

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 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.

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.

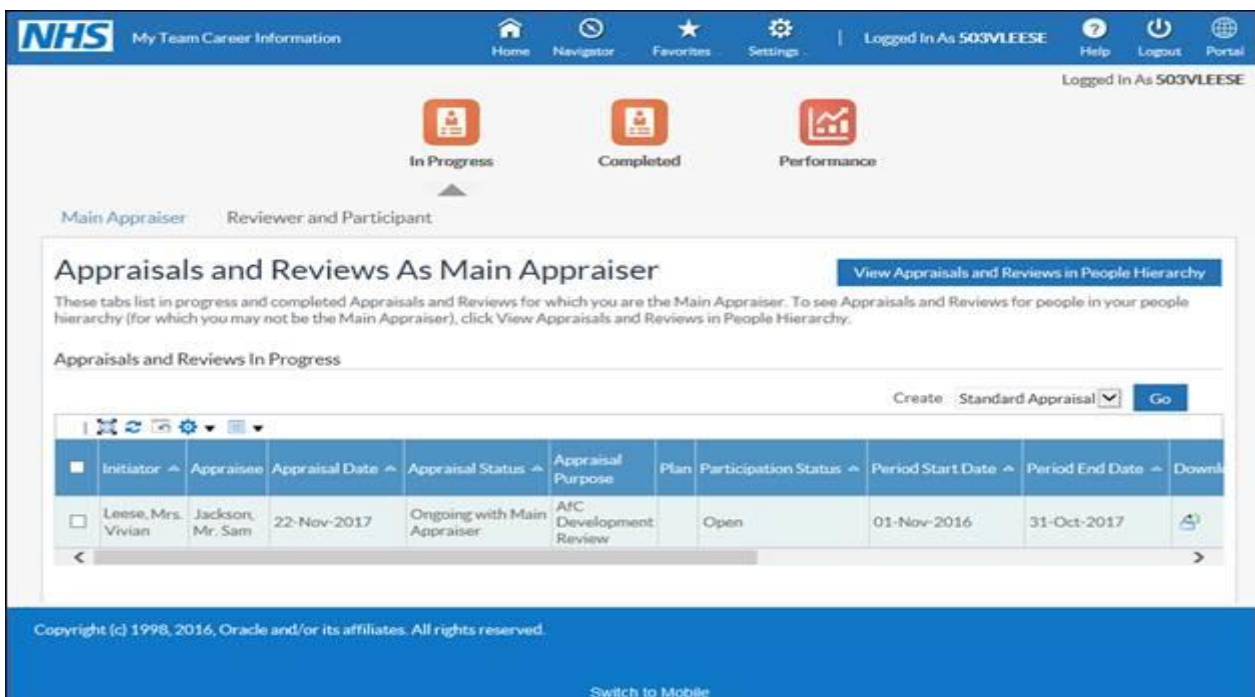
This functionality can be accessed by users of the **Manager Self Service** URPs.

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

How to Complete the Setup Details

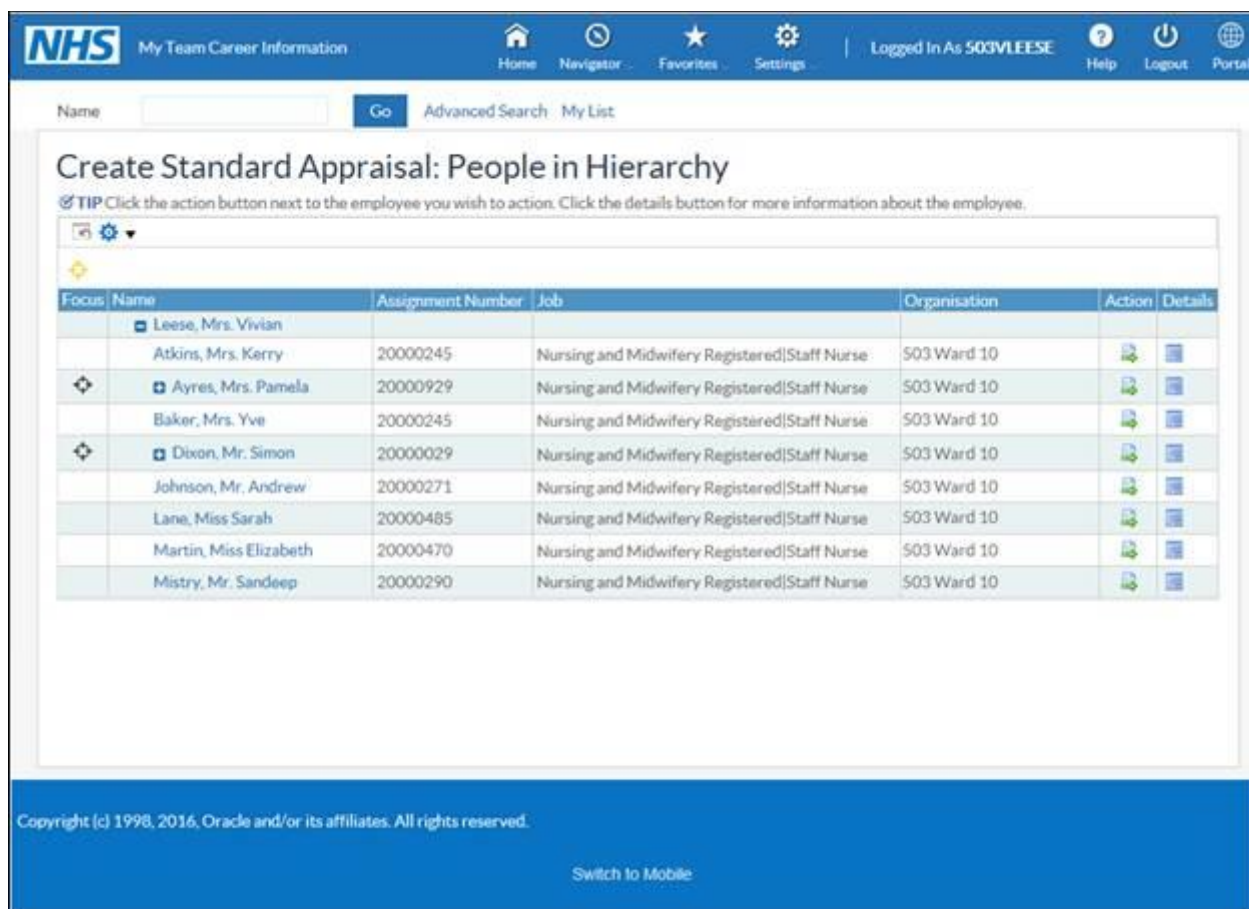
1. Click the **Manage Appraisals** button in the **My Team Pay Progression** portlet.

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

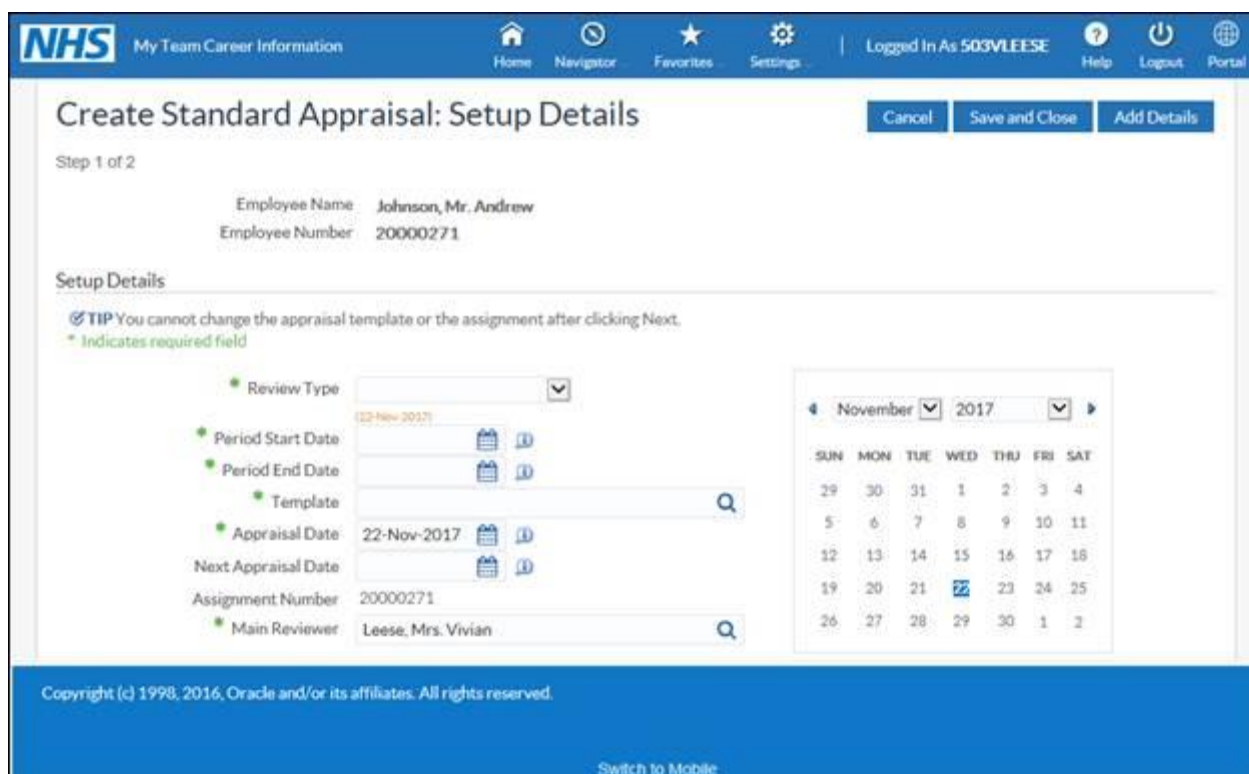


Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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



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



Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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

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

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


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

Results

	Quick Select	Appraisal Template	Date From	Date To	Questionnaire Name	Competency Template	Objective Template	Description
<input type="radio"/>		AfC Development Review	01-Jan-1951		KSF Review	KSF Assessment Type	KSF Review	
<input type="radio"/>		General Review	01-Jan-1951		KSF Review	KSF Assessment Type	General Review	
<input type="radio"/>		NMC Revalidation Tracker	01-Jan-1951		NMC Revalidation Appraiser		General Review	
<input type="radio"/>		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.

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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 displays the 'Create Standard Appraisal: Overview' page in the NHS My Team Career Information system. The page is titled 'Step 2 of 2' and shows the following details:

- Employee Name: Johnson, Mr. Andrew
- Employee Number: 20000271
- Supervisor: Leese, Mrs. Vivian
- Organisation: 503 Ward 10
- Job: Nursing and Midwifery Registered|Staff Nurse

A message states: '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). 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.'

The 'Questionnaire' section includes a 'Complete Questionnaire' button and a table with the following columns: Questionnaire Name, Pay Progression Meeting, and Last Answered On.

Below the questionnaire, there are several dropdown menus and input fields:

- Overall Rating: [Dropdown]
- Pay Reduction: [Dropdown]
- Reason 1: [Dropdown]
- Reason 2: [Dropdown]
- Reason 3: [Dropdown]
- Reason 4: [Dropdown]
- Reason 5: [Dropdown]
- Date of Re-instatement: [Calendar icon]

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:



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

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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 Input Field]

Manager Summary

[Text Input Field]

Employee Action Plan

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

[Text Input Field]

[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:

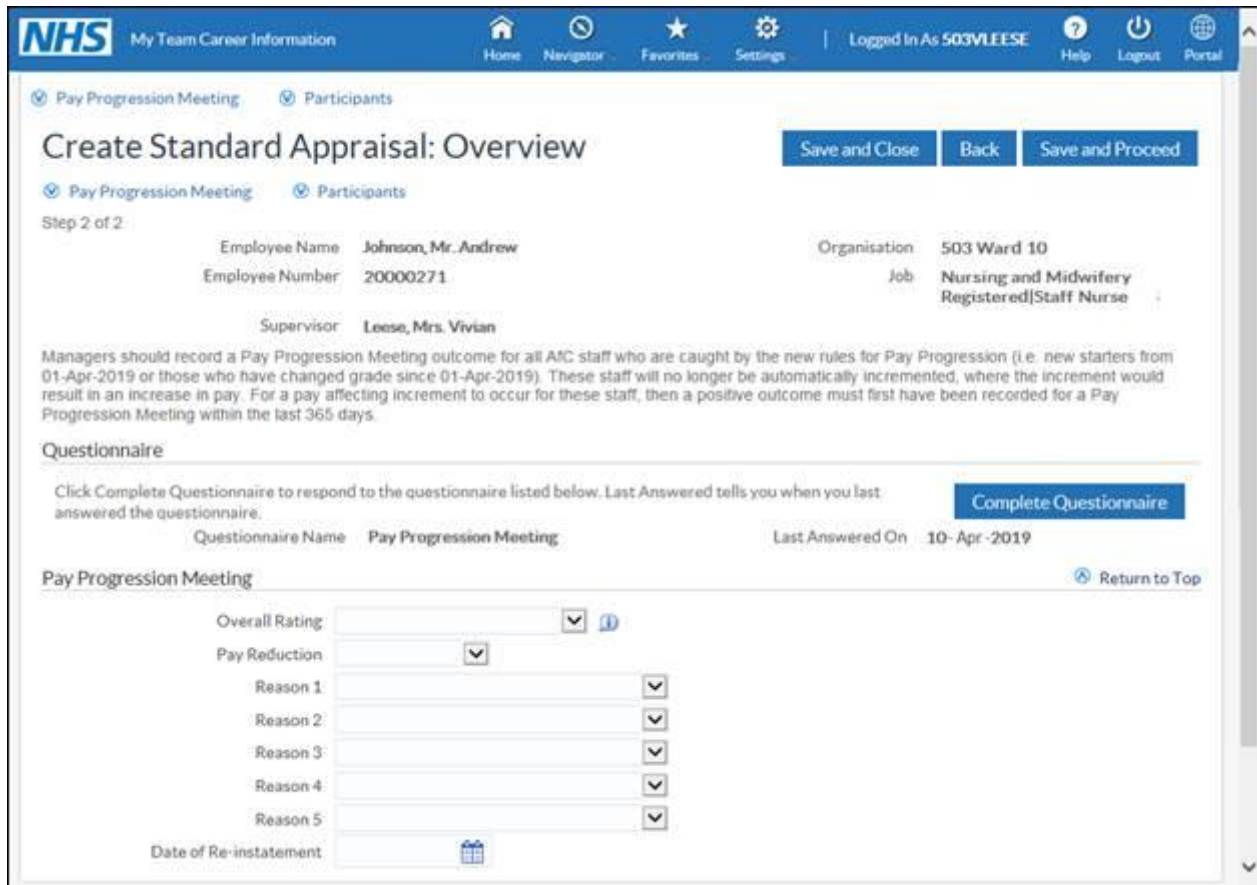
1. Employee Summary
2. Manager Summary
3. Employee Action Plan if the employee does not meet the required standards.

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

Record a Pay Progression Appraisal – ESR Infopoint User Guidance



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

A screenshot of the NHS My Team Career Information system. The page is titled "Create Standard Appraisal: Overview" and is part of a "Pay Progression Meeting" process. The user is logged in as "503VLEESE". The page shows details for an employee named "Johnson, Mr. Andrew" with employee number "20000271", supervised by "Leese, Mrs. Vivian". The organisation is "503 Ward 10" and the job is "Nursing and Midwifery Registered|Staff Nurse". A "Questionnaire" section is visible, with a "Complete Questionnaire" button. Below this, there is a "Pay Progression Meeting" section with a form containing 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.

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

The screenshot shows the 'Pay Progression Meeting' form. The 'Overall Rating' dropdown menu is open, displaying three options: '1-Yes', '2-No', and '3-Yes following initial deferral'. Below the dropdown, there are five 'Reason' fields (Reason 1 to Reason 5) and a 'Date of Re-instatement' field with a calendar icon. A 'Return to Top' link is visible 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. The 'Overall Rating' dropdown menu is set to '2-No'. The 'Pay Reduction' dropdown menu is open, displaying two options: 'Reduced by 10%' and 'Reduced by 5%'. Below the dropdown, there are five 'Reason' fields (Reason 1 to Reason 5) and a 'Date of Re-instatement' field with a calendar icon. A 'Return to Top' link is visible in the top right corner.

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.

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

Pay Progression Meeting Return to Top

Overall Rating: 2-No

Pay Reduction: [dropdown]

Reason 1: [dropdown menu open]

- Action plan for progression not achieved
- For line managers only - not completed appraisals for all their staff
- Formal capability process is in place
- Formal live disciplinary action on record
- Local objectives/behaviours/standards have not been achieved

Reason 2: [dropdown]

Reason 3: [dropdown]

Reason 4: [dropdown]

Reason 5: [dropdown]

Date of Re-instatement: [calendar icon]

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.

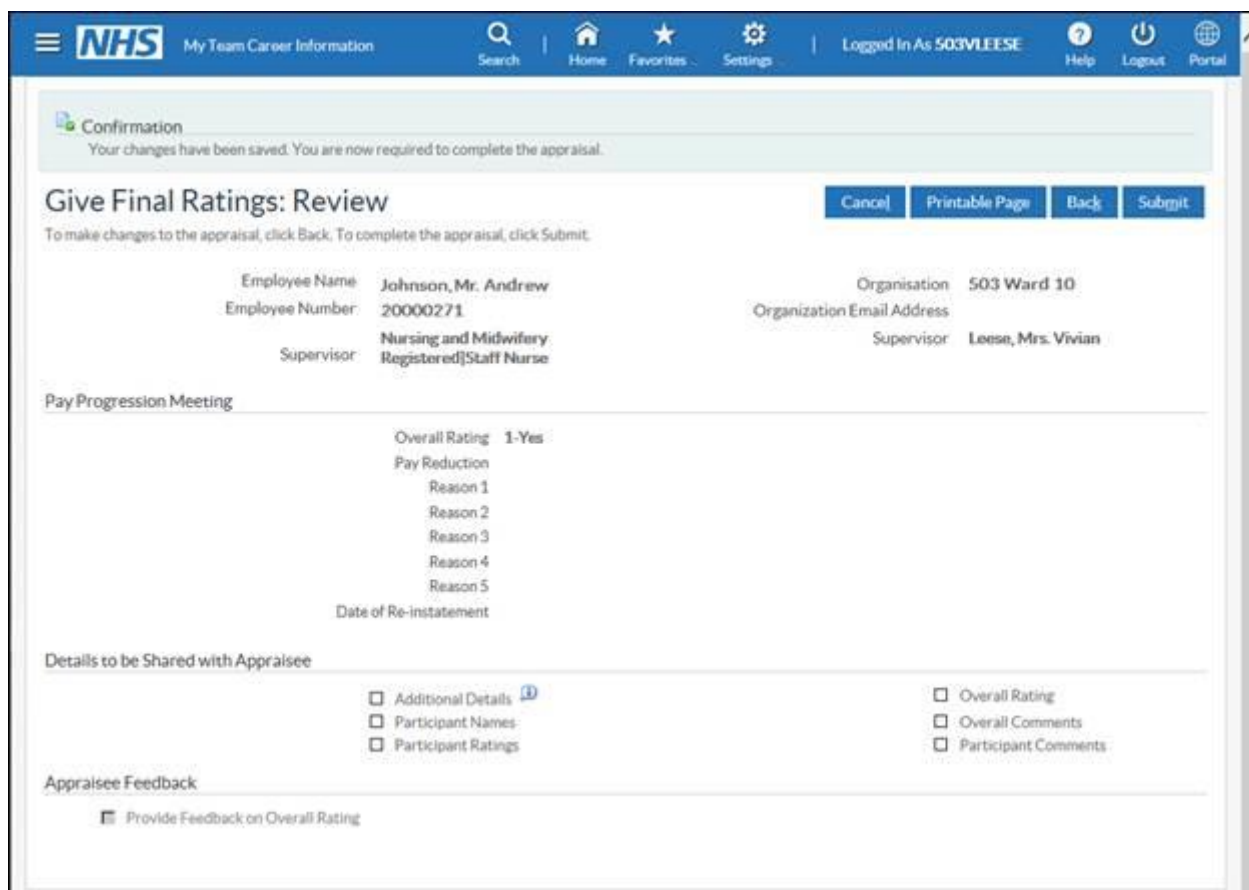
This is used in conjunction with the existing Pay Progression value of 'Yes following initial deferral' and populated with the date from which the employee should not be paid following an initial pay progression meeting in which the outcome was 'No'.

Date of Re-instatement: [calendar icon]

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'.

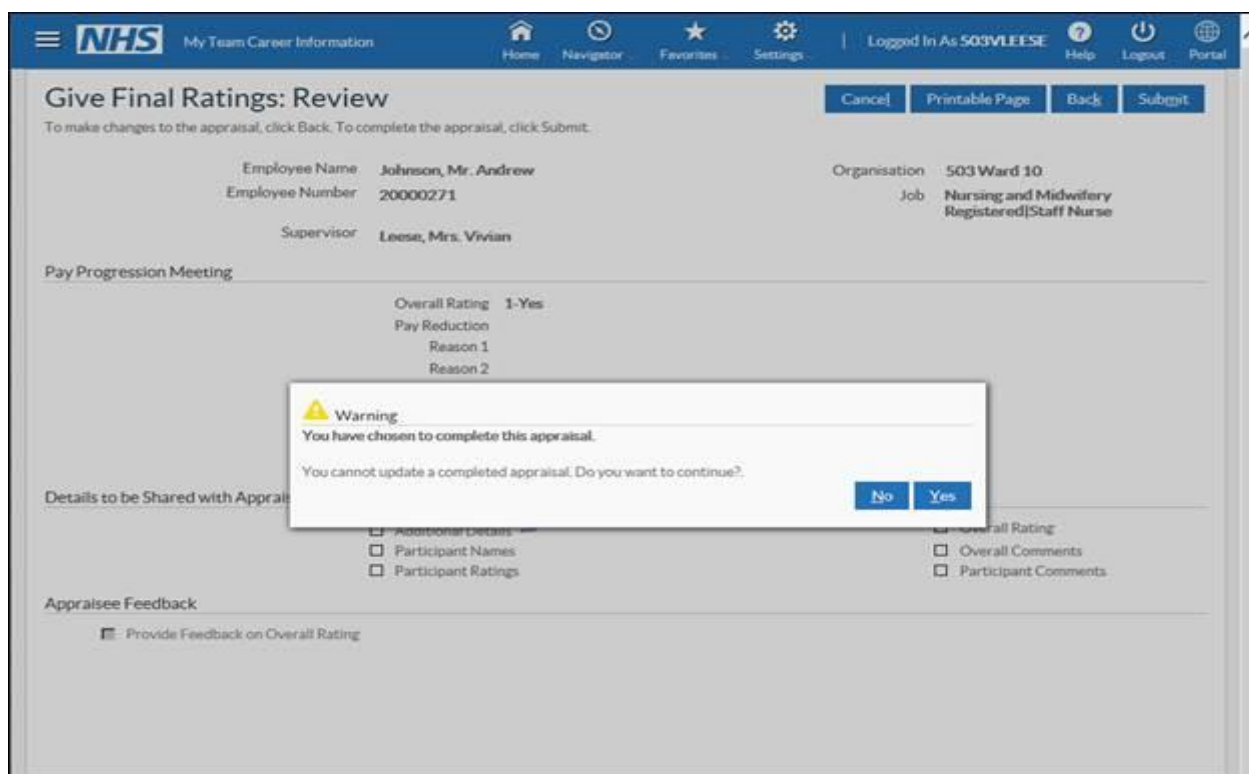
16. Click the **Save and Proceed** button to continue.

Record a Pay Progression Appraisal – ESR Infopoint User Guidance



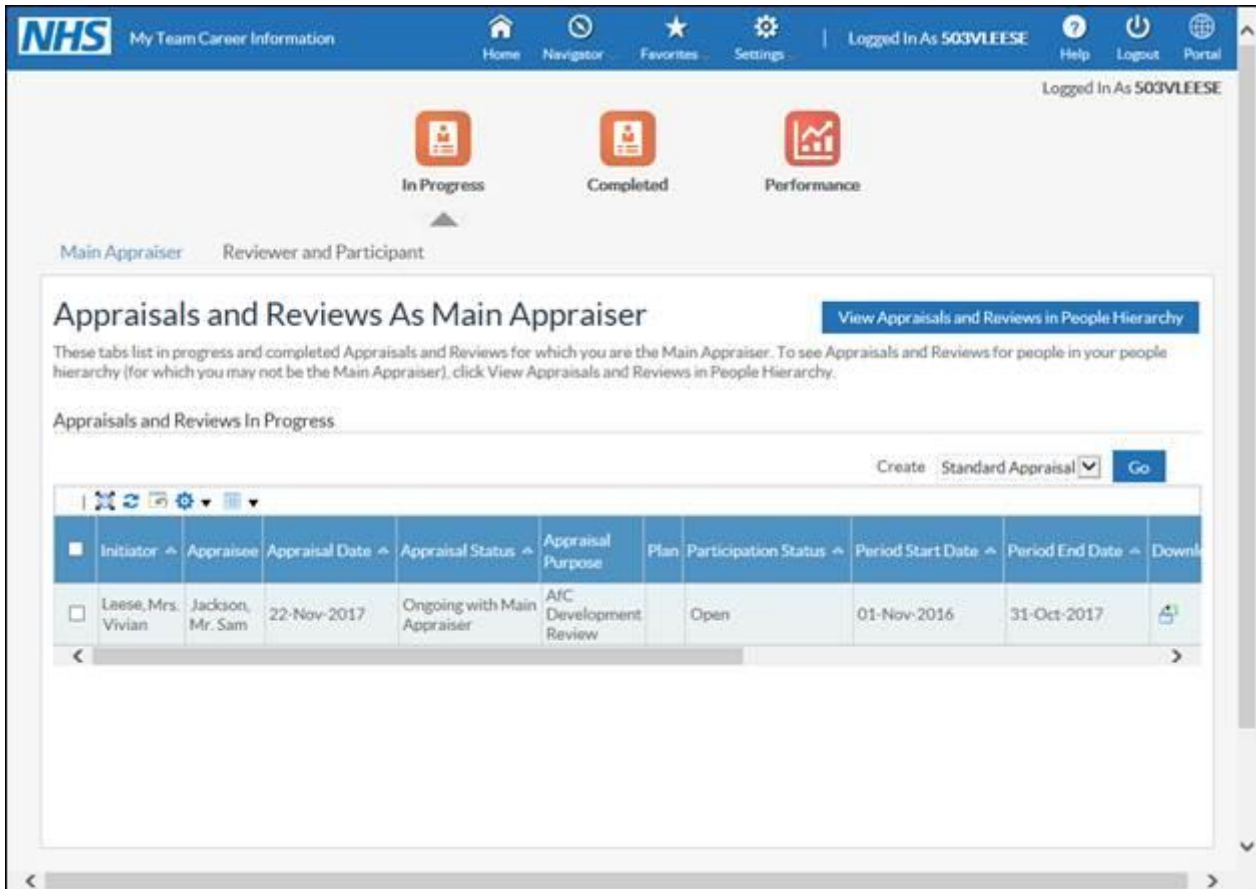
The information entered for the Pay Progression Meeting Appraisal is displayed for review.

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

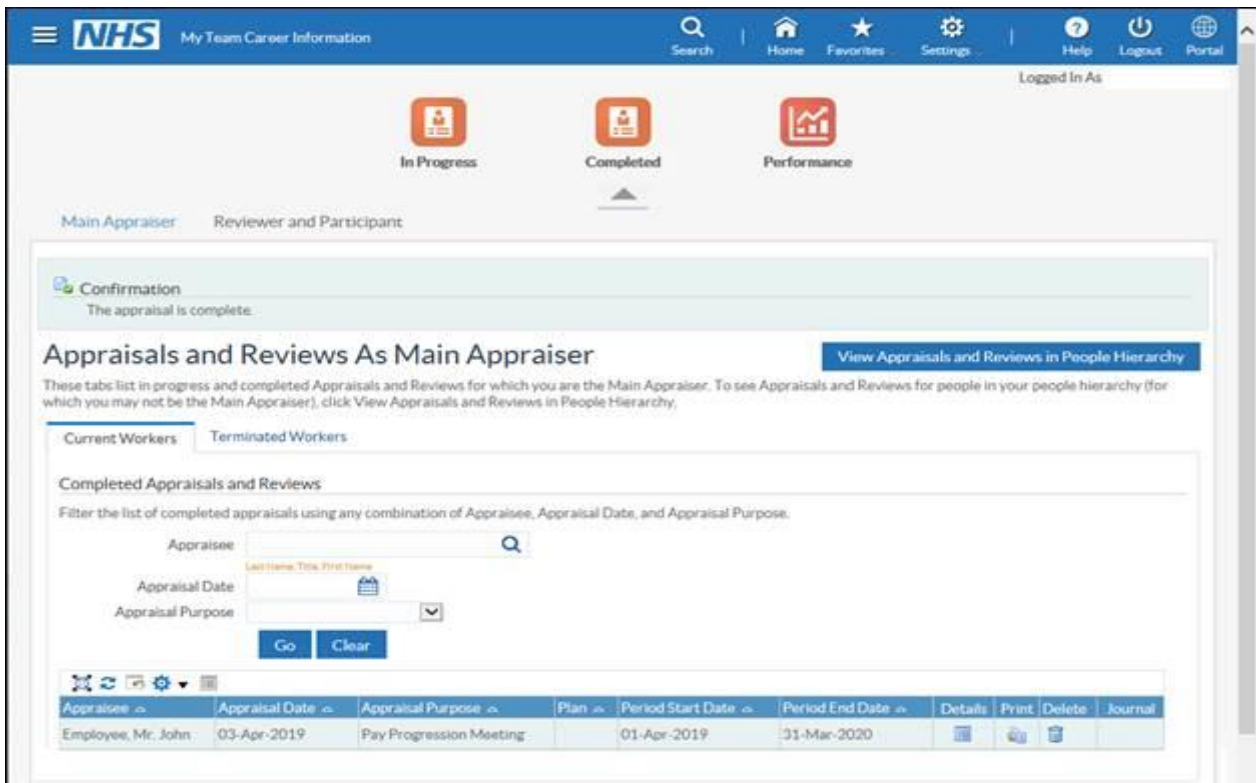


Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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



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



Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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

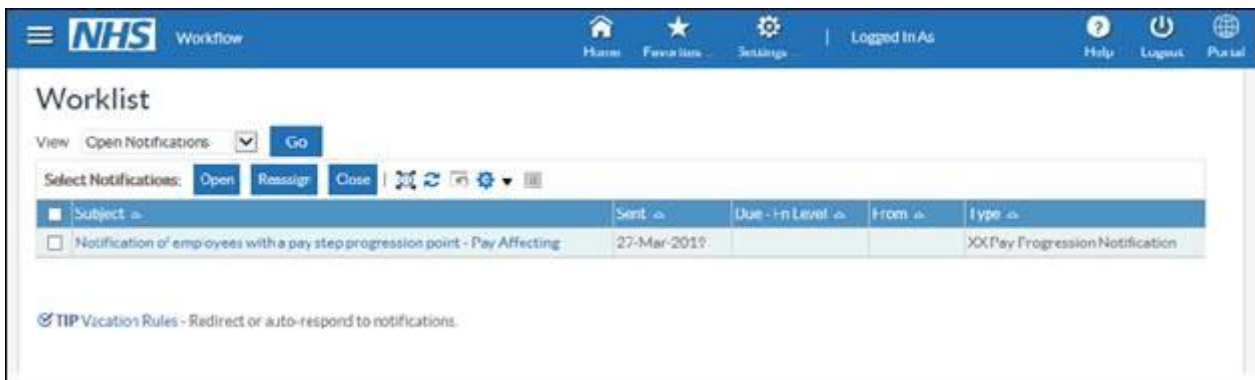
A process will run once per month to provide the manager notification.

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

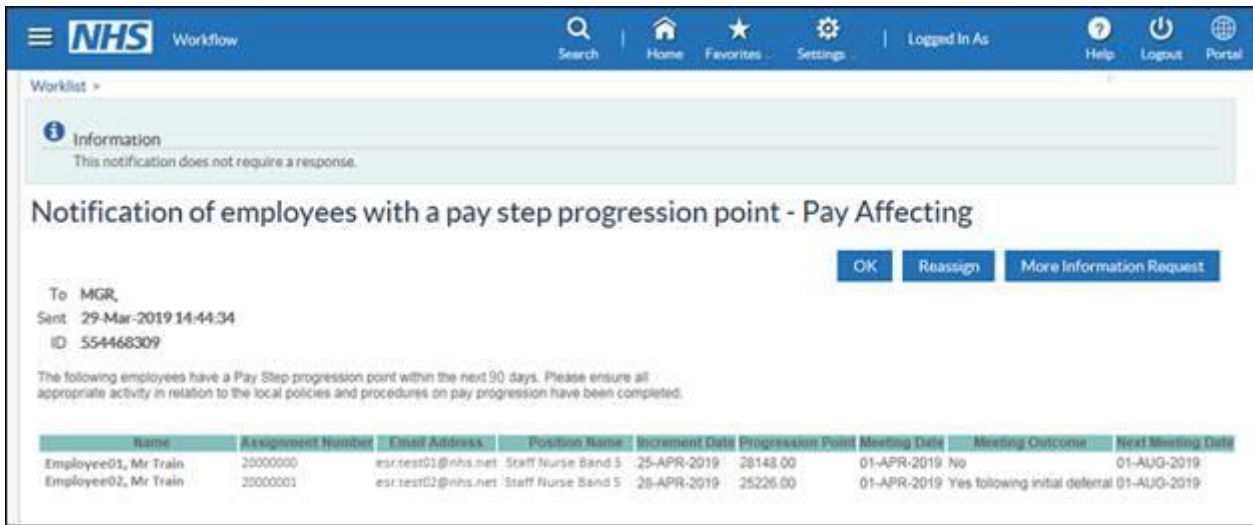
Record a Pay Progression Appraisal – ESR Infopoint User Guidance

- 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.



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.

Record a Pay Progression Appraisal – ESR Infopoint User Guidance

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 a notification interface with the following details:

- Notification Title:** Notification of an upcoming pay step progression point - Pay Affecting
- To:** Manager01
- Sent:** 29-Mar-2019 14:12:48
- ID:** 554467307
- Pay Step Date:** 29-JUL-2019

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-JUL-2019		Yes							

Return to Worklist
 Display next notification after my response