


<p>UN3369</p> <p>1 of 4</p> <p>23rd November 2023</p>	<p>Electronic Staff Record Programme</p> <p>USER NOTICE</p>	
<p>Title</p>	<p>ESR Education Schedule (Webinar) – December 2023</p>	
<p>Purpose</p>	<p>To inform ESR users of the Education events scheduled in December 2023.</p>	
<p>Intended Audience</p>	<p>All ESR users</p>	

SUBJECT

Further to UN3353 please find below the schedule for the delivery of education events in December 2023. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

Following the continued success of the standard webinar sessions, we are pleased to announce that the online sessions in December 2023 are as follows:

Standard Webinar Events

- ESR BI - Creating BI Content
- ESR BI - Customising National BI Content
- HR - New Starters
- HR - Assignment Changes and Leavers
- OLM - Creating Catalogue Content
- OLM - Enrolments and Subscriptions
- Recruitment - Manage Vacancies
- Recruitment - Manage Applicants

Each Webinar will last between 1 ½ and 2 hours and is limited to 20 attendees to enable delegates to ask questions. Questions will be answered during the session where possible, any questions not answered will be followed up after the event.


Detailed joining instructions will be provided following registration.

Ad-Hoc Webinar Events

In addition to the standard webinars, we will also be offering the following ad-hoc sessions:

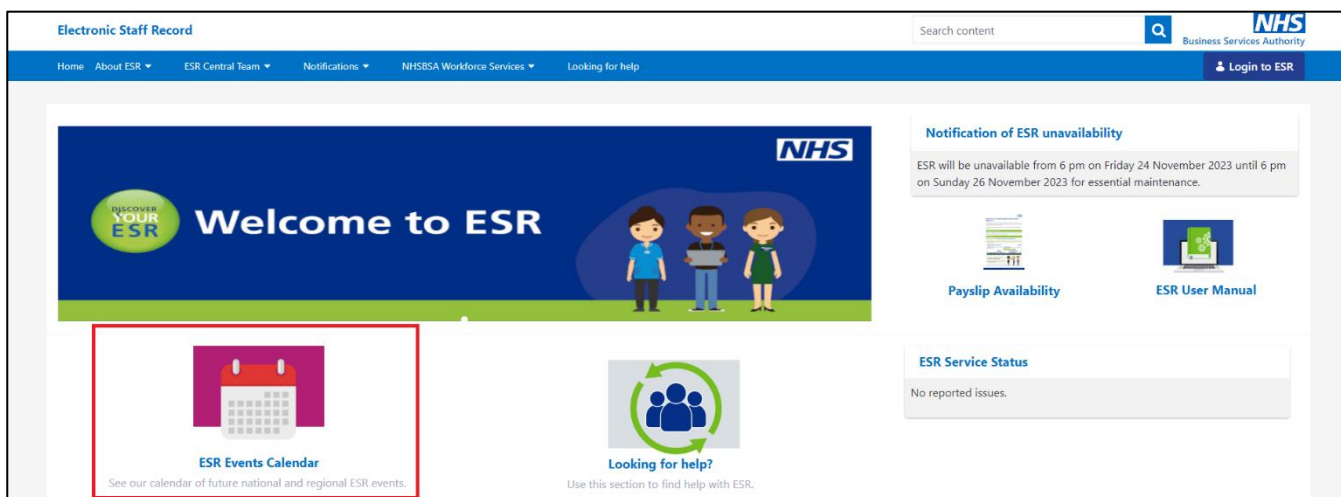
- ESR Service Desk Overview – November 2023
- Workstructures – December 2023

Separate notices will be issued providing more details.

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ACTION REQUIRED


To register for an event please access the [ESR Events Calendar](#) on the ESR Hub.



The screenshot shows the Electronic Staff Record (ESR) website. The header includes the NHS logo and navigation links: Home, About ESR, ESR Central Team, Notifications, NHSBSA Workforce Services, and Looking for help. A search bar is also present. The main content area features a 'Welcome to ESR' banner with an illustration of three people. Below the banner, there are several tiles: 'ESR Events Calendar' (highlighted with a red box), 'Looking for help?', 'Notification of ESR unavailability', 'Payslip Availability', 'ESR User Manual', and 'ESR Service Status'.

Places will be allocated on a first come, first serve basis and nominations may be restricted to 2 delegates per Employing Authority to help ensure a fair allocation of available places where there is high demand for an event. All places will be confirmed by e-mail within 5 working days.

PLEASE NOTE: If you have a confirmed booking and are no longer able to attend an event please email ESR.IS-ESRCourseReg@nhs.net as soon as possible in order that your place can be re-allocated.

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**SCHEDULE
DECEMBER 2023**


STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	05/12/2023	10:00am – 11:30am
Recruitment - Manage Applicants	05/12/2023	10:00am – 11:30am
HR - New Starters	06/12/2023	10:00am – 12:00am
HR – Assignment Changes and Leavers	06/12/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	07/12/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	07/12/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	12/12/2023	10:00am – 12:00am
ESR BI – Customising National BI Content	12/12/2023	2:00pm – 4:00pm
HR - New Starters	19/12/2023	10:00am – 12:00am
HR – Assignment Changes and Leavers	19/12/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	20/12/2023	10:00am – 12:00am
ESR BI – Customising National BI Content	20/12/2023	2:00pm – 4:00pm

Prerequisite: ESR Familiarisation.

As part of the registration process you will be asked which of the following prerequisite statements apply to the person attending the event:

1. I am a new ESR User and will complete the ESR Familiarisation e-Learning prior to this event.
2. ESR Familiarisation not required - I have some experience of using ESR and can navigate around the system.

If statement 1 applies **please remember** to complete the [ESR Familiarisation](#) e-Learning on the ESR Hub prior to attending the event.

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FURTHER INFORMATION

PLEASE NOTE these courses are intended for any new staff within your Employing Authority or those requiring ‘refresher’ training.

If you have any questions, please email the ESR Education Team:
ESR.IS-ESRCourseReg@nhs.net

COMING SOON – we have listened to your feedback and are pleased to announce a new look Education Package is being launched in January 2024.

Keep a look out for further communications throughout December 2023.

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in December 2023.