

# Accessing your latest payslip during reduced ESR service

In order to ensure that ESR remains compliant with legislation and NHS policy, we sometimes have to take ESR and the ESR Hub offline in order to apply essential changes, for example pay awards and pensions, system and security enhancements.

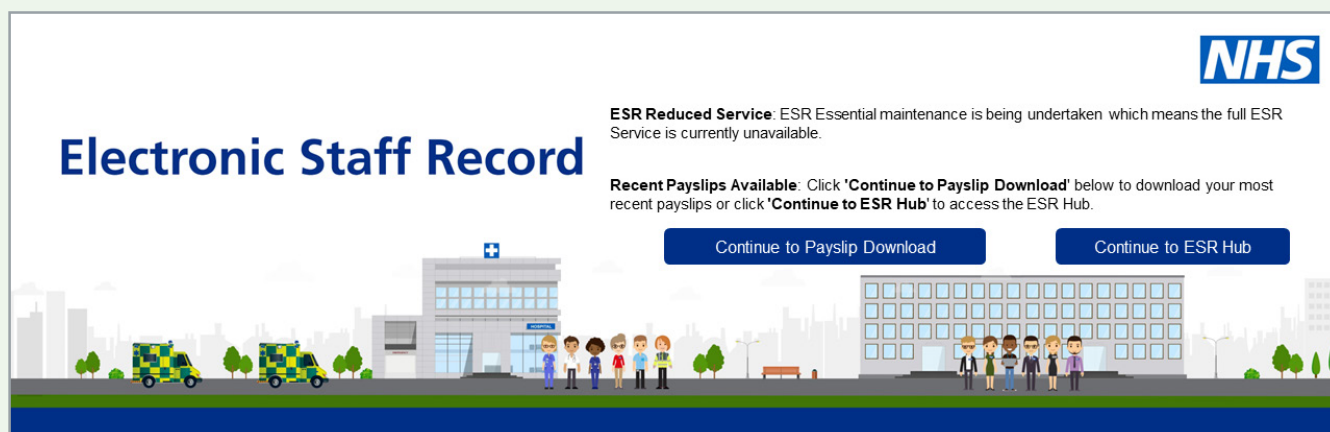
This means that NHS employees cannot log in to ESR or the ESR Hub during the identified period of unavailability.

## Viewing your latest payslip

If the ESR Hub is available, even when the full ESR service is offline, you can now view your latest two payslips via the ESR Hub using your secure ESR login details.

## How it works

- ▶ Go to the ESR Hub website: <https://my.esr.nhs.uk/dashboard/web/esrweb>
- ▶ If you try to log in to the ESR Portal from the ESR Hub, you will see a holding page explaining that ESR is unavailable.



- ▶ On the holding page there is a button titled **'Continue to Payslip Download'**
- ▶ When you click that button, it redirects you to the **'View My Payslip'** page.



- ▶ This page opens in a new browser window once the **'Continue to Payslip Download'** button is selected, as shown below:

**NHS** Electronic Staff Record  
NHS Electronic Staff Record

### View My Payslip

**ESR Reduced Service:** Essential maintenance is being undertaken which means the full ESR Service is unavailable.

Enter your **usual** ESR Username and Password below and click **'Download My Payslip'** for the latest available payslip for your main role (Assignment).

To view recent older payslips or for Additional Assignment (role) Payslips use the **'Advanced Options'** below.

**Help and Support?** Click the **'Help'** button under Advanced Options below

Fields marked with an asterisk (\*) are required fields.

Username\*   
(Example: 999JSMITH01)

Password\*

Advanced Options

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 Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

- ▶ You can now log in to the ESR Hub using your usual ESR Username and Password for internet access.
- ▶ Once you have logged in, click the **'Download My Payslip'** button and your latest payslip for your primary assignment (job) will be available to view and/or download.
- ▶ Your payslip may be displayed or downloaded depending on what device you are using. If it downloads you'll find it in your normal downloads folder on your device.
- ▶ If you want to view a payslip from another assignment (job) you can do this by clicking the **Advanced Options** on the page.
- ▶ You then type the assignment number in and click the **'Download My Payslip'** button.  
\*You need to know your assignment number, it is not a pre populated drop down menu option.
- ▶ You can choose to view the payslip PDF file or save this locally for future reference.

Advanced Options

Assignment Number

Period

- ▶ Only Latest Available and one previous period payslips are available from this page.

Advanced Options

Assignment Number

Period

## Important information

The option to view/download your latest payslip via the ESR Hub, when the ESR Service is offline is only available when the ESR Hub is returned to service during the period of unavailability.

You cannot reset your ESR password when accessing your payslip via the ESR Hub during reduced service.

Take note: you are not logging in to the ESR Portal as the application is still offline.

This facility is only available to users who have access to ESR via the internet. If you don't have internet access to ESR you can request it from your employer.

Follow this link for our help guide:

<https://my.esr.nhs.uk/dashboard/lrst/ESS28/index.html>

It is your responsibility to remove any payslips that you have saved locally to an unsecure directory after you have finished using it. If you are using a workplace PC or tablet this is especially important to remember as this equipment may be accessed by other users.



## The ESR Hub

The ESR Hub is the main NHS ESR website. It can be accessed via this URL:

<https://my.esr.nhs.uk/dashboard/web/esrweb>

It has a wide range of useful information including help guides, educational material, an events calendar, functional information about ESR and a help section for NHS Employees.

You can also log into ESR via the Portal log in button from this website.

Add the ESR Hub to your bookmarks so that you can keep up to date with the latest ESR system status, get quick access to helpful information and book onto webinars and courses via the events calendar.

A screenshot of the ESR Hub website. The header includes the NHS logo, a search bar, and navigation links like 'Home', 'About ESR', 'Looking for help?', 'ESR Central Team', 'Notifications', and 'NHSBSA Workforce Services'. The main content area features a large banner with the text 'Welcome to ESR' and 'DISCOVER YOUR ESR'. Below the banner are four main sections: 'ESR Events Calendar' (with a calendar icon), 'Looking for help?' (with a group of people icon), 'Discover Your ESR' (with a 'DISCOVER YOUR ESR' icon), and 'ESR News' (with a 'NEWS' icon). On the right side, there are two smaller sections: 'Notification of ESR unavailability' (stating ESR will be unavailable from 6 pm on Friday 24 June 2022 until 12 pm on Saturday 25 June 2022) and 'ESR Service Status' (stating there are no reported issues). A 'Login to ESR' button is visible in the top right corner.