a 'Switch to Mobile' link.

Focus	Name	Assignment Number	Job	Organisation	Action	Details
	Leese, Mrs. Vivian					
	Atkins, Mrs. Kerry	20000245	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Ayres, Mrs. Pamela	20000929	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Baker, Mrs. Yve	20000245	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Dixon, Mr. Simon	20000029	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Johnson, Mr. Andrew	20000271	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Lane, Miss Sarah	20000485	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Martin, Miss Elizabeth	20000470	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		
	Mistry, Mr. Sandeep	20000290	Nursing and Midwifery Registered Staff Nurse	503 Ward 10		

3. Click the **Action** icon in the row containing the appropriate Employee's name.

The screenshot shows the 'Create Standard Appraisal: Setup Details' page. At the top, there's a navigation bar with the NHS logo, 'My Team Career Information', and links for Home, Navigator, Favorites, and Settings. The user is logged in as '503VLEESE'. Below the navigation bar, there's a search bar with a 'Go' button and links for 'Advanced Search' and 'My List'. The main heading is 'Create Standard Appraisal: Setup Details'. There are buttons for 'Cancel', 'Save and Close', and 'Add Details'. Below the heading, it says 'Step 1 of 2'. The 'Employee Name' is 'Johnson, Mr. Andrew' and the 'Employee Number' is '20000271'. The 'Setup Details' section includes a tip: 'You cannot change the appraisal template or the assignment after clicking Next.' and a note: '* Indicates required field'. The 'Review Type' is set to 'Standard'. The 'Period Start Date' is '22-Nov-2017'. The 'Period End Date' is empty. The 'Template' is empty. The 'Appraisal Date' is '22-Nov-2017'. The 'Next Appraisal Date' is empty. The 'Assignment Number' is '20000271'. The 'Main Reviewer' is 'Leese, Mrs. Vivian'. A calendar for November 2017 is shown on the right. At the bottom, there's a copyright notice and a 'Switch to Mobile' link.

Employee Name: Johnson, Mr. Andrew
Employee Number: 20000271

Setup Details

TIP You cannot change the appraisal template or the assignment after clicking Next.
* Indicates required field

Review Type: Standard
Period Start Date: 22-Nov-2017
Period End Date:
Template:
Appraisal Date: 22-Nov-2017
Next Appraisal Date:
Assignment Number: 20000271
Main Reviewer: Leese, Mrs. Vivian

Calendar: November 2017

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4. Select the required review type of **Pay Progression Meeting** from the **Review Type** drop-down menu.
5. Enter the start date of the review period in the **Period Start Date** field.
6. Enter the end date of the review period in the **Period End Date** field.
- 7 Click on the **Search** icon next to the **Template** field to search for a template.

Search and Select: Template

CancelSelect

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Appraisal Template Go

Results

Quick Select	Appraisal Template	Date From	Date To	Questionnaire Name	Competency Template	Objective Template	Description
No search conducted.							

8. Click the **Go** button to search for all templates.

Search and Select: Template

CancelSelect

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Appraisal Template %REv Go

Results

	Quick Select	Appraisal Template	Date From	Date To	Questionnaire Name	Competency Template	Objective Template	Description
☐		AfC Development Review	01-Jan-1951		KSF Review	KSF Assessment Type	KSF Review	
☐		General Review	01-Jan-1951		KSF Review	KSF Assessment Type	General Review	
☐		NMC Revalidation Tracker	01-Jan-1951		NMC Revalidation Appraiser		General Review	
☐		Pay Progression Meeting	01-Jan-2019		Pay Progression Meeting			Template to record the outcome of the Pay Progression Meeting

9. Click the **Quick Select** icon  in the row containing the required template of **Pay Progression Meeting**.
10. The Appraisal Date defaults to today's date. If required, enter an alternative date in the **Appraisal Date** field.
11. Enter the date of the next review in the **Next Appraisal Date** field, if known.
12. Click the **Add Details** button to continue creating the appraisal record.

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The **Save and Close** button can be used to save the information entered and return you to the Appraisals in Progress form. The Appraisal created will be displayed with a status of **Saved** in the list of Appraisals in Progress.

The screenshot shows the 'Create Standard Appraisal: Overview' page in the NHS My Team Career Information system. The page is for a 'Pay Progression Meeting' and is 'Step 2 of 2'. It displays employee details for Johnson, Mr. Andrew (Employee Number: 20000271) and supervisor Leese, Mrs. Vivian. The organisation is 503 Ward 10, and the job is Nursing and Midwifery Registered|Staff Nurse. A message explains that managers should record a Pay Progression Meeting outcome for all A&C staff who are caught by the new rules for Pay Progression (i.e. new starters from 01-Apr-2019 or those who have changed grade since 01-Apr-2019). Below this is a 'Questionnaire' section with a 'Complete Questionnaire' button. A table lists the questionnaire name as 'Pay Progression Meeting' and shows the 'Last Answered On' date. The form includes fields for 'Overall Rating', 'Pay Reduction', 'Reason 1' through 'Reason 5', and 'Date of Re-instatement'. Buttons for 'Save and Close', 'Back', and 'Save and Proceed' are at the top right.

A template for the Pay Progression Appraisal type is displayed which has a reduced number of fields and a questionnaire.

A message outlining the rules for completing a Pay Progression meeting outcome is displayed.

13. Click the **Complete Questionnaire** button to complete the questionnaire.

The following prompt will be displayed:

The screenshot shows a 'Message from webpage' dialog box with a yellow warning icon. The message text reads: 'Please note that this page has an extended timeout period and your ESR session will remain active for 1 hour.' There is an 'OK' button at the bottom right of the dialog box.

Clicking the OK button will launch the Questionnaire page and the extended session time will begin.

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The screenshot shows the 'Answer Questionnaire' page for a 'Pay Progression Meeting'. The page has a blue header with the NHS logo, 'My Team Career Information', and navigation links for Home, Favorites, and Settings. It also shows the user is logged in as '503VLEESE' with Help and Logout options. The main content area is titled 'Answer Questionnaire' and includes buttons for 'Cancel', 'Save as Draft', and 'Apply'. Below the title, there is a section for 'Pay Progression Meeting' with instructions to follow the instructions for completing the questionnaire and then click Apply. The questionnaire is divided into three sections: 'Employee Summary', 'Manager Summary', and 'Employee Action Plan'. Each section has a large text area for input. The 'Employee Action Plan' section includes a note: 'Manager and employee to agree an action plan if the employee does not meet the required standards.' At the bottom right, there are 'Cancel', 'Save as Draft', and 'Apply' buttons.

Answer Questionnaire [Cancel] [Save as Draft] [Apply]

Pay Progression Meeting

Follow the instructions for completing the questionnaire below, then click Apply.

NATIONAL HEALTH SERVICE

Summary Of Pay Progression Meeting

Employee Summary

[Text Area]

Manager Summary

[Text Area]

Employee Action Plan

Manager and employee to agree an action plan if the employee does not meet the required standards.

[Text Area]

[Cancel] [Save as Draft] [Apply]

The questionnaire can be completed by the Appraiser and/or the Appraisee if it is shared with them and is also included in the upload/download facility.

There are 3 sections which require completion:

1. Employee Summary
2. Manager Summary
3. Employee Action Plan if the employee does not meet the required standards.

NOTE: After approximately 1 hour of working on the questionnaire page the following prompt will be displayed:

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You must click the Apply button before the 10 minutes have elapsed otherwise your work will not be saved.

The screenshot shows the "Create Standard Appraisal: Overview" page in the NHS ESR Infopoint system. The page has a blue header with the NHS logo and navigation links. The main content area shows the appraisal details for "Johnson, Mr. Andrew" (Employee Number 20000271) at "503 Ward 10" (Nursing and Midwifery Registered/Staff Nurse), supervised by "Leese, Mrs. Vivian". It indicates "Step 2 of 2" and includes buttons for "Save and Close", "Back", and "Save and Proceed". A "Questionnaire" section shows the "Pay Progression Meeting" questionnaire, last answered on "10-Apr-2019", with a "Complete Questionnaire" button. Below this, the "Pay Progression Meeting" section contains fields for "Overall Rating", "Pay Reduction", "Reason 1" through "Reason 5", and "Date of Re-instatement".

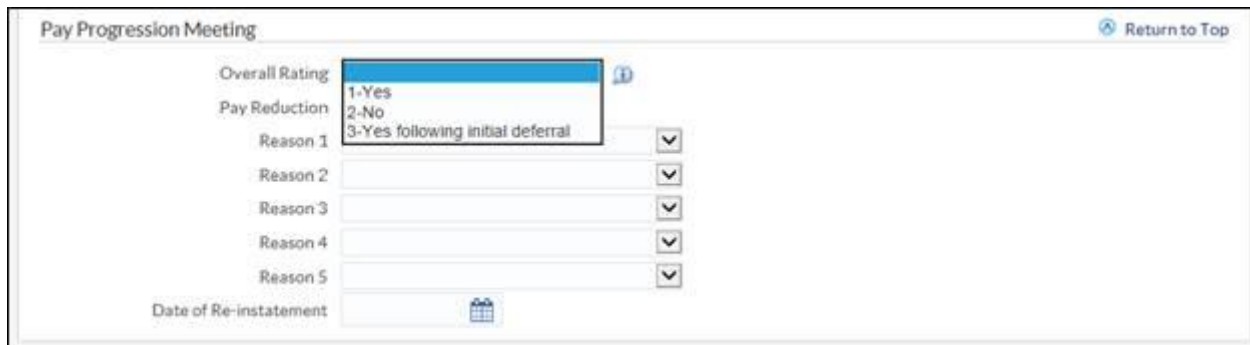
14. Click the **Apply** button upon completion of the three sections to continue.

The date the Questionnaire was last updated is displayed.

An overall rating for the Pay Progression should be entered. This records the outcome of the meeting and is used as part of the pay progression process.

15. Click the **dropdown arrow** next to the Overall Rating field.

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The screenshot shows the 'Pay Progression Meeting' form. The 'Overall Rating' dropdown is open, displaying three options: '1-Yes', '2-No', and '3-Yes following initial deferral'. The 'Pay Reduction' field is empty. Below it are five 'Reason' fields (Reason 1 to Reason 5), each with a dropdown arrow. At the bottom is the 'Date of Re-instatement' field with a calendar icon. A 'Return to Top' link is in the top right corner.

The following options are available:

Yes - The appraisee progresses on to the next incremental point. There is no change to the existing process and no further action is required.

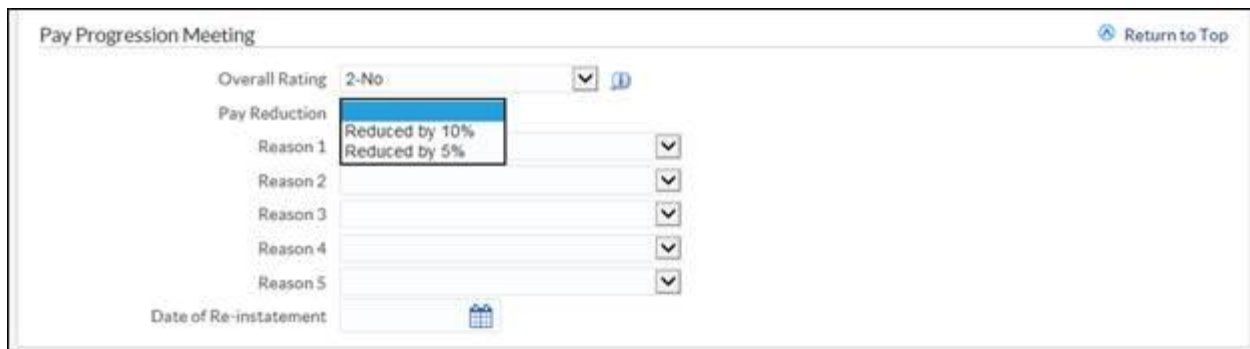
No - The appraisee does not progress on to the next incremental point. No further incremental progression will be possible without intervention. A notification is sent to the AfC Increment Deferral role holder to advise.

If an Overall Rating of No has been selected, the Pay Reduction field can be completed where appropriate.

The Pay Reduction field is for reporting purposes only and will not impact on pay.

However for Grades 8C and above the result of the Pay Progression Meeting can result in a Pay Reduction and this should be recorded here.

If a pay adjustment is required then you will need to contact your HR/Payroll Department to action this.



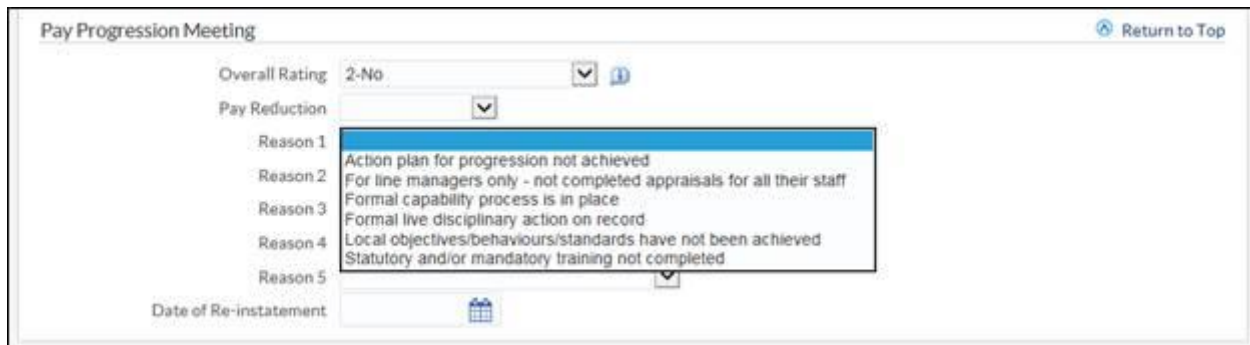
The screenshot shows the 'Pay Progression Meeting' form with 'Overall Rating' set to '2-No'. The 'Pay Reduction' dropdown is open, showing two options: 'Reduced by 10%' and 'Reduced by 5%'. The other fields (Reason 1-5, Date of Re-instatement) are the same as in the previous screenshot.

In addition a reason that the Pay progression will not be applied is required to be entered.

There are 5 Non Progression Reason fields for which values can be entered.

Reason 1 is mandatory where the Overall Rating is set to 'No', the other 4 reasons can optionally be completed.

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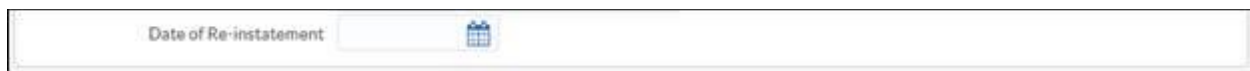


The default values provided by NHS Employers are displayed and can be selected as appropriate. In addition your local organisation can add additional reasons to this list if required. This list is locally extensible via the lookup NHS_AFC_PAY_NON_PROG. Further guidance can be found <https://www.infopoint.esr.nhs.uk/?q=node/1869>

Yes following initial deferral - This will trigger a notification to the AfC Increment Deferral role holder advising that manual intervention is necessary to ensure the appraisee is given the appropriate incremental progression.

If an Overall Rating is selected of Yes - Following Initial Deferral the Date of Re-reinstatement is required to be entered.

This is used in conjunction with the existing Pay Progression value of 'Yes following initial deferral' and populated with the date from which the employee should not be paid following an initial pay progression meeting in which the outcome was 'No'.



There is validation on this field to make sure that a value is entered for this date where the Overall Rating value selected is 'Yes following initial deferral'.

16. Click the **Save and Proceed** button to continue.

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The screenshot shows the 'Give Final Ratings: Review' page in the NHS ESR Infopoint system. At the top, a confirmation message states: 'Your changes have been saved. You are now required to complete the appraisal.' The page title is 'Give Final Ratings: Review', and it includes buttons for 'Cancel', 'Printable Page', 'Back', and 'Submit'. Below the title, a note says: 'To make changes to the appraisal, click Back. To complete the appraisal, click Submit.'

The appraisal details are as follows:

- Employee Name: Johnson, Mr. Andrew
- Employee Number: 20000271
- Supervisor: Nursing and Midwifery Registered[Staff Nurse]
- Organisation: 503 Ward 10
- Organization Email Address: [blank]
- Supervisor: Leese, Mrs. Vivian

The 'Pay Progression Meeting' section shows:

- Overall Rating: 1-Yes
- Pay Reduction: [blank]
- Reason 1: [blank]
- Reason 2: [blank]
- Reason 3: [blank]
- Reason 4: [blank]
- Reason 5: [blank]
- Date of Re-instatement: [blank]

The 'Details to be Shared with Appraisee' section has checkboxes for:

- ☐ Additional Details
- ☐ Participant Names
- ☐ Participant Ratings
- ☐ Overall Rating
- ☐ Overall Comments
- ☐ Participant Comments

The 'Appraisee Feedback' section has a checkbox for 'Provide Feedback on Overall Rating'.

The information entered for the Pay Progression Meeting Appraisal is displayed for review.

17. Click the **Submit** button to complete the Appraisal.

This screenshot shows the same 'Give Final Ratings: Review' page, but with a warning dialog box displayed in the center. The dialog box has a yellow warning icon and the following text:

Warning
You have chosen to complete this appraisal.
You cannot update a completed appraisal. Do you want to continue?

The dialog box has 'No' and 'Yes' buttons. The background page is dimmed, showing the same appraisal details as the previous screenshot.

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18. A warning message is displayed advising a completed appraisal cannot be updated. Click the **Submit** button to complete the Appraisal.

The screenshot shows the ESR Infopoint interface. At the top, the NHS logo and 'My Team Career Information' are visible. The user is logged in as '503VLEESE'. The main navigation bar includes 'Home', 'Navigator', 'Favorites', 'Settings', 'Help', 'Logout', and 'Portal'. Below this, there are three icons: 'In Progress', 'Completed', and 'Performance'. The 'In Progress' icon is selected. The page title is 'Appraisals and Reviews As Main Appraiser'. A sub-header reads 'These tabs list in progress and completed Appraisals and Reviews for which you are the Main Appraiser. To see Appraisals and Reviews for people in your people hierarchy (for which you may not be the Main Appraiser), click View Appraisals and Reviews in People Hierarchy.' Below this, there is a section for 'Appraisals and Reviews In Progress'. It includes a 'Create' button, a dropdown menu set to 'Standard Appraisal', and a 'Go' button. A table lists the appraisal details:

Initiator	Appraisee	Appraisal Date	Appraisal Status	Appraisal Purpose	Plan	Participation Status	Period Start Date	Period End Date	Download
Leese, Mrs. Vivian	Jackson, Mr. Sam	22-Nov-2017	Ongoing with Main Appraiser	A/C Development Review		Open	01-Nov-2016	31-Oct-2017	

19. As the appraisal is completed, click the **Completed** icon to view.

The screenshot shows the ESR Infopoint interface. At the top, the NHS logo and 'My Team Career Information' are visible. The user is logged in as '503VLEESE'. The main navigation bar includes 'Search', 'Home', 'Favorites', 'Settings', 'Help', 'Logout', and 'Portal'. Below this, there are three icons: 'In Progress', 'Completed', and 'Performance'. The 'Completed' icon is selected. The page title is 'Appraisals and Reviews As Main Appraiser'. A sub-header reads 'These tabs list in progress and completed Appraisals and Reviews for which you are the Main Appraiser. To see Appraisals and Reviews for people in your people hierarchy (for which you may not be the Main Appraiser), click View Appraisals and Reviews in People Hierarchy.' Below this, there is a section for 'Completed Appraisals and Reviews'. It includes a 'Confirmation' message: 'The appraisal is complete.' Below this, there are tabs for 'Current Workers' and 'Terminated Workers'. The 'Current Workers' tab is selected. A filter section allows filtering by 'Appraisee', 'Appraisal Date', and 'Appraisal Purpose'. Below the filter, there is a 'Go' button and a 'Clear' button. A table lists the appraisal details:

Appraisee	Appraisal Date	Appraisal Purpose	Plan	Period Start Date	Period End Date	Details	Print	Delete	Journal
Employee, Mr. John	03-Apr-2019	Pay Progression Meeting		01-Apr-2019	31-Mar-2020				

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A confirmation message is displayed.

Pay Progression Notifications

Notifications will be issued to advise employees and their managers of approaching increment dates where the assignments fall under the new rules.

Notification for Managers

A process will run once per month to provide the manager notification.

This will report employee assignments who:

- Apply under the new rules
- Have their increment date within the next 90 days
- The proposed increment would be Pay Affecting

Each manager with at least 1 employee assignment identified above will receive a notification listing all of the affected assignments reporting to them.

This notification will also be emailed to the managers, where an appropriate email address is held for the manager.



The manager notification will contain the following details:

Title

Notification of employees with a pay step progression point – Pay Affecting

Body

The following employees have a Pay Step progression point within the next 90 days. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.

A table will also be displayed detailing all affected employee assignments for the manager. This will be sorted alphabetically by Employee Name.

- Name (last name, first name, title)
- Assignment Number
- Email Address
- Position Name (position segment 2)
- Increment Date

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- Progression Point (monetary value of point they would move to)
- Meeting Date (appraisal date on EIT)
- Meeting Outcome (pay progression on EIT)
- Next Meeting Date (next appraisal date on EIT)

Only Appraisal and Development review EIT rows of Review Type 'Pay Progression Meeting' and with an appraisal date in the previous year from the assignment increment date will be considered.

If multiple rows exist, then the one with the latest value of appraisal date will be used for the assignment.

If no matching EIT rows exists (in the previous year from the increment date) then these values will be blank in the notification.

The screenshot shows the NHS ESR Infopoint interface. At the top is a blue navigation bar with the NHS logo, 'Workflow' text, and icons for Search, Home, Favorites, Settings, Logged In As, Help, Logout, and Portal. Below the navigation bar is a 'Worklist' section with an 'Information' icon and the text 'This notification does not require a response.' The main content area is titled 'Notification of employees with a pay step progression point - Pay Affecting'. It includes a 'To: MGR,' field, a 'Sent: 29-Mar-2019 14:44:34' timestamp, and an 'ID: 554468309'. Below this is a message: 'The following employees have a Pay Step progression point within the next 90 days. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.' At the bottom is a table with the following data:

Name	Assignment Number	Email Address	Position Name	Increment Date	Progression Point	Meeting Date	Meeting Outcome	Next Meeting Date
Employee01, Mr Train	20000000	esr.test01@nhs.net	Staff Nurse Band 5	25-APR-2019	28148.00	01-APR-2019	No	01-AUG-2019
Employee02, Mr Train	20000001	esr.test02@nhs.net	Staff Nurse Band 5	28-APR-2019	25226.00	01-APR-2019	Yes following initial deferral	01-AUG-2019

This notification will also be emailed to the managers, where an appropriate email address is held for them.

Notification for Employees

A notification will be sent to the employee 122 days (approx. 4 months) before their increment date and 31 days (approx. 1 month) before their Increment date.

This will identify employee assignments who:

- Apply under the new rules
- Have their increment date at (run date + 31 days) or (run date + 122 days)
- The proposed increment for the assignment would be Pay Affecting

If for any reason the process does not run one night, the next run will pick up any missed assignments since the last successful run.

The employee notification will contain the following details:

Title

Notification of an upcoming pay step progression point – Pay Affecting

Body

This notification is to remind you of an upcoming pay step progression point. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.

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Pay Step Date DD-Mon-YYYY (assignment increment date)

A table will also be displayed detailing the following EITs rows for the Appraisal and Development Summary EIT where the Appraisal Date on the EIT is within the previous year, ending on the Assignment Increment Date:

- Review Type
- Period Start
- Period End Date
- Appraisal Date
- Next Appraisal Date
- Reviewer
- Pay Progression
- Pay Reduction (8c and above)
- Non Progression Reason 1
- Non Progression Reason 2
- Non Progression Reason 3
- Non Progression Reason 4
- Non Progression Reason 5
- Date of Re-Instatement

This notification will also be emailed to employees, where an appropriate email address is held for them.

The screenshot shows the NHS Workflow interface. At the top is a blue header with the NHS logo, 'Workflow' text, and navigation icons for Home, Favorites, Settings, Logged In As, Help, Logout, and Portal. Below the header is a 'Worklist' section with an 'Information' icon and the text 'This notification does not require a response.' The main content area is titled 'Notification of an upcoming pay step progression point - Pay Affecting'. To the right of the title are three buttons: 'OK', 'Reassign', and 'More Information Request'. Below the title, the notification details are shown: 'To: Manager01', 'Sent: 29-Mar-2019 14:12:48', and 'ID: 554467307'. A message states: 'This notification is to remind you of an upcoming pay step progression point. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.' Below this, the 'Pay Step Date: 29-JUL-2019' is displayed. A table follows with 13 columns: Review Type, Period Start, Period End, Appraisal Date, Next Appraisal Date, Reviewer, Pay Progression, Pay Reduction (8c and above), Non Progression Reason 1, Non Progression Reason 2, Non Progression Reason 3, Non Progression Reason 4, Non Progression Reason 5, and Date of Reinstatement. The first row of data shows: Pay Progression Meeting, 01-APR-2019, 31-MAR-2020, 01-APR-2019, 01-AUG-2019, Yes, Yes, and all Non Progression Reason cells are empty. At the bottom left, there is a 'Return to Worklist' link and a checkbox labeled 'Display next notification after my response'.

Review Type	Period Start	Period End	Appraisal Date	Next Appraisal Date	Reviewer	Pay Progression	Pay Reduction (8c and above)	Non Progression Reason 1	Non Progression Reason 2	Non Progression Reason 3	Non Progression Reason 4	Non Progression Reason 5	Date of Reinstatement
Pay Progression Meeting	01-APR-2019	31-MAR-2020	01-APR-2019	01-AUG-2019	Yes	Yes							