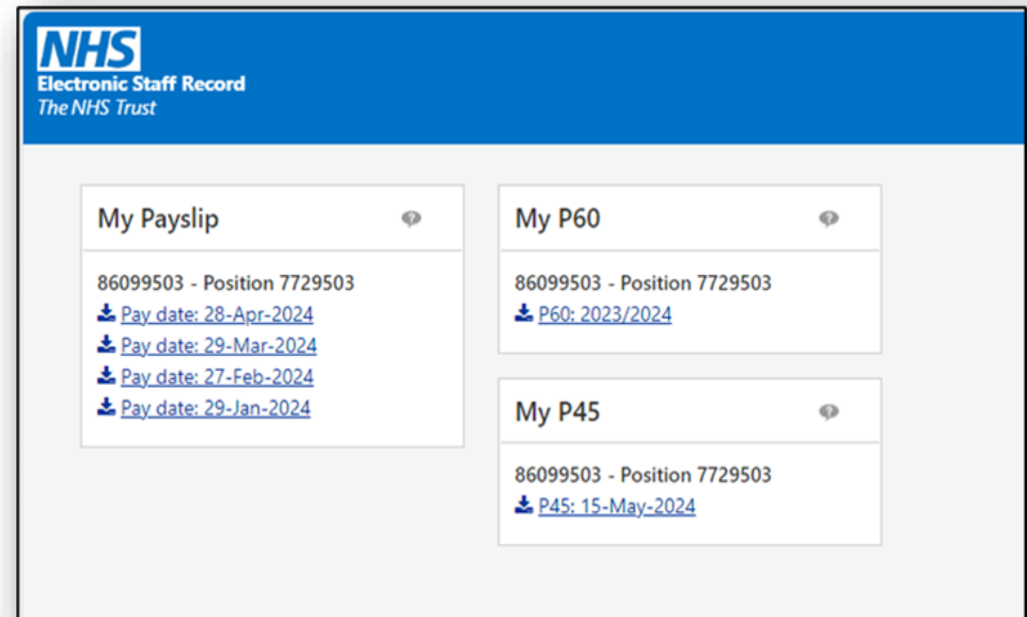


# Electronic Staff Record

## ESR Leavers Dashboard

To ensure that ex-employees are still able to access their pay information, a Leavers Dashboard is available in ESR.

The Leavers Dashboard not only supports the national policy direction in relation to increased efficiency, by removing the need for printed payslips, it also supports a greener NHS.



# 1

## Overview of Dashboard

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Ex-employees login in with the same account details they used prior to leaving and will be able to view the Leavers Dashboard.

The Leavers Dashboard contains 3 pay related portlets:

### **My Payslip**

The leaver can view and download the last 4 payslips for their most recent assignment and for any other assignments that have been active in the last 13 months.

### **My P45**

The leaver can view the latest P45 for all assignments that have been active in the last 13 months.

### **My P60**

The leaver can view the latest P45 for all assignments that have been active in the last 13 months.

There is also a facility for organisations to add additional web content to this page if they want to provide further supporting information for people who have left their organisation.

# 2 Account Access

Access to the Leavers Dashboard is controlled by the Leavers Dashboard URP. This is automatically assigned to ex-employees as part of the overnight termination process which end dates access to other URPs.

Organisations cannot manually assign access to this URP.

Access to the Leavers Dashboard is granted for a maximum term of 90 days after termination date.

Organisations can reduce this term or opt out of allocating access (enter 0) to the Leavers Dashboard by updating the 'Leavers Access (Days)' option on the Trust level DFF.

The screenshot shows a dialog box titled "Add'l Org. Unit Details" with the following fields and values:

Pay Progression Role	
SAS Pay Progression Role	
Target Organisation	
Foundation Trust Effective Date	
Auto User Creation	
Bank Inactivation Opt Out	
Auto IAT Approval	Yes
Auto IAT Initiation	Yes
User Can View Or Amend Their Own Record	No
Learning Auto Enrol Opt Out	
Exit Questionnaire Required	No
Send Change of Contract and Working Terms Notification	
Automatic Internet Access	Yes
Leave Accrual By Days	
Competence Expiry Notifications Opt Out	
Leavers Access (Days)	90

Buttons at the bottom: OK, Cancel, Clear, Help.

# 3

## Multi-Factor Authentication (MFA) and Resetting Passwords

It is recommended that all employees enable [Multi-Factor Authentication](#) (MFA) for their account, regardless of whether they are leaving. Besides the increased security against their user account, this also enables them to reset their password via this method.

This means that the user no longer needs access to the work email account to reset their password, which has obvious advantages for ex-employees where this may not be possible.

For leavers, MFA must be enabled on a personal device before they leave as this device cannot be changed after leaving.

The screenshot shows the NHS Electronic Staff Record (ESR) interface. At the top, the NHS logo and 'Electronic Staff Record' are visible. The main heading is 'NHS Electronic Staff Record'. Below this, the section is titled 'Reset Password via Multi-factor Authentication (MFA)'. The instructions state: 'Enter the username associated with your account and your date of birth to reset your password via multi-factor authentication.' The form includes a 'Username\*' text input field and a 'Date of Birth\*' section with three dropdown menus for 'Date', 'Month', and 'Year', currently set to '1', '1', and '2024'. A blue 'Reset Password' button is located to the right of the date fields. Below this, a tip explains that users with MFA enabled will be prompted for a 6-digit code from their Microsoft Authenticator App. The next section is 'Forgotten | Request Username/Password | Unlock Account', with instructions: 'Enter the email address associated with your account and your date of birth, your login details will then be emailed to you.' This section has an 'Email\*' text input field (with an example 'first.last@nhs.uk'), a 'Date of Birth\*' section with dropdowns for 'Date', 'Month', and 'Year' (set to '1', '1', '2024'), and a blue 'Submit' button. At the bottom, there is a disclaimer: 'You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.' A 'Terms and Conditions' link is also present.

# 4

## Resources

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[FAQ Links](#)

[ESR Manual](#)

[ESR Hub](#)

[Contact The Team](#)