



# ELECTRONIC STAFF RECORD

RN421 Guide to Enhancements and Changes  
Release 45.0.0.0 and 45.1.0.0

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 45.0.0.0 and 45.1.0.0. The details are grouped in functionality order.

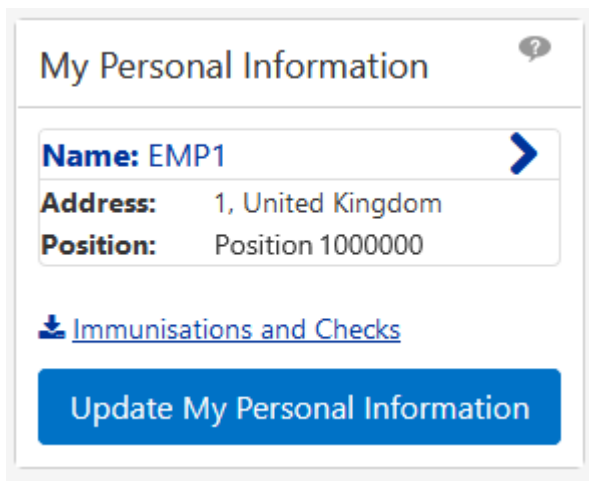
**The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.**

**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 Update to My Personal Information Portlet – Immunisations and Checks

The My Personal Information and Applicant Details portlets have been updated to include the option for Employees and Applicants to view their Immunisations and Checks data held in ESR. The information presented is read only and displays the latest immunisation and vaccination history recorded within the XXX Occupational Health Administrator responsibility under Immunisations and Checks.

The link will be displayed when the 'Eligible for OH Processing' field on the associated Employee/Applicant Position is set to 'Yes' and Immunisations and Checks data has been recorded.



This information is exportable into a PDF document to allow for it to be saved or printed.

On clicking the 'Immunisations and Checks' link employees will be prompted to download the PDF. It is advised that employees ensure it is saved to a location that only they can access.

Example output:

<b><u>Immunisations and Checks</u></b>									
<b>Report Date</b>	26-Feb-2020 08:59:36								
<b>Employee Number</b>	20000001								
<b>VPD</b>	508								
<b><u>NHS OH TB Details</u></b>									
BCG Scar Evident	BCG Scar Site	Date BCG Scar Seen	BCG Vaccination Date	BCG Vaccination Class	Latest Tuberculin Test Result	Latest Tuberculin Test Date	Latest Tuberculin Test Loc	Chest X-Ray 1 Result	Chest X-Ray 1 Date
No	Test	01-JAN-2020	01-JAN-2020	0 - Full Date	HF - 0	01-JAN-2020	Test	Abnormal	01-FEB-2020
Chest X-Ray 1 Location	Chest X-Ray 2 Result	Chest X-Ray 2 Date	Chest X-Ray 2 Location	IGRA Test 1 Date	IGRA Test 1 Result	IGRA Test 2 Date	IGRA Test 2 Result	Chemoprophyl axis recommended	Chemoprophyl axis completed
Test Hospital	Normal	10-FEB-2020	Test Hospital	15-FEB-2020	Not Detected	20-FEB-2020	Detected	No	No

### **3 Additional Supervisor added to Administrator Self Service**

The Additional Supervisor functionality that was added to the following responsibilities in Release 44 is now available via the Portal:

- Administrator Self Service (Payroll Approvals Required)
- Administrator Self Service (Payroll Approvals Not Required)

**Navigation Path:**

Manager Dashboard

Administer Assignment Information > Administer Additional Supervisor

## 4 Legislative Changes for 2020/21

The following changes are required to ensure continued compliance with the UK legislation for the 2020/21 tax year:

### 1) Changes to National Insurance thresholds & rates:

	LEL	PT	ST	UST	AUST	UEL
<b>Weekly</b>	120.00	183.00	169.00	962.00	962.00	962.00
<b>Monthly</b>	520.00	792.00	732.00	4,167.00	4,167.00	4,167.00
<b>Yearly</b>	6,240.00	9,500.00	8,788.00	50,000.00	50,000.00	50,000.00

The Lower Earnings Limit, Primary (Employee) Threshold and Secondary (Employer) Threshold are increased for 2020/21.

The PT and ST are not aligned for Tax Year 2020/21.

The Upper Earnings Limit remains linked to the PAYE higher rate threshold.

The actual percentages used in the calculation of contributions are unchanged from the 2019/20 rates.

### National Insurance Rates from April 2020 - Employee

Not-contracted out	12.00%
Married Women Reduced Rate	5.85%
Earnings above UEL	2.00%

### National Insurance Rates from April 2020 - Employer

Not-contracted out	13.80%
Not-contracted out (under 21)	0.00%
Not-contracted out (under 25 Apprentice)	0.00%

### 2) Changes to PAYE Bands & Rates:

Effective from 06-Apr-2020, the thresholds for 2020-2021 are as follows:

Rate	Percentage	Band
Basic Rate	20%	0 to 37,500
Higher Rate	40%	37,501 to 150,000
Additional Higher Rate	45%	Over 150,000

**3) Changes to Statutory Payments Rates for 2020/21:**

SSP rate	SSP rate – 95.85 per week for sickness absences on or after 6 April 2020
SMP standard rate	Increased to 151.20 per week for payment weeks starting on or after 5 April 2020
SAP standard rate	Increased to 151.20 per week for payment weeks starting on or after 5 April 2020
SPP standard rate	Increased to 151.20 per week for payment weeks starting on or after 5 April 2020
ShPP standard rate	Increased to 151.20 per week for payment weeks starting on or after 5 April 2020
SPBP Standard rate	New rate of 151.20 per week for payment weeks starting on or after 5 April 2020

**NOTE:** The implementation date has been set to the first Sunday in April because the calculation for these benefits is in weekly amounts.

**4) Changes to Pensions Automatic Enrolment Threshold for 2020-21:**

Thresholds to be used in the assessment of earnings to determine if an employee should be automatically enrolled, and for calculating qualifying earnings for pension's purposes. This will apply for automatic enrolment and re-enrolment.

**Qualifying Earnings Lower Threshold (for assessing jobholder status)**

Annual	6,240.00
Weekly	120.00
Fortnightly (2 weeks)	240.00
Lunar Monthly (4 weeks)	480.00
Calendar Monthly	520.00
Quarterly	1,560.00
Biannual (6 Calendar Monthly)	3,120.00

**Qualifying Earnings Upper Threshold**

Annual	50,000.00
Weekly	962.00
Fortnightly (2 weeks)	1,924.00
Lunar Monthly (4 weeks)	3,847.00
Calendar Monthly	4,167.00



Quarterly	12,500.00
Biannual (6 Calendar Monthly)	25,000.00

### Earnings Trigger for Automatic Enrolment

Annual	10,000.00
Weekly	192.00
Fortnightly (2 weeks)	384.00
Lunar Monthly (4 weeks)	768.00
Calendar Monthly	833.00
Quarterly	2,499.00
Biannual (6 Calendar Monthly)	4,998.00

**NOTE:** Qualifying Trigger for Automatic Enrolment remains unchanged from 2019/20

### 5) Changes to Student Loan Threshold for 2020/21:

Plan 1	Increased to 19,390 from 06-Apr-2020 (was 18,935)
Plan 2	Increased to 26,575 from 06-Apr-2020 (was 25,725)

### 6) Changes to the Postgraduate Loan Threshold for 2020/21:

Postgraduate Loan	Remains as 21,000
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### 7) Scottish Rate of Income Tax changes from 2020/21:

The **proposed** 2020-21 Scottish income tax bandwidths and percentages effective from 6 April 2020 have been published but have not yet been approved by the Scottish Parliament

The basic personal allowance remains at £12,500 which is the same as that for rUK. However **the ratified change will be detailed separately once the legislation has been approved by the Scottish Parliament**

### 8) Welsh Rate of Income Tax Changes:

The rates from 6th April 2020 remain unchanged from those for the Tax Year 2019/20

### 9) Payrolling of Benefits:

Each year legislation is passed to update some of the calculations of tax liability, or the rates used in these calculations. Updates are required at the end of each tax year for processing P11Ds. For payrolling of benefits, these same updates will be required from the beginning of the tax year.

- For 2020-2021, the Number of Days in the Year is 365, as 2021 is not a leap year.
- Multiplier used in calculating the fuel benefit has increased from £24,100 to £24,500. The calculation method remains unchanged.

- Multiplier used in calculating the van fuel benefit has increased from £655 to £666, whereas the basic calculation method remains unchanged.
- The cash equivalent value used to calculate the benefit for a van which is available for private use has increased from £3,430 to £3,490.
- HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions
- Diesel supplement remains at 4%.

#### **10) Statutory Bereavement Pay:**

The full requirements for this have not been issued by HMRC and will be detailed separately when the full requirements are available.

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## 5 Changes to the RTI Year to Date Reconciliation Report

Following the introduction of the new FPS Amendments process the NHS RTI Year to Date Reconciliation Report Process has been updated as follows:

When running the process using the Run Mode – Compare all Payroll vs FPS or FPS Amendments

Taxable Pay		
Pay	FPS	Diff

When running the process using the Run Mode – Compare all Payroll vs FPS+EYU

Taxable Pay			
Pay	FPS	EYU	Diff

## **6 RTI P60 Changes for 2019/20**

The P60 processing for 2019/20 has been updated to take into account the new field for the Postgraduate Loan as required by HMRC.

Furthermore the NHS RTI Year to Date Reconciliation Report Process, where the Compare All Payroll vs P60 run mode is selected, will also include this value.

## 7 P46(Car) Changes for 2020/21

In line with HMRC’s requirements a new request has been created for the P46 (Car) for 2020/21 as follows:

The screenshot shows a 'Submit Request' dialog box with the following fields and controls:

- Run this Request:**
  - Name: NHS P46(Car) Archive Process 2020/21 (highlighted)
  - Operating Unit: [Empty]
  - Parameters: [Empty]
  - Language: American English
  - Buttons: Copy, Language Settings, Debug Options
- At these Times:**
  - Run the Job: As Soon as Possible
  - Button: Schedule
- Upon Completion:**
  - Save all Output Files
  - Burst Output
  - Layout: [Empty]
  - Notify: [Empty]
  - Print to: noprint
  - Button: Options
- Bottom Buttons:** Help (C), Submit, Cancel

This process should be used for any car benefit where the reportable benefit is due during 2020/21. If the reportable benefit is due during 2019/20, then the NHS P46 (Car) Archive Process 2019/20 should be used.

In addition, the following changes have been made to ensure continued compliance with the UK legislation for the P46 (Car) Process – 2020/21.

In 2020, the P46(Car) Process includes the new field Zero Emissions Mileage. This field is used to report a new value required for ultra-low emission cars where CO2 emissions are in the range 1-50g/km. The field holds a mileage value reported as a positive whole number smaller than 9999. The field is required for any car being reported on the P46 Car from 6 April 2020 where the approved CO2 emissions value is from 1 to 50 g/km. It must not be reported if CO2 emissions are outside this range.

To accommodate these changes, a new field has been introduced in the vehicle repository which is mandatory for all cars with a CO2 emission value from 1 to 50 g/km. The value must be a whole number and must not exceed 9999.

**Navigation Path:** XXX Vehicle Administration  
Vehicle Repository

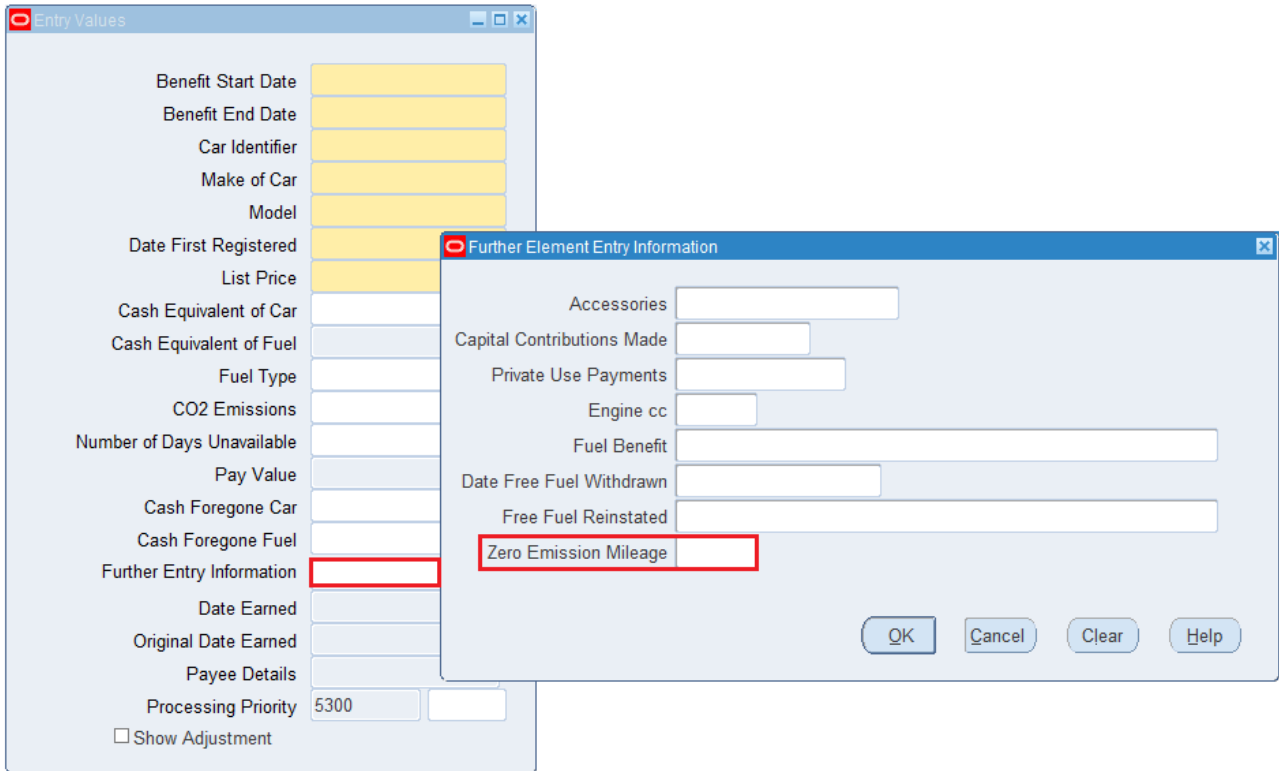
Vehicle Value

Currency	GBP		
List Price	<input type="text"/>	Accessories Value Fitted Initially	<input type="text"/>
Accessory Value Added Later	<input type="text"/>	Classic Car Value	<input type="text"/>
Asset Number	<input type="text"/>	Lease Contract Number	<input type="text"/>
Taxation Method	<input type="text"/>	Lease Contract Expiration Date	<input type="text"/>
Department Vehicle Assigned To	<input type="text"/>		
Lease Contract Start Date	<input type="text"/>		
Lease Contract End Date	<input type="text"/>		
Zero Emission Mileage	<input type="text"/>		

**NOTE:** This field MUST NOT be entered for any cars where the CO2 emission value is outside of the range 1 to 50 g/km.

## 8 BIK Car and Car Fuel Changes for 2020/21

A new field has been added to the Further Element Entry Information on the GB BIK Car and Car Fuel element as follows:



This must be entered for all cars with a CO2 Emission between 1 and 50. It must be a positive whole number less than 9999 and should not be entered for any cars who have a CO2 emission out of the above range.

The value to be entered should be the factory standard zero emission mileage for that car and should be obtained from the car provider.

Validation has also been added to the element entry and the BIK validation report to ensure the entry is as expected.

This field, along with the Date First Registered field, has also been added to the NHS RTI FPS Car Benefit Reconciliation Report.

New tables have been introduced as follows and will ensure the correct benefit is calculated.

The following table will be used in order to decide which table should be used for calculation:

User Table Name: GB_P11D_BIK_CAR_BENEFIT_CHARGE			
Low	High	Effective 6 Apr 2020	
CO2 Emission range		USER_TABLE_NAME	BANDS
0	0	GB_P11D_BIK_CO2_RANGE_EMISSIONS	No
1	50	GB_P11D_BIK_	Yes

		RANGE_ZERO_EMISSIONS	
51	9999	GB_P11D_BIK_CO2_RANGE_EMISSIONS	No

Where no Band should be used as per above, then the following table will be used:

User Table Name: GB_P11D_BIK_CO2_RANGE_EMISSIONS			
Low	High	Effective 06 Apr 2020 Onwards	
CO2 Emission range		Car registration date before 06-Apr-2020	Car registration date before 06-Apr-2020
0	0	0	0
51	54	15	13
55	59	16	14
60	64	17	15
65	69	18	16
70	74	19	17
75	79	20	18
80	84	21	19
85	89	22	20
90	94	23	21
95	99	24	22
100	104	25	23
105	109	26	24
110	114	27	25
115	119	28	26
120	124	29	27
125	129	30	28
130	134	31	29
135	139	32	30
140	144	33	31
145	149	34	32
150	154	35	33
155	159	36	34



160	164	37	35
165	169	37	36
170	9999	37	37

And where bands are to be used, for ultra-low emission cars, the following table will be used:

User Table Name: GB_P11D_BIK_RANGE_ZERO_EMISSIONS			
Low	High	Effective 6 Apr 2020	
CO2 Emission range		Car registration date before 06 Apr 2020	Car registration date after 06 Apr 2020
0	29	14	12
30	39	12	10
40	69	8	6
70	129	5	3
130	9999	2	0

**NOTE:** For cars with no registered CO2 emission then the benefit charge will be based on the CC and will pay 24 for 0-1400CC, 35 for 1401 – 2000 and 37 for above 2001.

## 9 Class 1A NICs on Redundancy Payments

Following the details outlined in the Budget 2016 any severance payments made to employees on or after 06-APR-2020 will now attract Class 1A NICs.

In order to facilitate this the 'Redundancy Pay NR NNI NP NHS' and 'Redundancy Pay NR NNI NP NHS ARS' elements have been updated.

The Class 1A NICs will be reported on the FPS and a new field has been added to the Reconciliation Report as follows:

					Report Date: 21-FEB-2020 10:35												
					Page: 1 of 1												
<b>Parameters</b>																	
FPS Process: 26-APR-2020 (94892794)																	
<b>FPS Details</b>																	
Payroll Name: 508 Monthly																	
Pre-Payment Process: 26-APR-2020 (94892786)																	
First FPS: No																	
Final Submission: No																	
PAYE Reference 111/1111																	
Statutory Employer Name NHS																	
Account Office Number 508PL00000000																	
					Year to Date												
Assignment Number	NI Number	Employee Name	Start Date	Leave Date	SSP	SMP	SPP	SAP	SPBP	Pre-Tax Pension	Post-Tax Pension	ShPP	NI	NI Able	NI EEs	NI ERs	Class 1 A NICs
20000001		Redundancy, Mr.		30-Apr-20	0	0	0	0	0	288.82	0	0	A	3105.58	277.63	327.55	2760
					Year to Date												
REPORT TOTALS		Record Count	Emp Count	Asg Count	0	0	0	0	0	288.82	0	0		3105.58	277.63	327.55	2760

**NOTE:** Class 1A NICs are reported in real time.

## 10 Submit Files to HMRC – Change to Default Year

When opening the Submit Files to HMRC form, the default year has been changed from 2019/20 to 2020/21 as follows:

**Navigation Path:** XXX Payroll Super Administration

HMRC Transactions > Submit Files to HMRC

### XML Submission

Employer PAYE Reference

Tax Year **2020-21**

File Type Full Payment Submission

Date From 06-Apr-2020

Date To 05-Apr-2021

Submission Mode Ready for Upload

Submission Type Live

---

Submission and Poll Data

**Submission Records**

Please select record(s) and click on Refresh button to view the corresponding Poll Record Details

Archive Request ID	XML Request ID	PAYE Reference	Payroll Name	File Name	Tax Year	View File	View Original File	Status	View HMRC Response	Correlation ID	User Actions
No search conducted.											

# 11 Off Payroll Worker Changes

From April 2020 'Off Payroll Workers' (IR35) are required to be identified on the FPS.

HMRC have added a new data item to the RTI Full Payment Submission to identify any deemed employees. This has also been added to the NHS RTI FPS Reconciliation Report as follows:

Assignment Number	NI Number	Employee Name	Start Date	Leave Date	Aggr. NI / PAYE	Off Payroll Worker	Tax Code	Tax Basis
20000001	AA1111111A	Smith, Mr. Ben	01-May-20		N / N	Y	BR	Non Cumulative

In order to populate this field on the FPS an 'Off-Payroll Worker Indicator' field has been added to the RTI Information EIT which needs to be added to all current assignments before any payroll processing in April

When setting up new assignments as Off Payroll Workers they must **not** be aggregated for PAYE or NI, as such the automatic NI flag must be removed, and the Off Payroll Worker field updated before any processing is actioned:

- For existing employments 06-APR-20
- For any new employments after the 06-APR-20 the start date of the employment

## Removing Aggregation

### Navigation Path:

XXX Payroll Administration / XXX Payroll Super Administration / Payroll Data Entry  
 N > Fastpath > Tax/NI Aggregation

(Johnson01, Mr. Andrew)

10-MAR-2020 Go 10-SEP-2019 10-DEC-2019 10-MAR-2020 10-JUN-2020  
 All Person

**Personal**

Title Mr. Person Type Employee  
 First Name Andrew Date Of Birth 22-NOV-1974  
 Middle Name NI Number WP508567D  
 Last Name Johnson01 Employee Number 20057751

NI Aggregation No  
 PAYE Aggregation

Action on Existing Information  
 Correction  Update

### Setting the 'Off-Payroll Worker Indicator'

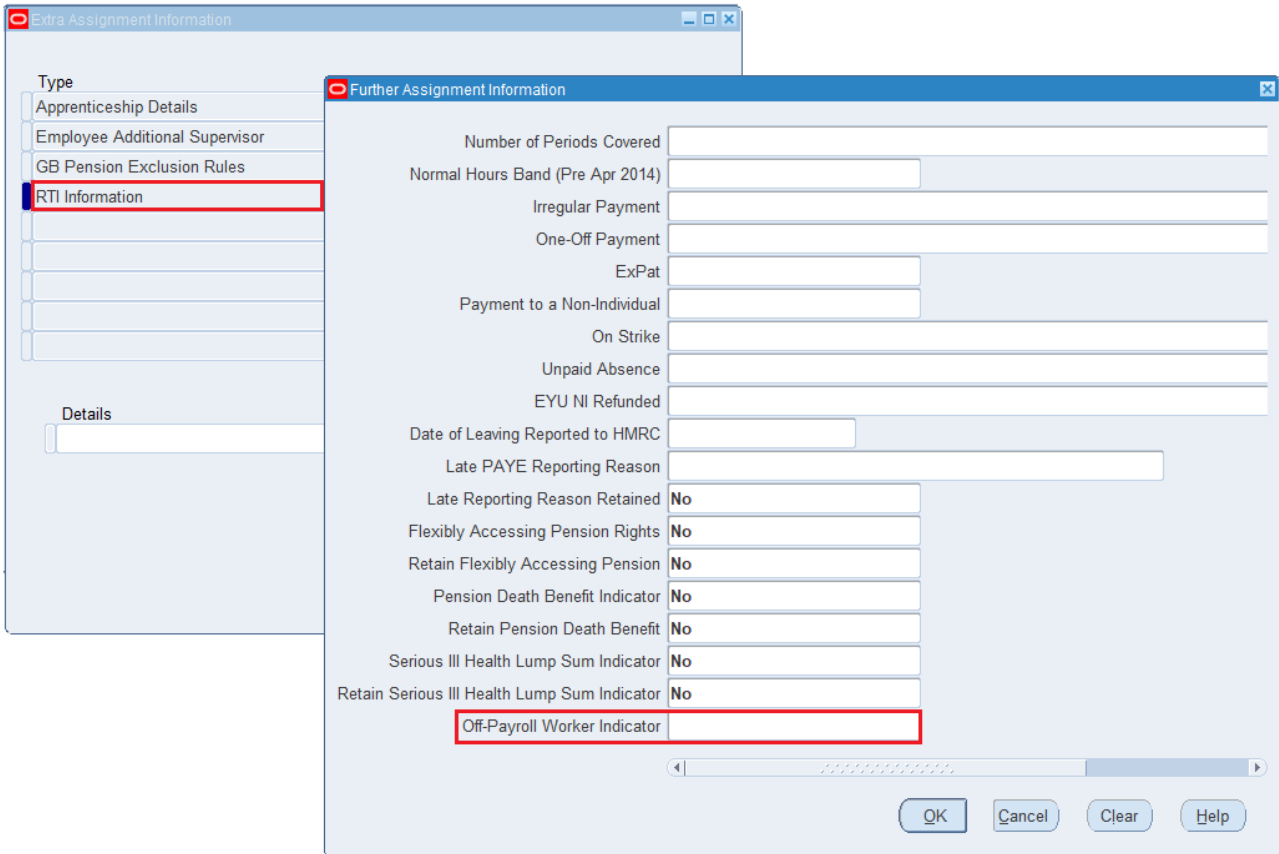
#### Navigation Path:

XXX Payroll Administration / XXX Payroll Super Administration / Payroll Data Entry  
N > Fastpath > Assignment Extra Information > RTI Information

or

XXX HR Administration / XXX HR Administration (with RA)

N > People > Enter & Maintain > Assignment > Others > Extra Information > RTI Information



## **12 RTI Additional FPS for Aggregation Updates 2019/20**

In line with the changes brought in for 2018/19, users will be required to submit the 'NHS RTI Additional FPS XML Process (Terminate Aggregate Assignments) 2019/20' for any employee who has had their aggregation status changed to NI and PAYE from 06-APR-2020.

Full guidance on the process can be found on ESR Infopoint as follows:

<https://www.infopoint.esr.nhs.uk/?q=node/6003>

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## 13 Increase in Minimum Wage Rates

ESR has been updated to reflect the revised National Minimum Wage values from 01-APR-2020, as follows:

Category	Rate from 01-APR-20
Under 18	4.55
18 to 20	6.45
21 and over	8.20
Apprentice	4.15
Living Wage	8.72

These rates will be used in the following:

- NHS Payroll Messages Report
- Payroll Exceptions Management tool

## 14 **National Minimum Wage Check for Apprentices**

In the National Minimum Wage and National Living Wage checks the criteria for deciding whether an assignment is an apprentice has been updated.

Rather than checking the Job Name as before, a check will now be made for the existence of an active assignment EIT of type 'Apprentice Details'.

**NOTE:** the Apprentice Details EIT will be considered open and active for an assignment until the Actual End Date has been entered against it.

The existing check for assignments on NI category H has also been updated and a warning message will be issued by payroll if an assignment on NI 'H' is not identified as an apprentice using the Apprentice Details EIT.



## 15 **Change to AfC Average Pay Periods**

The average number of periods that AfC Average Pay is calculated over is changing from 01-APR-2020

The default will be 52 weeks or 12 months based on the payroll frequency used for absences commencing on or after 01-APR-2020

**NOTE:** If the number of periods has been overridden on the Payroll Description form then this will need to be reviewed and updated manually as required

## **16 Tax Code Uplift 2019/20**

There are no Tax Code Uplifts for April 2020 however the NHS Start of Year process should still be run to set the P45 figures to zero and change any Week1 / Month1 codes to Cumulative.

---

## **17 Update to NHS Costing and NHS GL Interface Processes**

The processes NHS Costing (freq) and NHS GL Interface (freq) have been made incompatible with each other. This means that the GL Process will no longer start until the Costing process for the corresponding frequency has completely finished.

e.g. NHS GL Interface (Monthly) cannot start until NHS Costing (Monthly) has completely finished. This includes all the sub-processes of the Costing run including the GL Cost Remapping which must be completed before the GL interface process begins.

A consequence of this change is that all scheduled versions of these processes should be cancelled and re-started after this release to pick up this change. Failure to do this may result in the scheduled processes failing.

## 18 HMRC Advisory Fuel Rates from 01-MAR-2020

HMRC has published new advisory fuel rates for company cars effective 01-MAR-2020 and these rates are now in use in ESR.

For one month from the date of change, employers may use either the previous or new current rates, as they choose. Employers may therefore make or require supplementary payments if they so wish but are under no obligation to do either.

The revised rates are as follows:

Engine Size	Petrol	LPG
1400cc or less	*12p	*8p
1401cc to 2000cc	*14p	10p
Over 2000cc	20p	*14p

Engine Size	Diesel
1600cc or less	*9p
1601cc to 2000cc	*11p
Over 2000cc	13p

Engine Size	Electric
All	*4p

\* No change has been made to these rates. These are stated for information only.

### Action

Please note that mileage payments are not processed when NHS Retro Pay is run, so any changes to amounts already paid will need to be made manually.

## 19 Conflict of Interest Reporting

ESR has been updated to enable the declaration of any conflict of interest details and for Organisations to be able to report and share this information.

A link to the new Conflict of Interest Declaration page is available on the My ESR and Manager dashboards as follows:

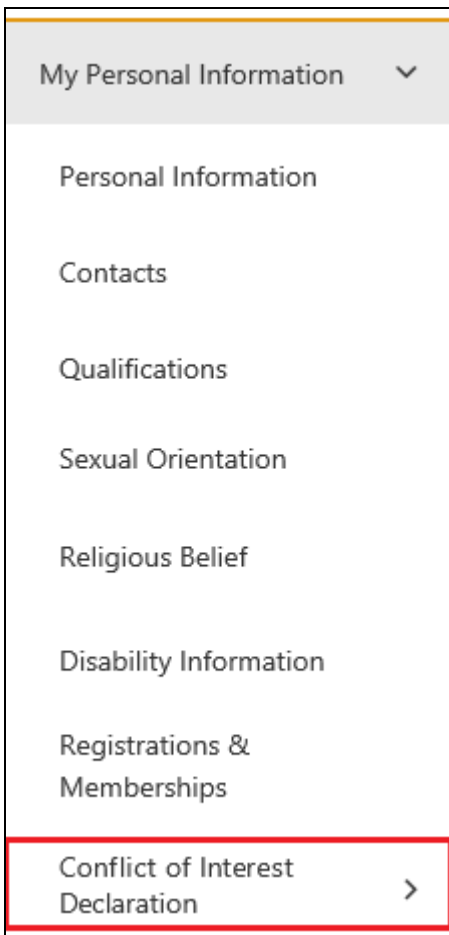
**Navigation Path:**

XXX Employee Self Service / XXX Employee Self Service (Limited Access)  
My Personal Information

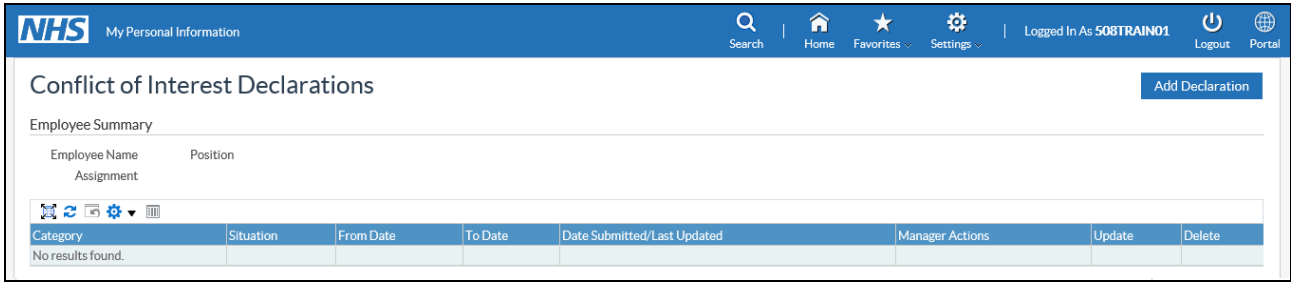
XXX Manager Self Service (Payroll Approvals Not Required) / XXX Manager Self Service (Payroll Approvals)  
My Team Personal Information

XXX Supervisor Self Service / XXX Supervisor Self Service (Limited Access)  
My Team Personal Information

**Employee Self Service**



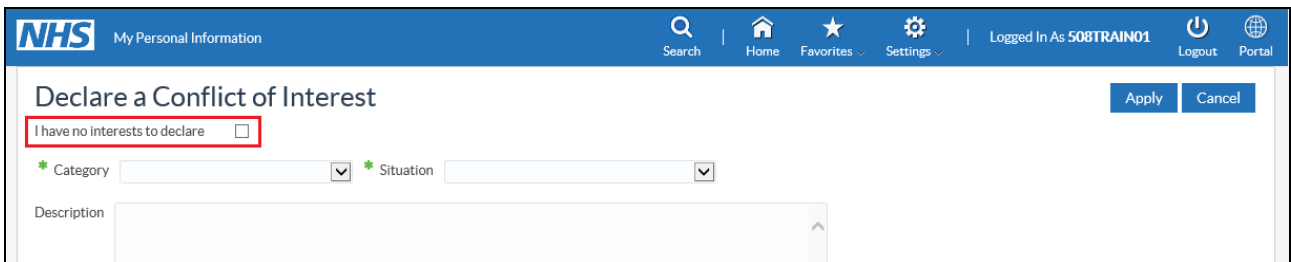
Clicking the 'Conflict of Interest Declaration' link opens a new page for the employee to record their Conflict of Interest Declarations as follows:



By default there will be no declarations recorded.

The employee can click on the 'Add Declaration' button to enter a new declaration.

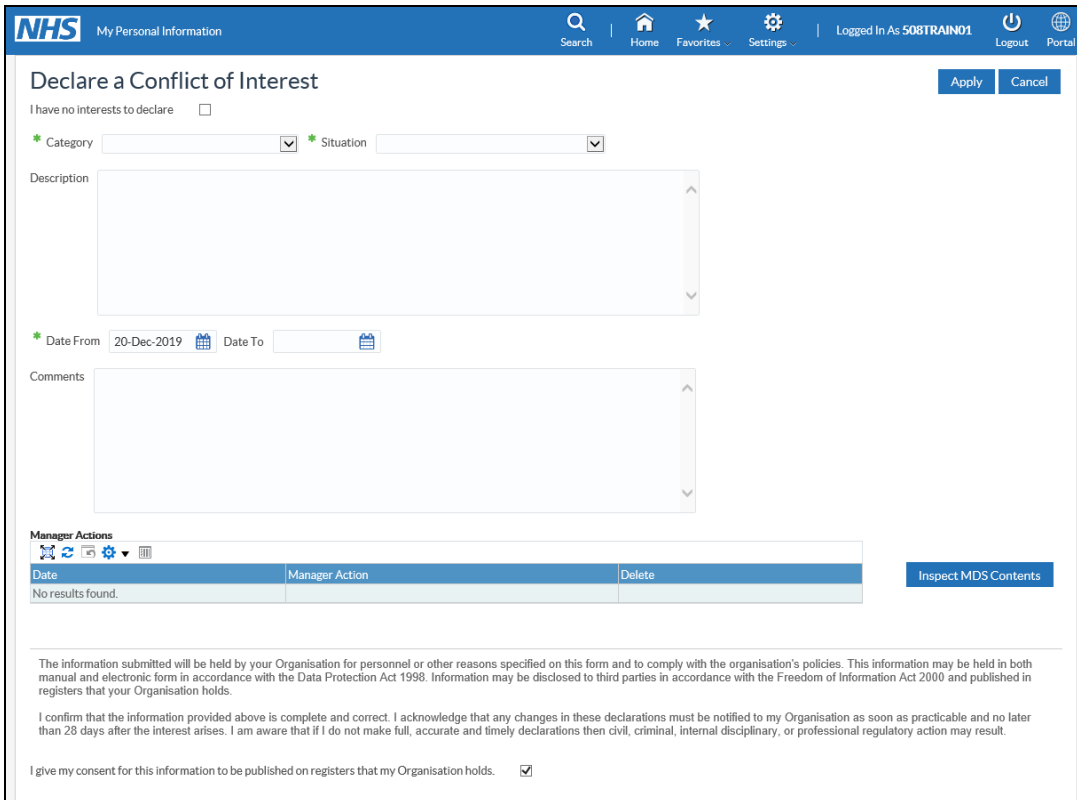
If there are no interests to declare the 'I have no interests to declare' checkbox should be ticked and the record saved:



To enter an interest the appropriate Category and Situation must be entered. Additional details can be entered into the Description and Comments fields as required.

Relevant dates can be entered for when the interest arose and, if relevant, when it ceased.

The Date From will default to today, but this can be amended as required:



When the declaration is applied it will then be available to review on their summary page:

**Conflict of Interest Declarations** Add Declaration

Employee Summary

Employee Name Emp B, Test Position Test Pos 01  
Assignment 20000002

Category	Situation	From Date	To Date	Date Submitted/Last Updated	Manager Actions	Update	Delete
I have no interests to declare		20-Dec-2019		20-Dec-2019	N		

### Manager / Supervisor Self Service

Declarations made by employees are available to Managers and Supervisors to review and to enter actions against:

Clicking the 'Conflict of Interest Declaration' link will open the hierarchy where the Conflict of Interest action can be selected for a given employee. Clicking the Action icon will display the following Summary page for the selected employee:

**Conflict of Interest Declarations**

Employee Summary

Employee Name Emp B, Test Position Test Pos 01  
Assignment 20000002

Category	Situation	From Date	To Date	Date Submitted/Last Updated	Manager Actions	Update	Delete
I have no interests to declare		20-Dec-2019		20-Dec-2019	N		

Clicking the Update icon will open a read-only version of declaration. At the bottom of the page there is an enterable area for Manager Actions:

**Manager Actions**

Add Action

Date	Manager Action	Delete
No results found.		

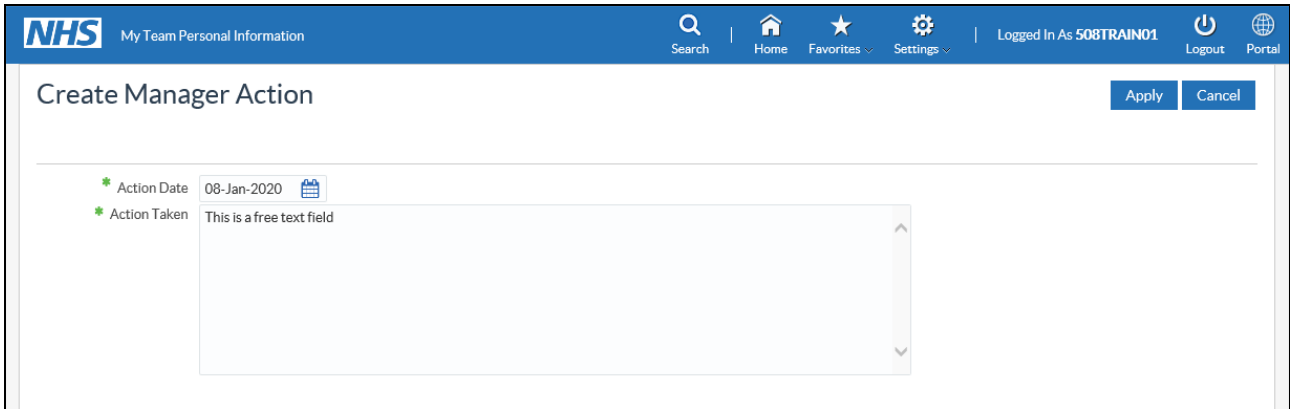
The information submitted will be held by your Organisation for personnel or other reasons specified on this form and to comply with the organisation's policies. This information may be held in both manual and electronic form in accordance with the Data Protection Act 1998. Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and published in registers that your Organisation holds.

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations must be notified to my Organisation as soon as practicable and no later than 28 days after the interest arises. I am aware that if I do not make full, accurate and timely declarations then civil, criminal, internal disciplinary, or professional regulatory action may result.

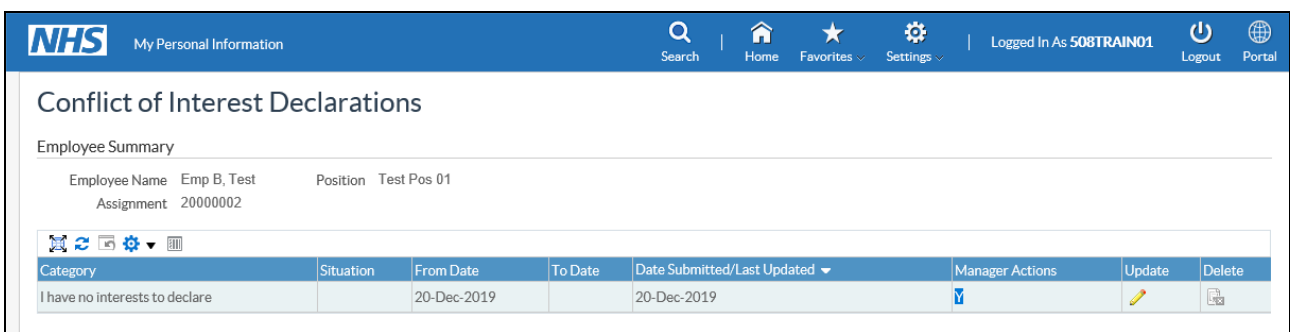
I give my consent for this information to be published on registers that my Organisation holds.

[Return](#)

The manager can enter new actions for this declaration, by clicking on the Add Action button, or edit existing actions:



Where a new Manager Action is entered and saved then the summary page for the employee will reflect that Manager Actions exist for this declaration:



The employee can see the details of any Manager Actions against their declarations, but these will be read only.

**Decision Maker Notification**

A new optional notification is available to prompt 'Decision Makers' within their organisation to make declarations.

By default certain groups of employees will automatically be considered 'Decision Makers'. These have been defined centrally as employees with a primary assignment that has a certain grade or a certain Job.

The defined grades are XN11, XN12, XR11 and XR12.

The jobs are listed in full in the lookup NHS\_DECISION\_MAKER\_JOBS, but in general are jobs considered to be Director level or Consultant level.

To nominate any additional staff, outside of this criteria, as Decision Makers a new supplementary role of 'Decision Maker' has been created.

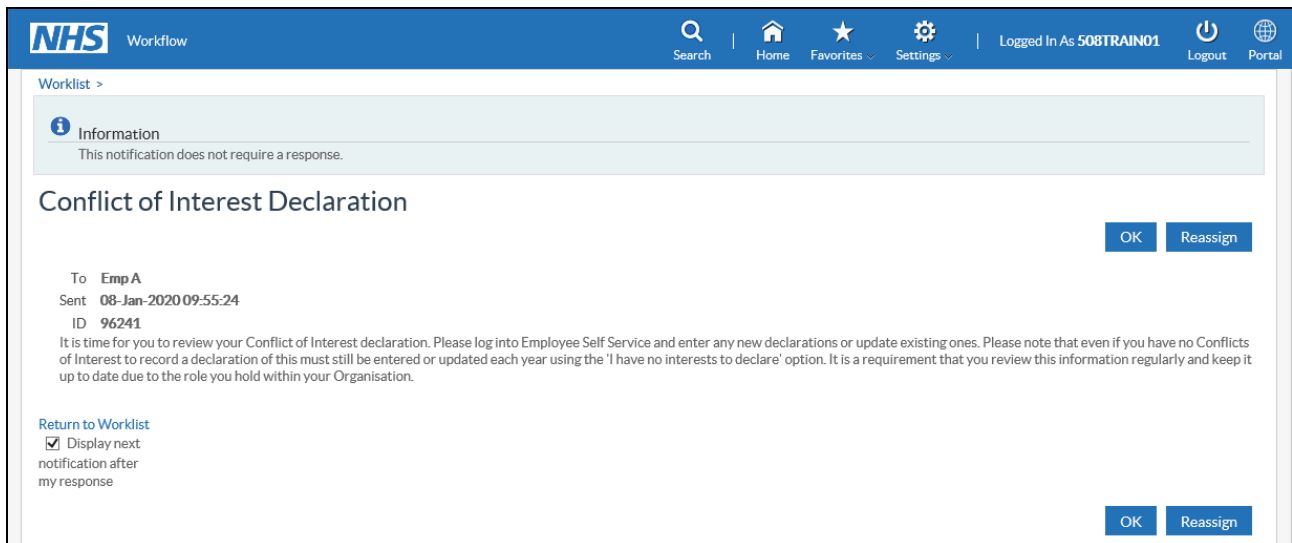
The process 'NHS Decision Maker Notification Process' has been added to the HR Administration and the Local HRMS Systems and User Administration responsibilities to generate these notifications.

Running this process will send a notification to all staff designated as 'Decision Makers' (using the criteria outlined above) prompting them to make new declarations or review their existing ones.

**NOTE:** This process will have a minimum re-run time of 90 days. This means that any run with 90 days of the last run for an organisation will fail and no new notifications will be sent.

Example Decision Maker notification:





**Conflict of Interest Reviewer Notification**

A new workflow notification role has been created called ‘Conflict of Interest Reviewer’. Where a user is assigned to this role they will receive a monthly summary of the Conflict of Interest Declarations made or updated in their organisation in the previous month.

These will be automatically sent out at the start of each calendar month for the previous calendar month.

It is up to organisations to decide whether they require this functionality. Where no user is assigned to this role within an organisation then no monthly summary notifications will be sent for that organisation.

To save space the notification will have a count at the top of all ‘Nothing to Declare’ declarations and then a table of all other declaration with some summary details.

Example Reviewer Notification:

**NHS Workflow** | Search | Home | Favorites | Settings | Logged In As 508TRAIN01 | Logout | Portal

Worklist >

**Information**  
This notification does not require a response.

### Conflict of Interest Updates

To: XXHR\_XXCOL\_1515586\_258  
Sent: 08-Jan-2020 15:23:02  
ID: 96302

These are the changes to the Declarations made in the previous Month (01-Dec-2019 to 31-Dec-2019):  
The number of 'Nothing to Declare' declarations made in this period is: 5

Change Type	Employee Name	Assignment Number	Position	Category	Situation	Start Date	End Date	Consent	Submission Date
INSERT	Emp A	20000223	Test Pos 01	Financial interests	Gifts	01-DEC-2019	31-DEC-2019	Y	16-DEC-2019
INSERT	Emp A	20000223	Test Pos 01	Non-financial personal interests	Outside employment	01-JUN-2003		Y	06-DEC-2019
INSERT	Emp A	20000223	Test Pos 01	Non-financial professional interest	Loyalty interests	01-JAN-2019		Y	06-DEC-2019
INSERT	Emp C	20000531		Financial interests	Gifts	01-DEC-2019	31-DEC-2019	Y	16-DEC-2019
INSERT	Emp C	20000531		Non-financial professional interest	Sponsored posts	01-JUN-2019	31-AUG-2022	Y	16-DEC-2019

If further details of declarations are required, these can be found using the relevant reporting areas in BI.

[Return to Worklist](#)  
 Display next notification after my response

OK Reassign

**BI Reporting**

The Conflict of Interest Declaration data is available in the Employee folder within the following subject area:

- Human Resources – Workforce Profile

**DW Reporting**

The Conflict of Interest Declaration data will be available for reporting on from the Statagic Data Warehouse

## 20 Changes to the Talent Profile

A number of changes have been made to the Talent Profile report as follows:

- After submitting the report, on the Requests form, a message will now be displayed which reads 'Click the Refresh button until the Output button is displayed, click the Output button to view the Talent Profile.'

The screenshot shows the 'Requests' section of the NHS My Talent Profile interface. A red box highlights a message: "Click the Refresh button until the Output button is displayed, click the Output button to view the Talent Profile." Below this message is a "Requests Summary Table" with a "Refresh" button and a table containing one row: Request ID 1509046, Name NHS Talent Profile Report, Phase Pending. A "Return to Talent Profile" link is at the bottom left.

The following changes have been made to the Talent Profile Report output, both the Printable Profile (Full) and Printable Profile:

- Trust Name has been added above the General Information section
- Employee Number has been added within the General Information section
- The Position Title will only be displayed in the position details section
- The 'Learning' section has been renamed to 'Courses'

The following sort orders have been applied:

- Competencies – Sorted alphabetically by Title (NHS first then LOCAL)
- Qualification – Sorted alphabetically by Title
- Other Professional Qualifications – Sorted alphabetically by Type and then alphabetically by Title
- Appraisals – Sorted by Review Date, latest first.
- Learning Certifications – Sorted alphabetically by Certification Name
- Learning Path – Sorted alphabetically by Name
- Job History – Sorted by Start Date, latest first\*
- Registrations and Memberships – Sorted by expiry date, latest first.
- Performance Objectives – Sorted by Start Date, latest first then alphabetically by Objective Name
- Previous Employment – Sorted by End Date with the latest first
- Performance Rating – Sorted by Review Date, latest first
- Courses (previously Learning) - Courses with an enrolment status of 'Attended', 'Completed' and 'Completed in another trust' have been grouped together and sorted by completion date with newest first. Any courses with same completion date will be sorted alphabetically by course name. Completed courses without an end date will be listed after the completed courses (that have an end date), and in alphabetical order.  
All other enrolment statuses will be listed after the completed courses, and only in alphabetical order (ignoring the presence of any end date)

### \* Known Issues

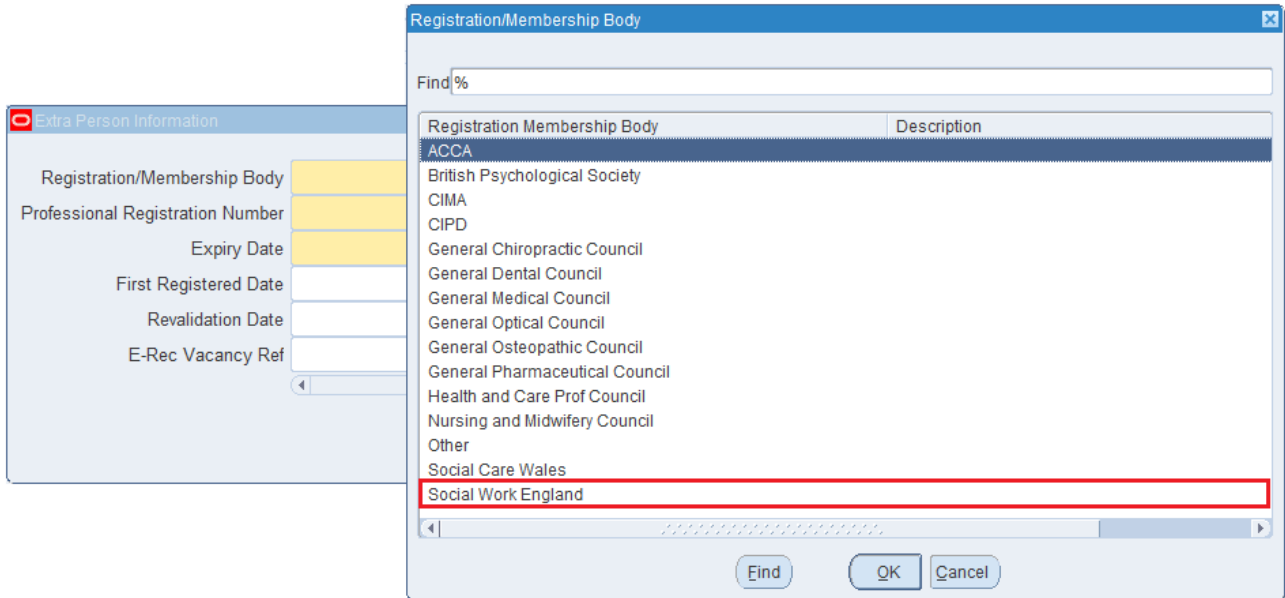
The following known issues have been raised in relation to the Talent Profile Report - Printable Profile:

1. PRB2001474: The start date on the 'Job History' section is not in all cases displaying the correct date and will repeatedly display the assignment start date.

2. PRB2001473: Registrations and Memberships information is not displayed when run in Printable Profile mode.
3. PRB2001477: The Appraisals section shows the assignment information for ALL assignments (in the case where they have multiple) and not just the assignment that is managed by that particular supervisor.

## 21 Social Worker England Changes

Social Workers who were previously regulated by the Health Care Professions Council (HCPC) are now regulated by Social Work England (SWE). A new Registration/Membership Body for SWE has been created in ESR and all person records with the HCPC Profession of SW Social Worker in England have been migrated from a HCPC record to a SWE record:



When entering a new Professional Registration Number for a Social Worker in England the validation will expect the letters SW followed by the number portion. Leading zeros are no longer required in the SWE registration number. Where these existed in the equivalent HCPC record they have been stripped out during the migration to SWE.

### Data Warehouse

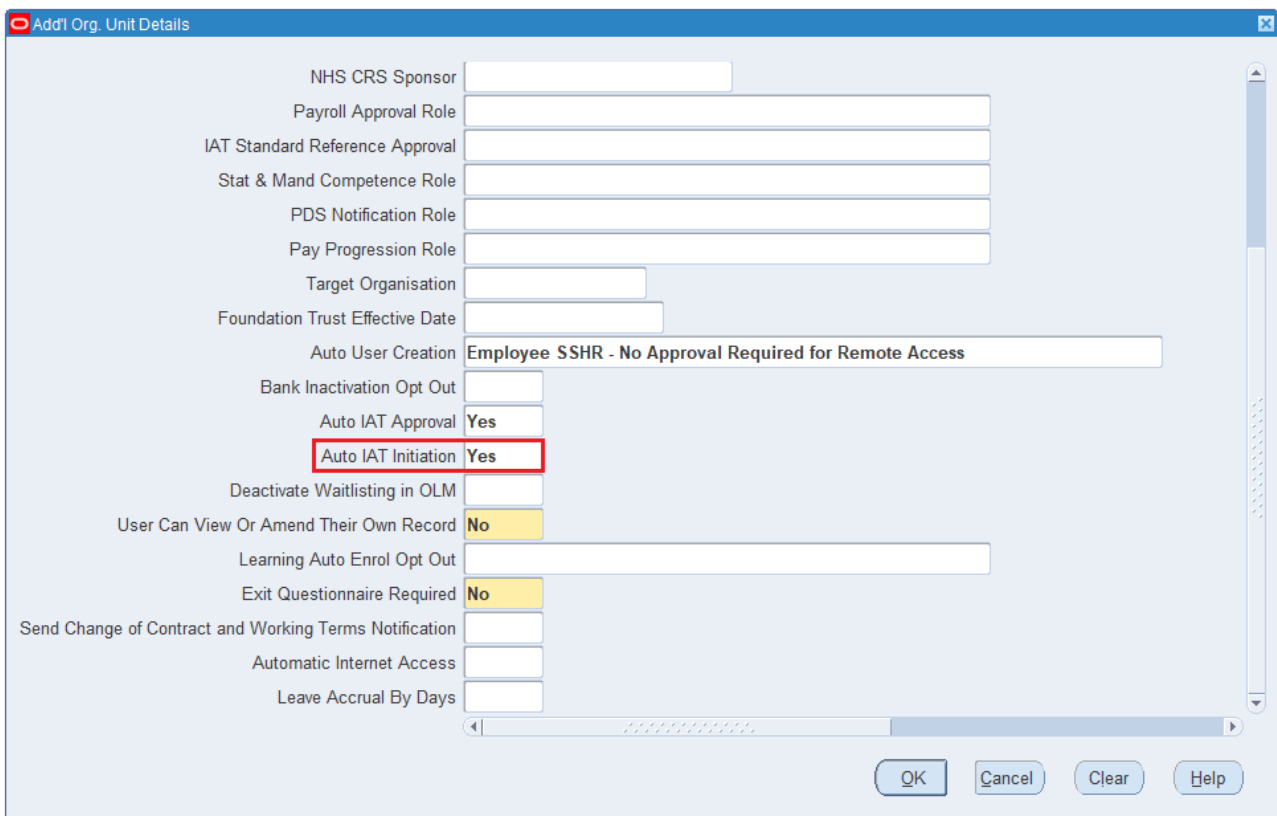
A new folder has been created under the 'Work Force Composition Subject Area' called 'Wfc SWE Registration'. This folder contains the fields found under the new 'Social Worker England' EIT.

## 22 Automated IAT Initiation

The IAT process has been further automated to enable the initiation of an IAT to take place automatically when a new applicant record is created within ESR.

To opt into 'Auto IAT Initiation' an organisation must set the corresponding value against their trust level organisation in the DFF.

**Navigation Path:** XXX Local Workstructures Administration  
 Organisation > Description



**NOTE:** 'Auto IAT Approval' should also be enabled where the organisation wishes to allow for Auto IAT Initiations from other organisations (or internally) to be allowed.

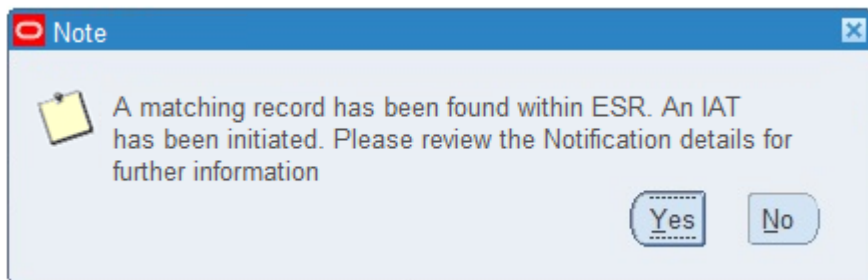
When an applicant record is added or updated, either manually or when an interface e.g. NHS Jobs creates a record, a process will be initiated which replaces the need to manually search for and find a matched record from within ESR based on the following requirements:

- The organisation creating/ updating the application record has opted into Auto IAT Initiation
- The application status is one of the following:
  - Preferred Applicant
  - Offered Post Conditional
  - Offered Post Unconditional
  - Offer Accepted
- There is a 100% match to another record (using the existing IAT matching logic). Doctors in Training may also be matched using Date of Birth and Professional Registration number only.
- The IAT Consent segment on the Employment checklist EIT has been set to 'Yes' for the applicant record being created/ updated (with the exception of Doctors in Training)

- The source trust where the PDS is being requested from has opted into Auto IAT Approval for this to be possible.
- All the relevant IAT role holders are in place - the source trust must have someone in the IAT Initiator role and the target trust must have someone in the IAT approver role. To send automatic reference requests there must also be someone in the Reference Receipt role in the source trust and someone in the Reference Approval role in the target trust.

Where the above criteria are met then the IAT will be initiated automatically.

If this has been initiated by manual entry through the core forms then the following message will be displayed to the user:



*A matching record has been found within ESR. An IAT has been initiated. Please review the Notification details for further information.*

If the event is initiated by a mass update such as loading/updating applicant data through an interface then then existing IAT notifications will be sent to existing role holders. A reference request will automatically be sent as part of this process.

Where the person has multiple NHS employments (current or historic) then the manual IAT process allows the user to select a particular employment in a particular organisation to request the IAT from. However during an Auto IAT Initiation the following rules will be applied to determine the most appropriate person record to obtain the IAT data from.

The IAT will be requested from highest priority person record (in the following order of priority)

1. Current employee records with the most recent period of service first.
2. Then ex-employee records with the most recent period of service first.

## 23 Update to IAT Standard Reference Declined Notification

When a Standard Reference Request is declined. The VPD and name of the organisation which declined the reference will now be included in the notification title as follows:

The screenshot shows a 'Worklist' interface. At the top, there is a 'View' dropdown menu set to 'Open Notifications' and a 'Go' button. Below this is a 'Select Notifications:' section with buttons for 'Open', 'Reassign', and 'Close', along with several icons. A table below contains one notification entry:

Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/> Request for Reference Information for MISS Employee Declined from 999 Organisation1	16-Jan-2020			NHS IAT Reference Request

At the bottom left of the interface, there is a 'TIP Vacation Rules' link and the text 'Redirect or auto-respond to notifications.'



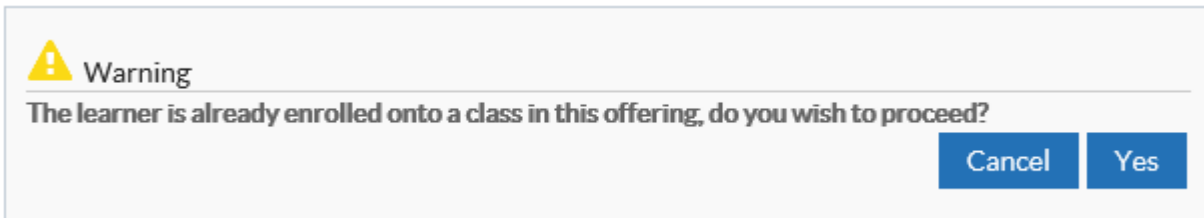
## 24 Duplicate Enrolment Warning Message

New functionality has been added to OLM to warn users where they are attempting to enrol a Learner into a class and an active enrolment already exists for this Learner in another class in the same offering.

An active enrolment will be one for a class that has not yet started (relative to the system date) and where the enrolment status is one of the following types:

- Waitlisted
- Requested
- Confirmed

If applicable the following message will be displayed whether the user is attempting to enrol themselves via Employee Self Service or the enrolment is being made on their behalf by a Manager or Learning Administrator:



This message is for information only and the enrolment can still be completed by clicking the 'Yes' to proceed or cancel to stop the enrolment.

## 25 Changes to Add Single Enrolment Page

The following enhancements have been made to the Add Single Enrolment page in OLM:

**Navigation Path:** XXX Learning Administration/ XXX Class Administration

Enrolments and Subscriptions > Add Enrolments > Search for a Class > Single Enrol

Learner Details

The Last Name field now searches on Full Name.

Contact Details

The Last Name field now searches on Full Name.

Additionally where the Search and Select: List of Values is opened; the default search value is now Full Name.

Search and Select: Full Name Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Full Name Last% Go

Results

Quick Select	Full Name	Last Name	Email Address	Employee Number	Asg Number	Organisation	Job	Position	Person Type
<input type="radio"/>	Lastname App, Firstname	Lastname App				888 Bank			Applica
<input type="radio"/>	Lastname MGR, Firstname	Lastname MGR		20000001	20000001	888 Teaching Hospitals NHS Trust			Employ
<input type="radio"/>	LastnameEmp, Firstname	LastnameEmp		20000008	20000008	888 Teaching Hospitals NHS Trust			Employ

100%

## **26    ESR BI – IAT Consent**

The fields 'IAT Consent' and 'Latest IAT Consent Update' are now available in the EIT Employment Checklist Detail folder within the following subject areas:

- Human Resources – Applicant EIT Detail
- Human Resources – Person EIT Detail

## **27    ESR BI – Professional Registrations and Memberships**

Additional segments for EIT Registrations and Memberships - Professional Registrations details for HCPC and GPC were delivered in ESR Release 38.

These have now been made available for reporting within the Data Warehouse and ESR BI.

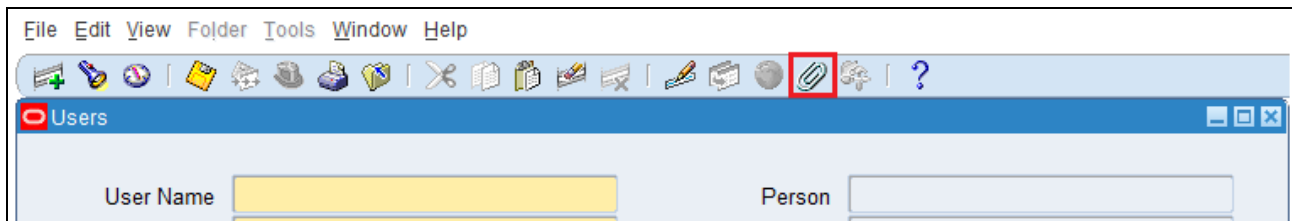
## **28    ESR BI – OLM Data Groups**

OLM Data Group details are now available in the EIT OLM Data Groups folder in the Human Resources - Person EIT Details subject area.

## 29 Attachment Functionality

The attachment functionality (as accessed by the paperclip in the toolbar) has now been enabled on the Users form so that attachments can be added to user records.

**Navigation Path:** XXX Local HRMS User Administration / XXX Local HRMS Systems and User Administration



Full guidance on this functionality can be found in the ESR User Manual as follows:

<https://www.infopoint.esr.nhs.uk/?q=node/3835>

## **30**    **Absence Recording**

The Absence DFF segment 'DH Monitoring' was renamed to 'Related Reason' in Release 44.3.1. As part of this release this change has also been reflected as follows:

### **Data Warehouse**

The 'DH Monitoring' field in the 'Absence Subject Area' has been renamed to 'Related Reason'.

### **ESR BI**

The 'DH Monitoring' field in the 'Human Resources - Absence' subject area and the 'Human Resources - Workforce Profile' subject area has been renamed to 'Related Reason'.