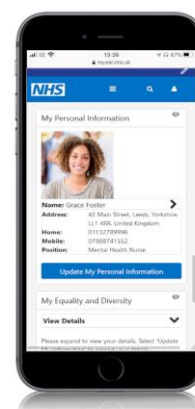| UN2891 1 of 1 08th APR 2020	Electronic Staff Record Programme USER NOTICE	NHS
Title	Photo ID within ESR	
Purpose	To advise users of the availability of Photos within ESR	
Intended Audience	All HR Administration Teams	

SUBJECT

Photo functionality within ESR

DETAIL

As a response to the Coronavirus (Covid-19) pandemic, many NHS employees are moving around the service more frequently and many ex-employees are returning to the service. In order to support this increased level of staff movement, ID checks - including photo ID, have become a significant process step. Users are reminded that there is the capability within ESR to hold a photo for an employee, which is then made available within the ESR portal against the individuals Personal Information and Talent Profile summary.

Managers will also be able to view these photos as part of the Organisation Chart functionality, giving them a clearer indication of any new employee who may be placed within their teams during this increased time of employee recruitment/staff movement.

For current employees, existing ID photos already stored and used for smartcard or local ID cards could be used and added to the employee record (subject to local IG approval). HR teams can access the photo function either via the Enter and Maintain >Other>Photo or directly from the Fastpath.

ACTION REQUIRED

Organisations are encouraged to use the Photo functionality within ESR.

FURTHER INFORMATION

Further information about how to manage photos for employees can be found in the ESR User Manual and ESR Education On-line

https://my.esr.nhs.uk/esrusermanual/ (HSCN/N3 connection required)

NEXT UPDATE

No further update is required.