



# ELECTRONIC STAFF RECORD

RN427 Guide to Enhancements and Changes  
Release 45.2.0.0

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 45.2.0.0. 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.

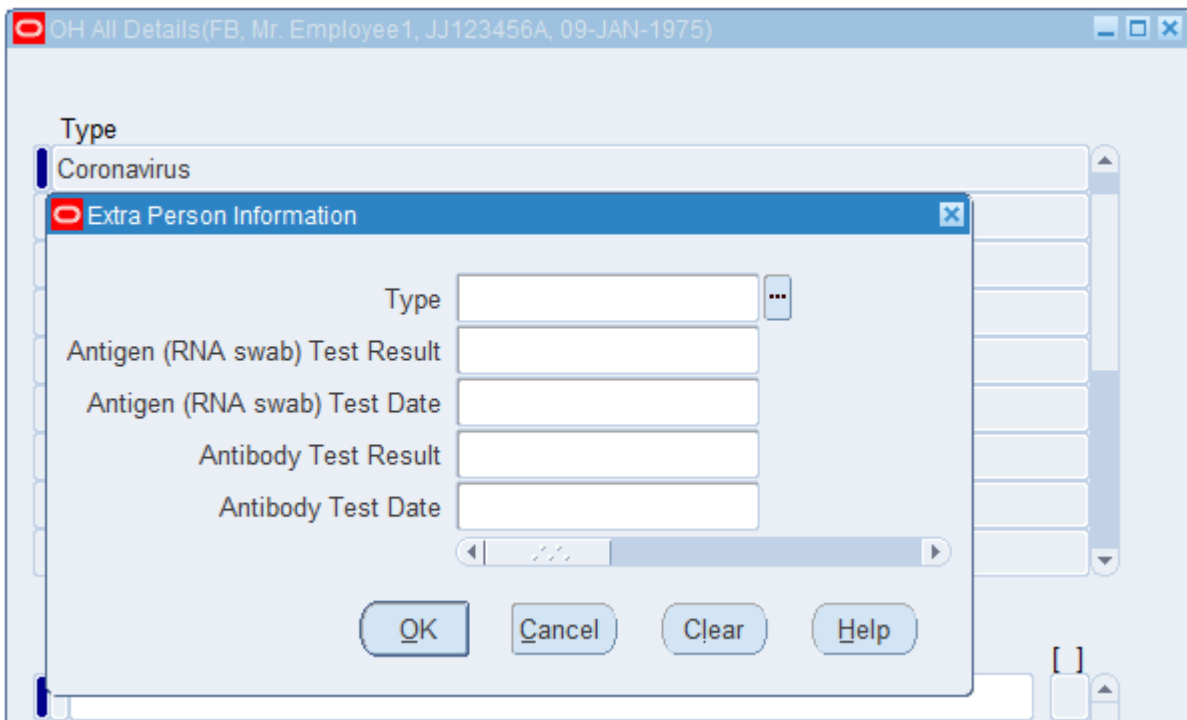
## 2 New 'Immunisations and Checks' EIT – Covid-19

A new 'Coronavirus' EIT has been made available to the following URPs:

- XXX Occupational Health Administrator
- XXX Occupational Health Management (Read Only)

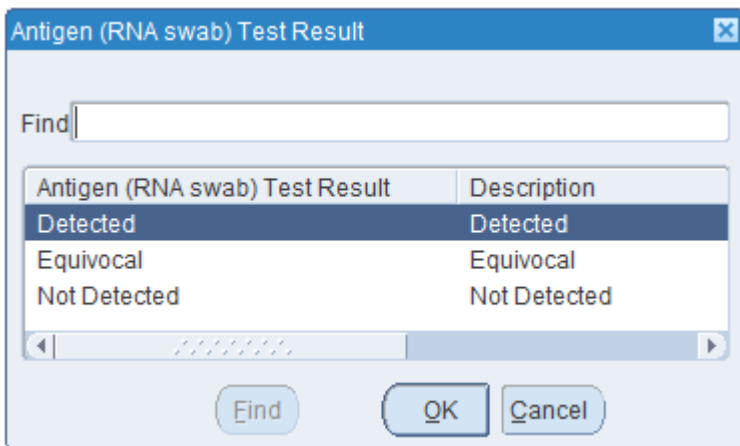
The Coronavirus EIT can be accessed using the following navigation paths:

- Immunisations and Checks
- Health Assessments > EPP Tests / Non-EPP Tests / All Tests
- Requests > Submit Request

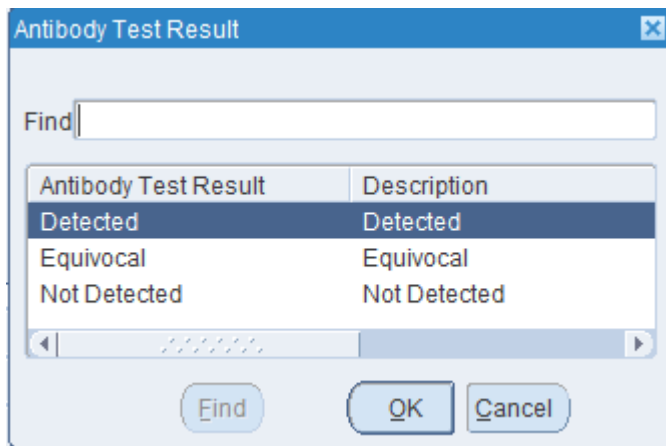


The only value available for selection in the Type field is 'SARS-CoV-2'.

The values available for selection in the Antigen (RNA swab) Test Result field are:



The values available for selection in the Antibody Test Result field are:



The following reports have also been updated to reflect the new Coronavirus EIT:

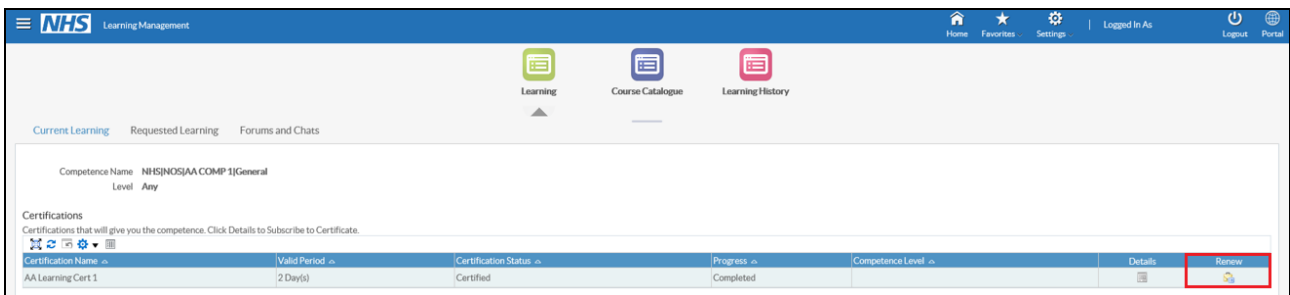
- NHS OH Data Extract Report
  - Information entered in the Coronavirus EIT will be located after Body Fluid and Inoculation Incidents and before Diphtheria Tetanus and Polio Details
- NHS OH Individual Employee Summary Report
- NHS OH Staff List by Individual Test or Immunisation
  - Two new values '*COVID-19: Antibody*' and '*COVID-19: Antigen RNA Swab*' are now available for selection from the Test or Immunisation Name list of values. These values will enable the reporting of information entered on the Coronavirus EIT

### 3 New 'Renew' button for Learning Certifications

If an employee has competencies that have expired, are nearing expiry or have never been achieved, the Find Learning icon can be used to search for all learning events available that will award the competence on successful completion. This page can be reached via the following routes:

- Compliance and Competencies page
- Learner Homepage
- My Compliance Portlet Dashboard

A 'Renew' icon has been added to the Learning Certifications section of the 'Find Learning' search results page.



After clicking 'Find Learning':

If the employee is not yet subscribed to the learning certification the 'Details' icon will be enabled and the 'Renew' icon will be disabled. Clicking on the 'Details' icon will allow the employee to subscribe to the learning certification and enrol on the required classes.

If the employee is subscribed to a learning certification that is renewable but is not yet due for renewal then the 'Details' icon will be enabled. Clicking on this icon will allow users to view the details and courses associated to the certification within the certification period.

If the employee is subscribed to a learning certification that is due for renewal then the 'Details' icon will be disabled and the 'Renew' icon will be enabled. Clicking on the 'Renew' icon will renew the certification creating a new certification period. The user will then be directed to a page that will allow them to enrol onto any mandatory classes (if they are not already enrolled) and also any optional classes (if any have been included).

#### **Known Issues**

- **PRB2001526** – if a learner unsubscribes from a Learning Certification which has not passed its due date, they will be unable to unsubscribe using Find Learning. The user will receive the following error message when trying to re-subscribe: 'This certification is already renewed'. It is advised that Learning Administrators prevent learners from unsubscribing from Learning Certifications by setting the 'Prevent Unsubscribing' field to 'Yes'.
- **PRB2001540** - Where a user has become certified on a renewable learning certification that has restrictions in place based on e-Learning classes being available for enrolment and further courses are added to the certification that also include e-Learning classes then upon pressing the renew button the newly added courses will be displayed disregarding any restrictions that were originally in place. Organisations can add additional offerings to existing courses if they want the original restrictions to apply.

- **Problem Record to be raised** - Where a learner is enrolled on the e-Learning option for a Learning Certification, on renewal, the classroom based options are not displayed where the learner has the option to complete the Learning Certification via e-Learning or classroom.

## **4      Date Place Booked - IAT**

The IAT process has been modified so that when delegate booking information is transferred the 'Date Booking Placed' will be recorded in the Registration Date field of the Add'l Delegate Booking Info. DFF for the enrolment.

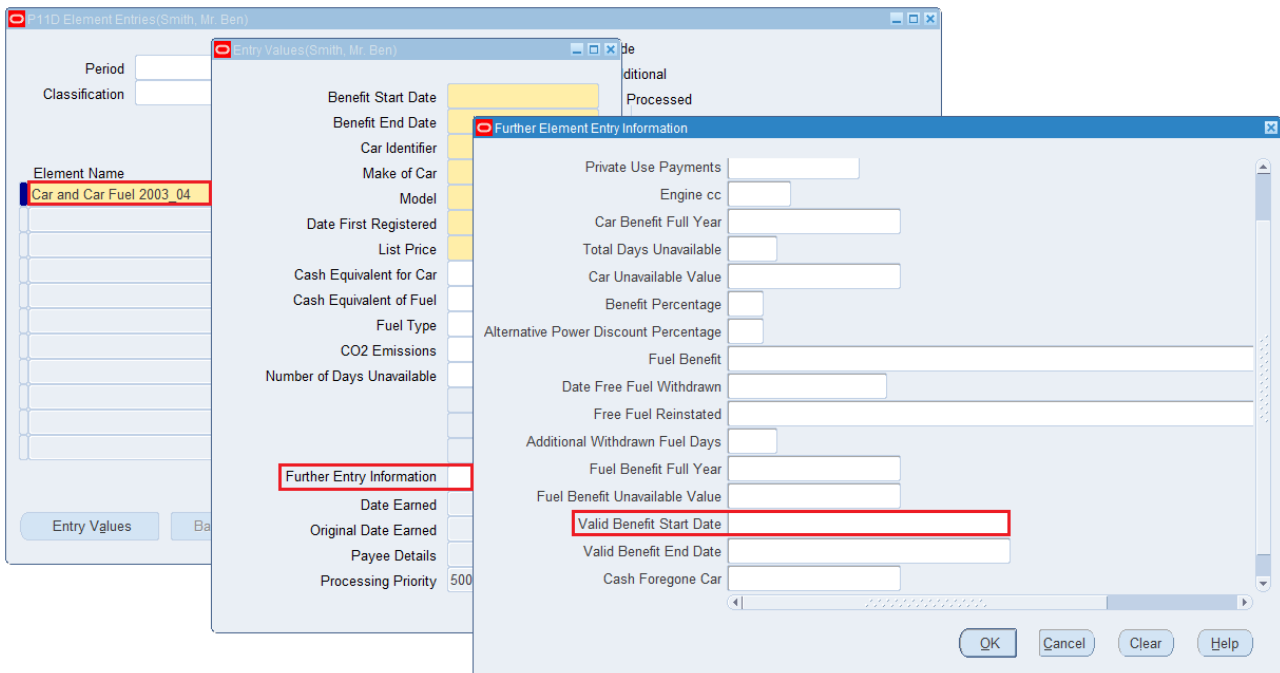
This field can be reported on through BI and appears in the NHS Learning Administration dashboard.



## 5 P11D 2019/20

The following functional changes are made to cater to P11D 2019-20 legislative updates:

1. All Working Sheets have been modified to reflect the new Tax Year 2019-20.
2. For 2019-20, the Number of Days in the Year is changed to 366 as 2020 is a leap year.
3. Multiplier used in calculating the fuel benefit has increased from £23,400 to 24,100, whereas the basic calculation method remains unchanged.
4. Multiplier used in calculating the van fuel benefit has increased from £633 to £655, whereas the basic calculation method remains unchanged.
5. The cash equivalent value used to calculate the benefit for a van which is available for private use has increased from £3,350 to £3,430.
6. The official rate of interest is retained at 2.50%.
7. The Relevant Threshold is the value which forms the basis of the appropriate percentage from 2012/13 onwards. For 2019/20, it is set at 95 g/km.
8. In addition, special rules cover cars where the unrounded CO2 emissions figure does not exceed 75.
9. HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions.
10. A new 'Valid Benefit Start Date' field has been added to Car and Car Fuel 2003\_04 element within the Further Entry Information entry value and should be used to indicate if 06-Apr-YYYY is the actual date of car availability:



A date of 06-Apr-YYYY is reported in the 'From' field in the 'Dates car was available' section F Cars and Car fuel, of P11D Expenses and benefits 2019 to 2020, and only when the Valid Benefit Start Date is set

To Yes. Otherwise the field will be blank. The same rules are in place for AvailFrom field in the XML version of P11D.

11. Fuel Types accepted by HMRC are A, D, and F. The 9 different Fuel Types are reported under the Fuel Types A, D and F (from April 2019):

- Fuel Type B, C, G, H, P and E will be reported as Fuel Type A.
- Type L & D will be reported as Fuel Type D.
- Type F will be reported as Fuel Type F.

12. The format of the P11D and accompanying worksheets has been updated in line with the specification for 2019-20. The XML file produced is also updated to comply with the 2019-20 specification issued by HMRC.

**PLEASE NOTE:** If the Payrolled Benefits (NR) NHS element is used then the Class 1A NIC will have to be manually calculated. If you are also processing P11D's then the P11D(b) can be submitted via ESR. This should be the total Class 1A NIC liability for the both payrolled and non-payrolled benefits. If you are only payrolling benefits in kind then the P11D(b) must be submitted online with HMRC.

Further guidance can be found on ESR Infopoint as follows: <https://www.infopoint.esr.nhs.uk/?q=node/5602>

## 6 Scottish Rates of Tax 2020/21

The 2020-21 Scottish income tax bandwidths and percentages effective from 6 April 2020 are as follows:

The rates used in the calculation of SRIT for 2020-21 are different to those used in the calculation of PAYE for the rest of the UK.

Rate	Percentage	Band
Starter Rate	19%	0 to 2084
Basic Rate	20%	2,085 to 12,657
Intermediate Rate	21%	12,658 to 30,930
Higher Rate	41%	30,931 to 150,000
Additional Higher Rate	46%	Over 150,000

The basic personal allowance is increased, and is same as that for rUK, which is £12,500.

Please note that although the rates of Tax have not changed the bandwidths have.

The revised bandwidths come into effect from payrolls where the payment date is on or after 11-MAY-2020 but are applicable from 06-APR-2020.

Employees on a WK1 / Month1 will not be backdated.

## 7 Covid-19 Sickness - Enhancements

The AFC Average Pay NHS element will have the restriction removed to calculate average pay during sickness for any AFC staff earning above the £18,160 threshold. This will apply to sickness that has the COVID-19 reason recorded in the Related Reason field only.

**PLEASE NOTE:** it is still a manual process to ensure that staff do not go into Half or Nil Pay as a result of Covid-19 related sickness. The Entitlement can be amended as required in the OSP form to ensure that the sickness remains in Full Pay as per the guidance provided in UN2888.

This change will also affect any recurring enhancements that would normally reduce on sickness. If the sickness absence has the Covid-19 Related Reason recorded then these enhancements will continue to be paid as if the person had not been sick.

Users should note that where they have 'Covid-19' absences which have already been processed, then they will need to run NHS Retro Pay by Element with an assignment set created for the affected employees.

## 8 Amendments to the Apprenticeship Assignment EIT

The following update has been made to the List of Values used for Apprenticeship Details - Assignment EIT 'Framework / Standard':

Current Value	New Value
Public Relations Assistant	Public Relations and Communications Assistant

The following 136 new values have been added to the List of Values used for Apprenticeship Details - Assignment EIT 'Framework / Standard':

New Value
Accounts / Finance Assistant
Acoustics Technician
Advanced Forensic Practitioner (custody or sexual offence)
Advanced Furniture CNC Technician
Advanced Upholsterer
Air Traffic Controller
Archaeological Specialist (degree)
Archaeological Technician
Arts Therapist (degree)
Assessor/Coach
Assistant Buyer / Assistant Merchandiser (degree)
Associate Continuing Healthcare Practitioner
Automation & Controls Engineering Technician
Bespoke Furniture Maker
Bid and Proposal Co-ordinator
Bioinformatics Scientist (degree)
Boatmaster
Broadcast and Media Systems Technical Operator
Building Control Surveyor (degree)
Buying and Merchandising Assistant
Career Development Professional
Chartered Town Planner (degree)
Church Minister (degree)
Clinical Coder
Commercial Catering Equipment Technician
Community Safety Advisor
Construction Assembly and Installation Operative
Construction Design and Build Technician
Construction Quantity Surveying Technician
Construction Quantity Surveyor (degree)
Construction Site Management (degree)
Construction Site Supervisor
Counter Fraud Investigator
Cultural Heritage Conservation Technician
Cultural Heritage Conservator (degree)
Cultural Learning and Participation Officer
Design and Construction Management (degree)
Diagnostic Radiographer (integrated degree)
Dietitian (degree)
Digital Community Manager
Digital Support Technician
District Nurse
Drinks Dispense Technician
Early Years Educator
Ecologist (degree)
Electronic Systems Principal Engineer
Employability Practitioner

Engineering Manufacturing Technician
Environmental Health Practitioner (degree)
Environmental Practitioner (degree)
Express Delivery Manager (degree)
Facilities Services Operative
Farrier
Fashion Studio Assistant
Fenestration Fabricator
Fenestration Installer
Fire Safety Inspector
First Officer Pilot
Fitted Furniture Design Technician
Food and Drink Engineer
Funeral Director
Funeral Team Member
Garment Maker
Health Play Specialist
General Welder (Arc Processes)
Hearing Aid Dispenser
Historic Environment Advice Assistant
Improvement Leader
Interior Systems Installer
IT Solutions Technician
Keeper and Aquarist
Landscape/Horticulture Supervisor
Lean Manufacturing Operative
Learning and Skills Teacher
Learning Mentor
Leather Craftsperson
Leisure Team Member
Library, Information & Archive Services Assistant
Lift and Escalator Electromechanic
Manufacturing Manager (degree)
Marina and Boatyard Operative
Marine Surveyor (degree)
Marine Technical Superintendent (degree)
Marketing Assistant
Materials Process Engineer (degree)
Materials Science Technologist (degree)
Metal Fabricator
Motor Finance Specialist
Museums and Galleries Technician
Network Cable Installer
New Furniture Product Developer
Oral Health Practitioner
Packhouse Line Leader
Pharmacy Services Assistant
Pharmacy Technician (integrated)
Photographic Assistant
Physician Associate (degree)
Physiotherapist (integrated degree)
Pipe Welder
Plate Welder
Post Production Technical Operator
Print Technician
Probation Officer
Probation Services Practitioner
Process Leader
Props Technician
Psychological Wellbeing Practitioner
Public Health Practitioner (degree)

Public Sector Compliance Investigator/Officer
Research Scientist
Road Surfacing Operative
Roofer
Sales Executive
Scaffolder
Smart Home Technician
Sonographer (degree)
Specialist Community and Public Health Nurse
Specialist Rescue Operative
Speech and Language Therapist (integrated degree)
Sporting Excellence Professional
Supply Chain Leadership Professional (degree)
Technical Dyer and Colourist
Textile Technical Specialist
Therapeutic Radiographer (integrated degree)
Therapy Assistant Practitioner
Through Life Engineering Services Specialist (degree)
Tramway Construction Operative
Transport Planner (degree)
Vehicle Damage Assessor
Vehicle Damage Mechanical, Electrical and Trim (MET) Technician
Vehicle Damage Paint Technician
Vehicle Damage Panel Technician
Water Environment Worker
Water Treatment Technician
Wireless Communications Rigger
Wood Product Manufacturing Operative

The following 77 new values have been added to the List of Values used for Apprenticeship Details - Assignment EIT 'EPA Centre':

New Values
The Society of Master Saddlers (UK) Ltd
AutoRaise
Willing and Able Limited
Cambridge Marketing College
Cornwall Council
Highways Training UK Ltd
Manchester Metropolitan University
Newcross Healthcare Solutions
Xact Training
Connective Care Education
JGA Limited
Mighty Oak Training
University of South Wales
Crystal Clear (Central) Ltd
Quantum Awards
IMarEST
Acorn Training Ltd
ETC Awards Ltd
University of Essex
Intqual-pro
Best Practice Network Limited
Moor Training Ltd
Advance HE
New College Durham
Rail Professional Development
University of Suffolk
Michael D Akers Management Consulting

Chartered Institute of Internal Auditors
Ravensbourne University London
Association of Professional Sales
Verge EPA Limited
Energy Managers Association
Skills Assessment Ltd
The Vocational Academy Essex LTD
Blackpool and The Fylde College
Chartered Institute of Marketing
Philip Brain Associates Limited
University of Central Lancashire
Community First Academy Trust
Dianne Shackleton Ltd
Holy Family Catholic Primary School T/A Primary Catholic Partnership SCITT
Qualitrain Ltd
Training Works 4 U LTD
Chief Assessments
Royal Town Planning Institute
University of Winchester
Teesside University
Ivybridge Academy Trust
Learning Resource Network
Queen Mary University of London
Frayling Thomas EPA
Emergency Services Training and Resilience Ltd
Quest Training South East Ltd
Mid Somerset Consortium
National Federation of Demolition Contractors
Retail Trust
Financial Services Training Partners LLP
The University Of East Anglia
Insulation and Environmental Training Trust Ltd
Marshall Assessment Limited
Staffordshire University
Central Qualifications
The University of Bolton Higher Education Corporation
LEIA
The University Of Buckingham
University College London
University of Liverpool
National Driving Centre
University of Greenwich
Buttercups Training Limited
Ada, National College for Digital Skills
Tigers Training Centre
The University of Brighton
Advance Assessments Limited
EGS
Nugent
The Worshipful Company Of Farriers Charitable Trust 1994

All of the above changes will be reflected in BI Reporting and in the Data Warehouse.



## **9      Update to GO2 Interface**

The GO2 interface output has now been extended to include data from the 'NHS Consultant Job Plans' EIT.