


UN3275 1 of 2 06 <sup>th</sup> March 2023	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	Data load facility to record absence for Junior Doctors Industrial Action	
<b>Purpose</b>	To notify organisations of the data load facility being offered for recording Junior Doctors Industrial Action absence	
<b>Intended Audience</b>	ESR HR and Payroll Users	

## SUBJECT

Optional data load facility to assist with data entry of absence for Junior Doctors Industrial Action.

## DETAIL

Following the recent announcement of the planned industrial action due to take place from the 13<sup>th</sup> March 2023 to the 16<sup>th</sup> March 2023 by Junior Doctors, an optional data load facility is being offered by the NHS ESR Central Team.

This facility will only be available to organisations who have more than 100 affected Junior Doctors on any particular day during the period detailed above.

Organisations wishing to register an interest in the use of this bulk upload option should raise an SR using the path "Request a new Service > AC > Data Loads > Other Data Load", and state "Junior Doctors Industrial Action" in the details no later than the **10<sup>th</sup> March 2023** to allow the Central Team to plan the relevant workload. The organisation will then be requested (via the SR) to complete and attach a spreadsheet for data they wish to load. A separate SR (and therefore separate spreadsheet) must be raised for each VPD affected.


A note should be added to the SR giving the name and contact telephone number of the person who is expected to run the 'NHS Generic Absence Interface request process' in ESR if this is not the initial owner of the SR.

Full details of the process and data requirements will be provided via the SR however it is anticipated that it will take no longer than 4 working days from receipt of a valid template to the data being ready to load into ESR.

It is recognised that it is difficult for organisations to forecast how many individual employees will participate in the industrial action, but, where it transpires that the number of entries for a particular day is likely to be less than 100, the most effective route of entry is via the normal

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NOT PROTECTIVELY MARKED

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absence screens. This ensures that the NHS ESR Central team resources can be deployed effectively to manage those organisations with significant levels of data entry.

Any spreadsheets received with less than 100 employee entries will be returned to the originator for local input via absence forms.

**Please note:** This central assistance is being provided as a temporary measure to assist the NHS for the periods of industrial action taken by Junior Doctors during the 13<sup>th</sup> to the 16<sup>th</sup> March 2023. Completed spreadsheets with information that does not relate to periods of industrial action absence for Junior Doctors will be rejected.

## **ACTION REQUIRED**

Organisations need to determine locally the appropriate method (days/hours) for recording the absence and ensure that employees are informed appropriately where deductions have been made.

## **FURTHER INFORMATION**

Further guidance on recording Industrial Action and the payslip messages produced can be found in User Notices 3244 and 3248.

## **NEXT UPDATE**

None