



ESR Benefits Realisation

Inter Authority Transfer (IAT)

The traditional paper Staff Transfer Form will be remembered by many as a source of valuable information which enabled Payroll and HR staff to set up new starters in an organisation with the correct data from the first day of employment. There was just one problem – timing.

All too often the required data was not requested until the new staff member had been in post for some time. Then it took perhaps several months and many phone calls to finalise and confirm the information, before a retrospective change was calculated and made to the employee record. All this succeeded in achieving was a rather disgruntled employee, and a lot of manual effort, usually in payroll.

Welcome to the ESR solution, Inter Authority Transfer (IAT).

This is an electronic request for a very similar set of data, at the point an employee begins work with a new organisation. The portable data set (PDS) contains the NHS employment history for an employee moving to a new job in the NHS. The PDS contains personal, payroll and service data, and information about training, registration, competencies, employment history and occupational sick pay.

A nominated IAT initiator will be prompted by ESR to fire off a request to the former employer (who must also be live on ESR). Once the control protocols are satisfied the data set is returned and loaded into the employee record in the new host employer.

The introduction of IAT means:

- The employee is not kept waiting for months on end to be paid at the right point on the payscale
- Over/underpayments based on estimated data are minimised
- Manual effort is reduced or eliminated
- The correct costing is fed to the General Ledger each month rather than the estimated (probably incorrect) values.

The improvement in efficiency has benefits in terms of customer satisfaction (the payslip is correct from day one) and there is a reduction in wasted administration effort. Equally the employee's ongoing NHS record is maintained more accurately, which means it is available for more accurate reporting.



A comprehensive Guide to IAT can be accessed on Kbase via www.esrsolution.co.uk/kbase This is a working document designed to assist Trusts in implementing this part of the solution and decide where best to place these tasks within their organisation.

The data set contains information relating to the following:

1. Personal Data
2. Address Data
3. Service Data
4. Payroll Information
5. Competencies
6. Training
7. Qualifications
8. Employment History

As with all parts of the ESR solution, the process and the data set quoted above is fully compliant with the requirements of data protection legislation.

Finally, it is important to recognise that ESR, as a national system, links organisations across the NHS. IAT will enable fast, accurate transfer of data when an employee moves to a new NHS employer. It is therefore important that every NHS organisation in England and Wales who are live with ESR implements IAT to maintain efficiency and accuracy across the service.

For more information go to the Benefits Realisation section on Kbase at www.esrsolution.co.uk/kbase