



# ELECTRONIC STAFF RECORD

RN416 - Guide to Enhancements and Changes  
Release 44.2.0.0

Information classification: PUBLIC

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# 1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 44.2.0.0. The details are grouped in functionality order.

**The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.**

**Please note** all Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

## 2 Updated IAT Notifications

The IAT Service History and Junior Doctor & Trainee Dentist Pre-Employment Notifications have been updated to include the name of the person for which the IAT is taking place in the Subject line of the notifications as follows:

### Worklist:

The screenshot shows the NHS Worklist interface. At the top, there is a navigation bar with the NHS logo, 'Workflow', and various utility icons (Search, Home, Favorites, Settings, Help, Logout, Portal). Below the navigation bar, the 'Worklist' section is visible. It includes a 'View' dropdown set to 'Open Notifications' and a 'Go' button. A toolbar contains 'Select Notifications' with sub-options 'Open', 'Reassign', and 'Close', along with other icons. A table lists notifications with columns for 'Subject', 'Sent', 'Due - Fn Level', 'From', and 'Type'. Two rows are visible, with red boxes highlighting the subject lines: 'FYI Junior Doctor & Trainee Dentist Pre-Employment Notification for IAT JR Doc' and 'IAT NHS Service History for IAT JR Doc For Information Only'. Below the table, there is a checkbox for 'TIP Vacation Rules - Redirect or auto-respond to notifications.'

### Junior Doctor & Trainee Dentist Pre-Employment Notification:

The screenshot shows a detailed view of a notification. At the top, there is a 'Worklist >' breadcrumb and an 'Information' icon with the text 'This notification does not require a response.' The main subject line is 'FYI Junior Doctor & Trainee Dentist Pre-Employment Notification for IAT JR Doc', with 'IAT JR Doc' highlighted in a red box. To the right of the subject line are three buttons: 'OK', 'Reassign', and 'Request Information'. The notification body contains the following text: 'To: XXHR\_IAT\_ADHOC\_JR\_DOC\_APPROVER159', 'Sent: 15-Nov-2019 10:21:38', 'ID: 88004', and 'An IAT Request has been initiated for Mr. IAT JR Doc.' Below this, it states 'This employee does not currently have the following elements held against their record in the source trust:' followed by a list: 'Annual Leave Appointment NHS' and 'Cash Floor Protection NHS'. At the bottom left, there is a 'Return to Worklist' link and a checked checkbox 'Display next notification after my response'. At the bottom right, there are three buttons: 'OK', 'Reassign', and 'Request Information'.

### IAT Service History Notification:

i Information  
 This notification does not require a response.

## IAT NHS Service History for IAT JR Doc For Information Only

OK
Reassign
Request Information

To: XXHR\_IAT\_SERVICE\_HISTORY157  
 Sent: 15-Nov-2019 10:05:51  
 ID: 87992  
 NHS Service History For Information Only IAT JR Doc  
 Employee or Applicant Number: 20000574

**Basic Person**

Last Name: JR Doc  
 First Name: IAT  
 Known As:  
 Title: MR.  
 Date Of Birth: 01-JAN-1980  
 NI Number: AA776677A  
 Unique NHS Identifier: 888

**Service History\*\***

| Employer               | Date From   | Date To | Assignment From | Assignment To | Assignment Number | Job Title                              | Grade                                | Point | Salary   | WTE | Primary | Incremental Date | CSD 1 Week | CSD 3 Months | CSD 12 Months | Reason for Leaving |
|------------------------|-------------|---------|-----------------|---------------|-------------------|--|--------------------------------------|-------|----------|-----|---------|------------------|------------|--------------|---------------|--------------------|
| 222 Hospital NHS Trust | 01-NOV-2019 |         | 01-NOV-2019     |               | 20000574          |  |                                      |       |          |     | Y       |                  |            |              |               |                    |
| 444 NHS Trust          | 01-JAN-2019 |         | 01-JAN-2019     |               | 20000573          | Medical and Dental - Foundation Year 1 | NHS ML01 Locum Foundation Doctor FY1 | 92    | 33141.96 | 1   | Y       |                  |            |              |               |                    |

Service History Total Value :0 years and 319 days

**No Bank Assignments exist.**

### 3 New ESR Report – Merge Validation

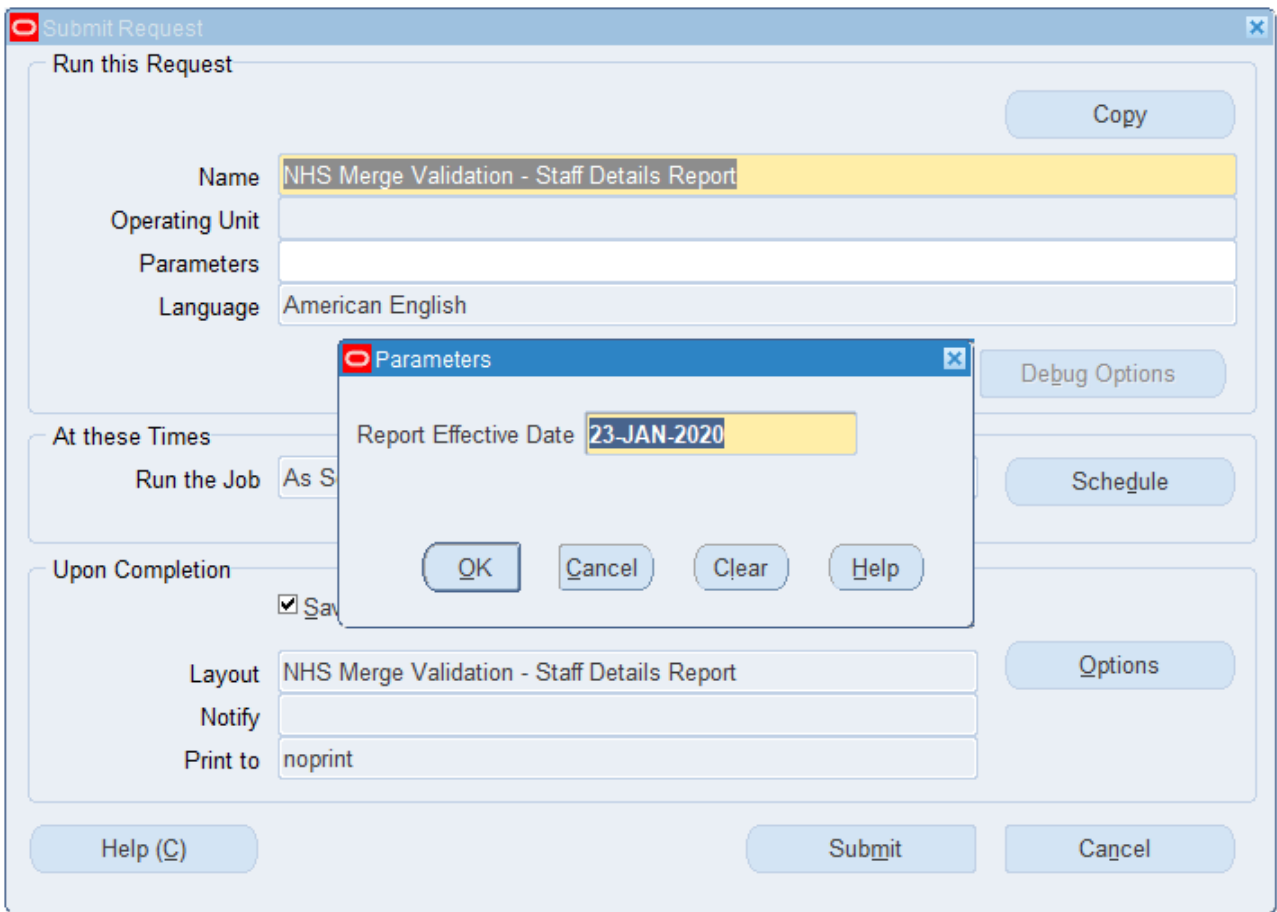
A new ‘NHS Merge Validation - Staff Details’ ESR Report is available that enables Employing Authorities to validate newly merged data.

The report enables you to view staff details before and after the merge providing the confidence that the data has been merged successfully.

**Navigation Path:**

XXX HR Administration

Requests > Submit Request > Single Request



| Parameters            |                        |
|-----------------------|------------------------|
| Report Effective Date | Default = Today's Date |

The report output contains the following data items:

|                 |                     |
|-----------------|---------------------|
| Employee Number | Normal Hours        |
| Last Name       | Frequency           |
| First Name      | Assignment Category |
| Title           | Primary Assignment  |
| Initials        | Asg Start Date      |

|                     |                    |
|---------------------|--------------------|
| E-Mail              | Asg End Date       |
| Top Level Org       | Assignment Status  |
| Org Level 2         | Payroll Name       |
| Org Level 3         | FTE                |
| Trust               | Organisation Name  |
| Person Type         | Location           |
| NI Number           | Position Number    |
| CSD 3 Months        | Position Name      |
| CSD 12 Months       | Workplace Org Code |
| Age                 | Staff Group        |
| Preferred Name      | Role               |
| Latest Start Date   | Pay Grade          |
| Original Hire date  | Payscale           |
| Person Start Date   | Paypoint           |
| Supervisor          | Address Line 1     |
| Supervisor Employee | Address Line 2     |
| Date Of Birth       | Address Line 3     |
| Work Phone          | Town or City       |
| Adjusted Service    | County             |
| Assignment Number   | Post Code          |
| Employee Category   | Cost Centre        |
| Incremental Date    |                    |

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## 4 **New National Subjective Code for Shared Parental Leave**

The following national Subjective Code has been added to ESR:

- NHS2428 Shared Parental Leave

### **Navigation Path:**

#### **XXX HR Administration**

People > Enter and Maintain > Assignment > Costing > Cost Code > Subjective

People > Enter and Maintain > Assignment > Entries > Costing > Subjective

#### **XXX Payroll Super Administration**

Payroll Description > Suspense Account > Subjective

#### **XXX Local Workstructures Administration**

Position > Description > Additional Position Details > Subjective



## **5 New Cost Centre**

The following Cost Centre has been added to ESR:

- NHS900885 Patient Experience and Involvement