

Dear Colleague,

We would like to make you aware of **changes to your payroll** in relation to the upcoming transaction at Manchester **University NHS Foundation Trust (MFT)** who will be acquiring **North Manchester General Hospital (NMGH)** site and services from The Pennine Acute Hospitals NHS Trust (PAT) on 1st April 2021.

If you have worked across all sites within PAT (including NMGH):

As of 1st April, you will still be provided access to work at the sites you currently work at. If you have previously worked a bank shift at North Manchester in the previous 12 months you will be set up under the MFT DE payroll and will be provided with a secondary ESR number which all shifts worked at NMGH from the 1st April will be paid under. Any shifts you work at Pennine will be paid under the Pennine DE payroll under your existing ESR number.

Please be aware, if you continue to work across both sites (PAT & MFT), then this may have tax implications and you will be required to seek your own advice on this matter.

If you have only worked at NMGH in the last 12 months:

As of 1st April, you will transfer across to MFT and still be able to work at NMGH. You will be set up under the MFT DE Payroll with a new ESR number which will be provided to you. Your registration with NHSP will remain unchanged.

If you have not worked at NMGH in the last 12 months:

There will be no change for you. You will continue to work at Pennine at the sites you are currently booked and from the 1st April you will not have access to be booked into shifts at NMGH.

Pension

Please be aware, as this is a new payroll, MFT is required to auto-enrol all individuals into a workplace pension. If you do not wish to remain in the pension scheme you will need to complete the following forms **after** you have been enrolled:

- SD502 (opt out form)
- RF12 (refund form)

Both forms can be found on the [NHS Business Services Authority website](#) and we would recommend you read through the information on there before completing and sending the form to directengagement@nhsprofessionals.nhs.uk. Forms dated prior to enrolment will not be accepted and will need to be amended and re-sent.

If you require further support from NHSP, please get in touch with your dedicated Placement Consultant or the Doctors Direct Team on 0333 014 3652 or doctorsplacement@nhsprofessionals.nhs.uk.

Kind Regards,

NHS Professionals