

## Pay Progression Guidance was originally circulated 4<sup>th</sup> March 2022

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📅 4 March 2022

Nationally agreed changes to NHS Terms and Conditions of Service were agreed by the NHS Staff Council in February 2018 clarifying new arrangements for colleagues progressing through pay bands (pay progression). Due to the pandemic the implementation was paused, however, as of 1 April 2022 this applies to all colleagues employed under Agenda for Change NHS terms and conditions of service.

There is a new policy available on the intranet (HR43) for all colleagues to access which identifies the requirements of pay progression. However to support line managers with meeting the requirements of pay progression and undertaking pay step meetings, a short elearning package has been developed that must be completed.

The elearning '350 Pay progression guidance 2022' is accessed through ESR, and completion will be recorded on ESR to support compliance reporting – it is envisaged the training will take approx. 15 minutes.

We ask for this elearning to be completed as soon as possible to allow for pay step meetings to be undertaken as required.

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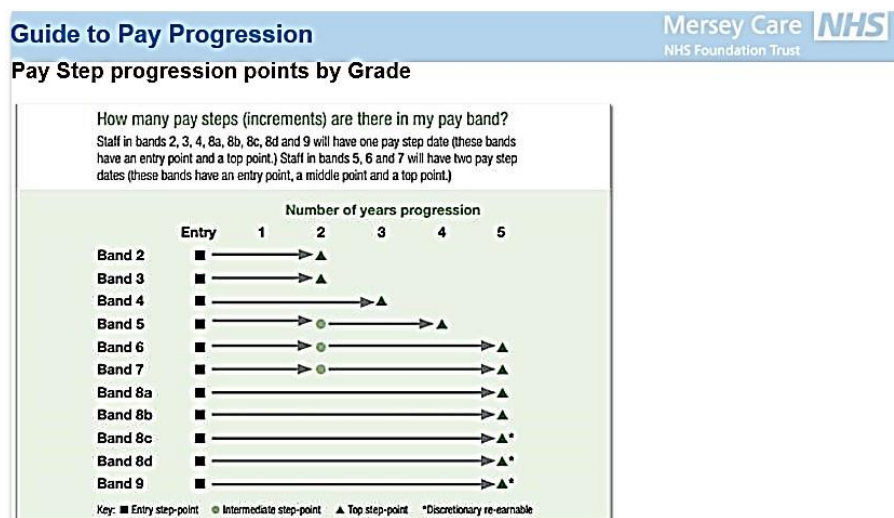
Everyone has access to the elearning from ESR.

The basics are

1. Managers will receive a notification from ESR 4 months before any of their staff are due a pay step, and again a month before.
2. Managers should then initiate a pay step review meeting and complete the pay step progression form from share-point (No other method will be accepted)
3. Upon receipt this will be input to ESR to ensure Pay steps are paid in time.
4. If received late Workforcesystems will back date the pay step to the correct pay step date as advised by the manager or that on ESR whichever is accurate. Then all Monies owed will be paid in the next pay, and from then on, the pay step will be implemented.

**NOTE increments do not happen annually anymore. (Even though shown on payslips annually, this has been raised as being confusing)**

See this table for Pay steps based on grade and start date in grade

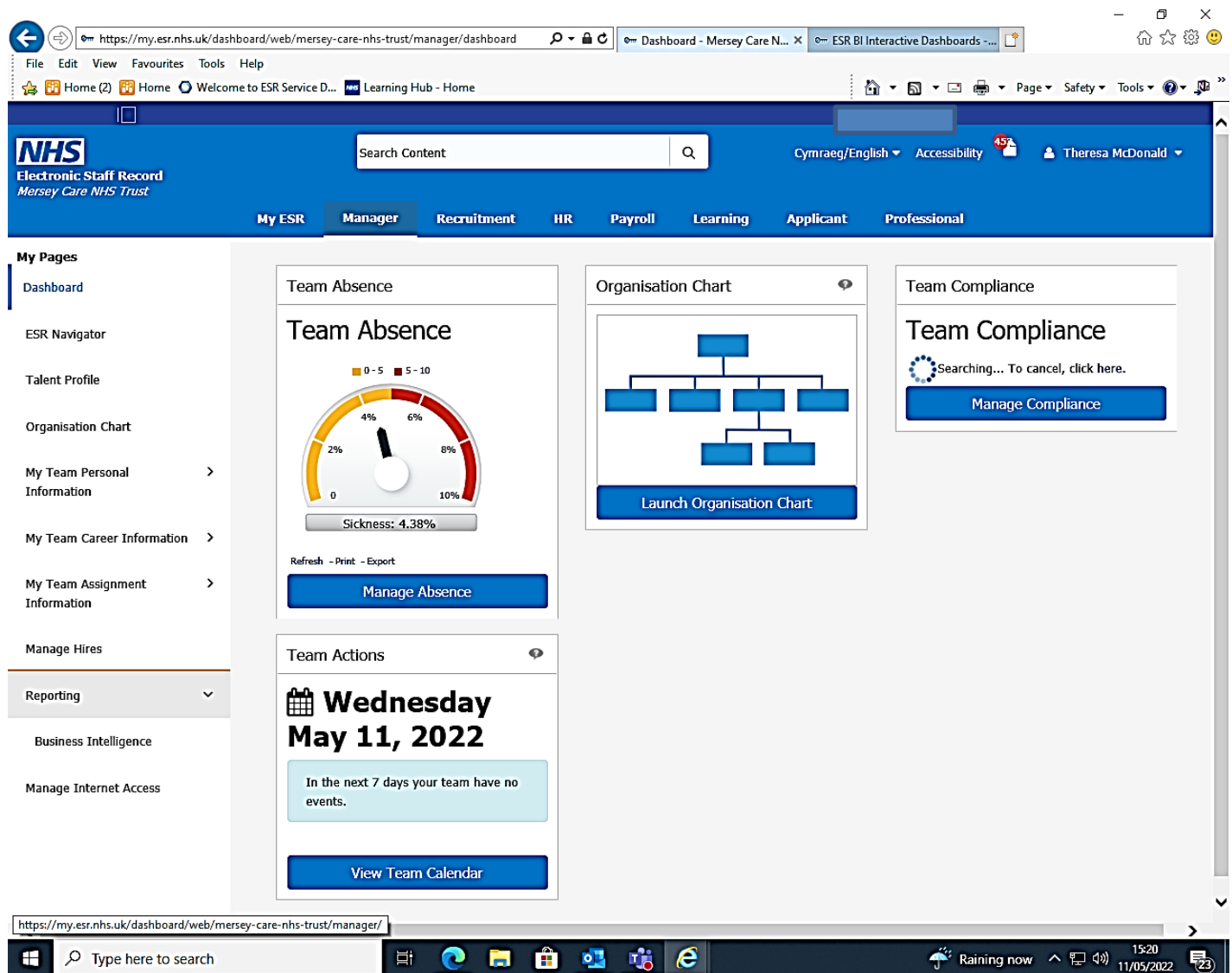


For Managers who want to identify staff in their teams for pay steps. There is a report that can be run from Supervisor Self Service,

If staff have moved to you after the notification was sent it could be sitting with their last supervisor in ESR. The following instruction show you how to produce a report for your staff indicating when pay progression is due.

There is a supervisor report in ESR which shows which of your staff are due a pay affecting pay progression (you must be at the top of the hierarchy to see all your staff)

From Manager Portal below go to Reporting>> Business Intelligence



Once on the BI page select dashboards and select requirements dashboard see below (last one on list) Then select Pay progression tab on the top

It provides lots of information including those whose pay ceiling has been reached and the date for those who have a next pay step progression.

## Common Questions raised.

### I haven't had my increment or pay step

**Answer 1** in most cases the form hasn't been completed. First ask your manager if they have completed the pay step progression form, once complete your pay step will be initiated from the pay step date.

**Answer 2** The pay step form may have come after the pay cut off date which is usually around the 7<sup>th</sup> of the month, so will then go into next months pay backdated to your increment date.

**Answer 3** The pay step form contains inaccurate information. The manager will be emailed for the correct information. Most common errors.

- Incorrect PACE date or no PACE date, PACE date must be within last 12 months.
- Incorrect start and end period dates again must span a year over the last 12 months.
- Incorrect assignment number
- Incorrect form completed – Deferred pay progression instead of Pay Progression form.