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Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

6th January 2025

Tel: 01623 622515
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[REDACTED]

Dear Sir/Madam

Freedom of Information Act (FOI) 2000 - Request for Information Reference: Payslip
Management and Support for NHS Staff

I am writing in response to your request for information under the FOI 2000.

I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold some of the information you have requested. A response to each part of your request is provided below.

Home, Community, Hospital.

FOI Request / Question	Question Response	Is there an exemption?	Exemption	Exemption Details
1.Number of employee inquiries received annually regarding: Tax-related issues: (e.g.missing payslip codes, PAYE discrepancies) Deduction-related issues: (e.g., pension contributions, student loan payments) General payslip queries: missing information	35100 queries – Average of 135 queries a day over 260 WD(Estimated)			
2.Estimated annual cost associated with resolving these pay-related inquiries: This could include: Staff time spent on answering employee queries Time spent by payroll departments investigating and correcting errors, Costs with resolving pay discrepancies	5850 hours £76,810.00 excl oncosts (10 min a query *35100 £13.13) (Estimated)			
3.Processes for resolving pay-related inquiries: Describe procedures for employees to raise pay-related concerns (e.g., contact forms, email inquiries). Outline steps taken to investigate and resolve inquiries, Describe any existing tools or systems used	Email/MST/Phone-SLA 24 Hours			
4.Employee satisfaction with current pay processes: If available, any data or surveys related to employee satisfaction with the current pay processes and the resolution of pay-related issues.	Information not held			
5.Existing initiatives or plans to improve payslip management for NHS staff: Information on any ongoing or planned projects to improve the accuracy and efficiency of payslip management within the Trust.	Payslips advert each month – making sure employees know how to check payslips/chasing managers on payroll information to reduce overpayments/underpayments.			

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.