

Electronic Staff Record Service

ESR Leavers Dashboard

How long will the Ex-Employee have access to the ESR Leavers Dashboard?

Organisations will be able to decide on the length of time to give users access to the ESR Leavers Dashboard. The default days value will be set to the maximum value of 90 days, but organisations can amend this if required. Where the value is changed to 0 the organisations will be treated as opted out.

Can we manually allocate the URP to access the ESR Leavers Dashboard?

No, the process to allocate the URP to a leaver will be automatic and there will be no facility to assign this manually. The URP will only apply to leavers post release and will be assigned automatically when all other URPs are end-dated.

Will we be able to add Bespoke Web Portlets to the ESR Leavers Dashboard?

Yes, Portal Site Administrators can add, remove and configure Web Content Display Portlet(s) in Column 3 of the ESR Leaver Dashboard.

What can Ex-Employees access on the ESR Leavers Dashboard?

Employees will be able to access their P45, last 4 payslips for each assignment and P60. PP11ds will not be accessible on the ESR Leavers Dashboard. For multiple assignments, if a substantive assignment is paid monthly and then a bank assignment paid weekly, the user will be able to download 4 monthly payslips and 4 weekly payslips.

Will ex-employees be able to access the Exit Questionnaire Notification via the ESR Leavers Dashboard?

The ESR Leavers Dashboard provides read only access to pay details. It is not possible to update the employee record which includes completion of the Exit Questionnaire.

What will happen if we reverse a termination for an employee after the termination date?

Where a termination is reversed, and a user therefore reinstated within 90 days of being given access to the ESR Leavers Dashboard their access will be ended.

What will happen if an employee returns and is rehired on the same employee record?

Where a user is rehired on the same employee record within 90 days of being given access to the ESR Leavers Dashboard their access will be ended.

What will happen if an employee returns and is rehired on a new employee record?

Where a user is rehired on a new record, they will have access to the ESR Leavers Dashboard in addition to their ESS Dashboard.

Can access to the ESR Leavers Dashboard be extended beyond the 90 days to accommodate specific scenarios?

Local Systems Administrator URP holders will have the ability to amend the end-date of the URP if required locally.

Leavers prior to 1st July 2024 will be unable to access the ESR Leavers Dashboard for payslips relating to a pay award as the URP cannot be manually assigned locally.

When staff are TUPE transferred from one NHS organisation to another NHS organisation will they be able to access the Leavers Dashboard to access their latest payslips?

Yes, they will be able to access the Leavers Dashboard as they will be terminated by the sending NHS Organisation and will be a leaver in that organisation. Therefore, they will be allocated the Leavers Dashboard URP, as long as the organisation is opted in.

Will historic P60's be available?

Only the last / most recent P60 will be available on the ESR Leavers Dashboard.

Will administrators be able to pull P45s similarly to payslips/P60s? The current format says for information only - will it show like the employee would see it?

This is still the same process as before and there is no change to this functionality with the ESR Leavers Dashboard.

Will we be able to see who has accessed the ESR Leavers Dashboard?

The view events for the ESR Leavers Dashboard will be available in Business Intelligence (BI) in the existing view events report available for online payslips and P60s.

Is there a report we can run (i.e. Workforce profile dashboard) to return who is/isn't registered for MFA?

The field is available in BI to be added to a local dashboard, but this is not currently in any national reports.

Does the Ex-Employee have to have set up Multi-Factor Authentication (MFA) in order to access the ESR Leavers Dashboard?

We recommend all employees set up MFA as this will make logging into ESR over the internet more secure. Employees have the option to remember their login details on their device which will make it easier for leavers to access the ESR Leavers Dashboard when they have left their organisation. Those who do not have MFA will continue to login using their Username and Password. If employees forgets their login details, consideration needs to be made as to how they will reset their password if required (as they will no longer have access to their work email address).

If a leaver is terminated late during July for a date in June 2024 will they be able to access the Leavers Dashboard?

No, the URP will not exist to be allocated prior to 1st July and there will be no facility to allocate the URP manually. Leavers prior to 1st July 2024 will be unable to access the Leavers Dashboard.

If someone leaves and moves to Bank, currently they cannot access old assignment payslips because they get a new assignment number, will they be able to with the new dashboard for the period of time?

This depends on how you are managing the move to Bank. If you **do not** terminate the employee record and either replace their current assignment number or create a secondary assignment number for their bank post, as their URPs will not be end dated in this scenario, the ESR Leavers Dashboard URP will not/cannot be allocated. The employee can still access their old payslips for their substantive post if you are retaining the employee record.

If the employee record **is** terminated and a new employee number created for the bank post and a new user account created the ESR Leavers Dashboard would be allocated as the old record will be classed as a Leaver. Therefore, the employee will have access to the ESR Leavers Dashboard in addition to their My ESS Dashboard for their new record. Once the ESR Leavers Dashboard access ends, they will no longer have access to their old payslips.

Further Guidance

Your NHS ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- [London](#)
- [South of England](#)
- [Midlands and East of England](#)
- [North of England](#)
- [Wales](#).

