



ELECTRONIC STAFF RECORD

RN439 Guide to Enhancements and Changes Release 46.0.0.0 and 46.1.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 46.0.0.0 and 46.1.0.0. 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 Temporary Removal of NMC and HCPC Registration Number Validation – Covid-19

To accommodate the recording of registration numbers for temporary registrants that are being employed to meet the emergency workforce requirement due to COVID-19 the validation that is applied to the Registration Number fields for the Registration Bodies NMC and HCPC has been temporarily removed.

3 Updates to New Starter and Termination Notifications

The New Starter Notification has been updated to include 2 new columns for Supervisor Name and Supervisor Email Address.

The new columns are appended at the end of the existing columns as follows:

Worklist >

Projected New Starter Notification

Delete Notification Reassign

To: CHG, Notification
 Sent: 07-May-2020 09:16:52
 Due: 05-Aug-2020 09:16:52
 ID: 767824225

The following Projected New Starters have been entered onto Oracle HRMS and identified as joining within 14 days. You are required to look at the details of each individual, and perform the appropriate actions for each individual.

Organization	Position Title	Location	Job	Grade Description	Employee Number	Applicant Number	Last Name	First Name	Title	Projected Applicant Hire Date	Projected Latest Hire Date	Supervisor Name	Supervisor Email Address
888 Organisation 1	Position 1	Trust 1	Medical and Dental Trust Grade Doctor - Specialty Registrar	NHSJMN35(Specialty Registrar		9999999	Applicant	Applicant	Mr.	07-MAY-2020		CHG, Mr. Manager	m.chg@nomail.co.uk

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***
 ANY REPLIES WILL NOT BE READ AND ARE SENT VIA THE INTERNET.
 IF YOU HAVE ANY QUERIES, PLEASE CONTACT YOUR TRUST SYSTEM ADMINISTRATOR IN THE FIRST INSTANCE.
 ALTERNATIVELY LOG AN ESR SERVICE DESK REQUEST. (HTTPS://SERVICEDESK.ESR.NHS.UK)

The Termination Notification has been updated to include 3 new columns for Work Email Address, Supervisor Name and Supervisor Email Address.

The new columns are appended at the end of the existing columns as follows:

Worklist >

Termination Notification

Delete Notification Reassign

To: CHG, Notification
 Sent: 11-May-2020 17:40:50
 Due: 09-Aug-2020 17:40:50
 ID: 767963629

The following employees have a termination record within 14 days. You are required to look at the details of each individual, and perform the appropriate actions for each individual.

Organization	Position	Location	Job	Grade	Employee Number	Last Name	First Name	Title	Actual Termination Date	Projected Termination Date	Work Email Address	Supervisor Name	Supervisor Email Address
888 Organisation 1	Position 1	Trust 1	Medical and Dental Trust Grade Doctor - Specialty Registrar	NHSJMN25(Specialist Registrar (Medical)	99999999	Employee	Employee	Mr.	08-MAY-2020	08-MAY-2020	e.chg@nomail.co.uk	CHG, Mr. Manager	m.chg@nomail.co.uk

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***
 ANY REPLIES WILL NOT BE READ AND ARE SENT VIA THE INTERNET

NOTE: The Leaver Work Email Address is displayed as a hyperlink that can be clicked on to create a new email to the address.

The email will automatically open in the default mail program defined in your browser. This setting may have to be changed for this functionality to work as expected.

4 Changes to Expiry Notifications

Expiry Notifications that were previously sent 4 months prior to the due date will now be sent at 3 months (90 days) prior to the due date.

Expiry notifications sent to line managers and Expiry Ntf role holders will now list all those with a due date in the next calendar month. This means that expiry notifications will be received once per month rather than on the specific dates as they are at present.

- The one month expiry notification sent to line managers and Expiry Ntf role holders will be sent on the 1st of the month. The notification will list all staff with expiry dates in the following calendar month. This notification will be referred to as the 'Next Month' notification, (previously this was known as the 1 Month notification).
- The three month notification sent to line managers and Expiry Ntf role holders will be sent on the 1st of the month and will show dates for staff with expiry dates in 3 calendar months' time. For example a notification sent on the 1st December will list all staff with expiry dates in March.

NOTE: Short notice expiry notifications remain unchanged.

The updates detailed above apply to the following notifications:

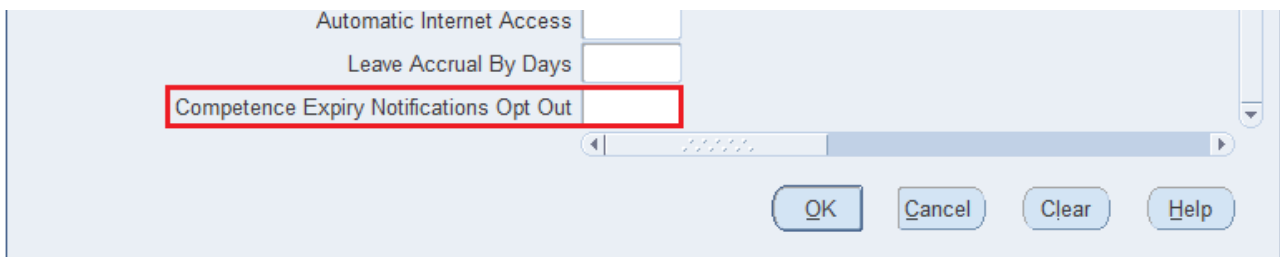
- Fixed Term Contract Expiry Notification
- Registration/Membership Expiry Notification
- Development Review Due Notification
- Competence Expiry Notification

The Competence Expiry Notification that is sent to line managers and Expiry Ntf role holders will only contain Competencies which have been set as a requirement.

A new field called 'Competence Expiry Notifications Opt Out' has been added to the Trust level Organisation DFF. This new field will enable trusts to opt out of receiving Competence Expiry Notifications for competencies that are nearing expiry and are not set as a requirement at any of the following levels: Business Group, Organisation, Job, Position, Supplementary Role or Assignment.

Navigation Path:

XXX Local Workstructures Administration
Organisation > Description > Trust level > Add'l Org. Unit Details DFF.



The screenshot shows a software window with a light blue background. At the top, there are two input fields: 'Automatic Internet Access' and 'Leave Accrual By Days'. Below these is a larger input field labeled 'Competence Expiry Notifications Opt Out', which is highlighted with a red rectangular border. At the bottom of the window, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

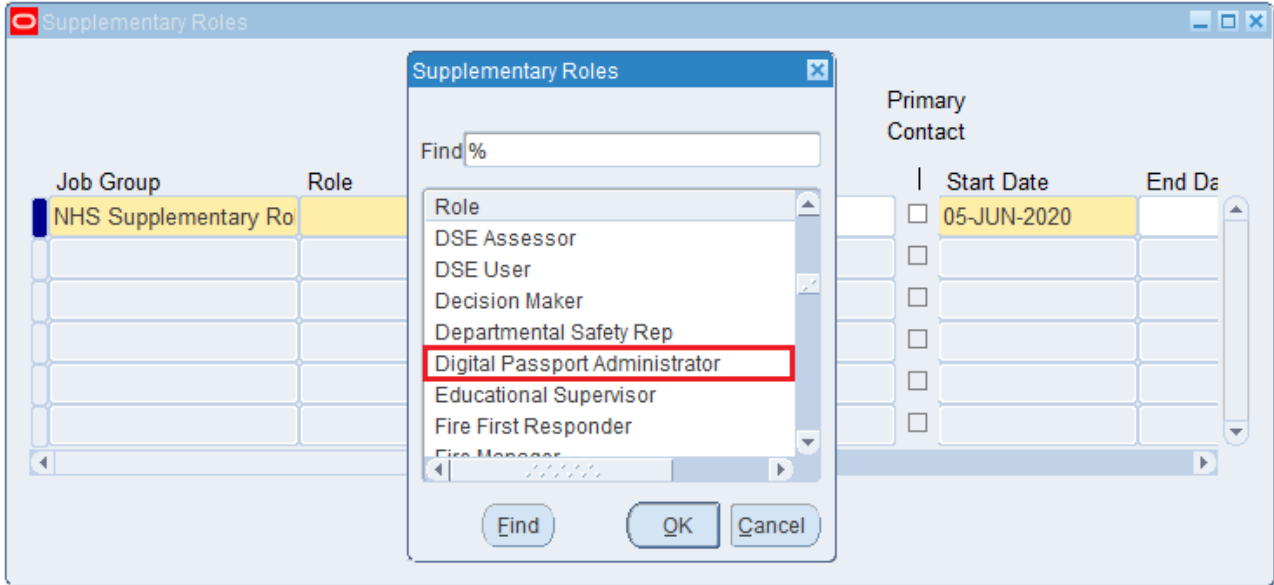
5 New Supplementary Role

A new Supplementary Role called 'Digital Passport Administrator' is available in ESR.

Navigation Path:

XXX HR Administration

People > Enter & Maintain > Others > Supplementary Role



This is also available for reporting in ESR BI.

6 Changes to Shared Parental Leave

The existing Shared Parental Leave Functionality has been extended to allow for Occupational Pay to be automatically generated. This will work in a similar manner to OMP and OSP.

A National Occupational Shared Parental Pay (OSHP) Scheme has been created as follows:

Navigation Path:

XXX Absence Administration

View NHS OSHP Schemes

or

XXX Payroll Super Administration

Fastpath > NHS OSHP Schemes

Length of Service (Months)		Entitlement			Effective Start Date	Effective End Date
From	To	Full	Half	Nil		
0	11	0	0	350	01-JAN-1951	
12		42	126	182	01-JAN-1951	

NOTE: Local Schemes can also be setup depending on local requirements.

When Shared Parental Leave has been recorded click the OSHP button to view the OSHP form:

Shared Parental Pay Birth(Birth, Mr.)

Due Date: 26-APR-2020 Birth Date:

Qualifying Week: 12-JAN-2020 Return Date:

Maternity Leave Start Date: 19-APR-2020 SMP/SMA Start Date: 19-APR-2020

Maternity Leave End Date: 02-MAY-2020 SMP/SMA End Date: 02-MAY-2020

Maternity Leave Weeks Taken: 2 SMP/SMA Weeks already Paid: 2

Notice Date for Curtailment: 02-MAY-2020 MPP/MAP Curtailment Date: 02-MAY-2020

ShPL&P Details Notice and Revoke Partner Details

SPL Start Date: 03-MAY-2020 SPL End Date:

SPL Weeks Taken Previously: 0 ShPP Weeks Taken Previously: 0

SPL Weeks Available: 50 ShPP Weeks Available: 37

Mother SPL Weeks Selected: 24 Mother ShPP Weeks Selected: 13

Partner SPL Weeks Selected: 24 Partner ShPP Weeks Selected: 24

Split Days:

Evidence Statutory Payments Absence Notice QSHP

NOTE: the correct leave to be paid must be entered into the associated Notice form as follows:

Shared Parental Birth Notice (Birth, Mr.)

Parent Employed: Partner Date Notice Given: 01-JAN-2020

SPL Start Date: 03-MAY-2020 SPL End Date: 17-APR-2021

Date of Rejection of Notice:

Mother SPL Start Date	Mother SPL End Date	Partner SPL Start Date	Partner SPL End Date
03-MAY-2020	17-OCT-2020	03-MAY-2020	17-OCT-2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary

Absence Others...

Where the employee qualifies then the corresponding days will generate Occupational Pay according to the rules. This can be reviewed on the OSHP form.

This OSHP form will always default to the national scheme. Where a different local scheme is to be used the correct scheme should be selected from the Scheme LoV and the record saved to see the new allocation.

Shared Parental Pay(Birth, Mr.)

Scheme: **NHS OSHP SCHEME** | Continuous Service Date: 01-JAN-2019

Entitlement					OSHP Qualifying Date
	Full	Half	Nil	Total	09-FEB-2020
Available	42	126	182	350	OSHP Eligibility Date
Partner Days					09-FEB-2019
Days Taken	29	0	0	29	Partner in NHS <input type="checkbox"/>
Days Remaining	13	126	182	321	Notified of No Return <input type="checkbox"/>

Average Earnings

Date From	EEs Pensionable	EEs Non Pensionable	EEs Total	ERs Pensionable
26-APR-2020	584.64	.00	584.64	583.03

Recalculate

OSHP Entries

Processed	Pay Period	Element Name	Date From	Date To	Days			Pension Employe
					Full	Half	Nil	
<input checked="" type="checkbox"/>	2 2020 Calendar Month	OSHP NHS	03-MAY-2020	31-MAY-2020	29	0	0	2,41
<input checked="" type="checkbox"/>	3 2020 Calendar Month	OSHP NHS	01-JUN-2020	30-JUN-2020	13	17	0	2,49
<input checked="" type="checkbox"/>	4 2020 Calendar Month	OSHP NHS	01-JUL-2020	31-JUL-2020	0	31	0	2,58
Totals					42	126	0	13,99

Others...

The OSHP allocation is then used to create the OSHP payment elements for the person as shown in the OSHP Entries section above. This has created the payment elements in the corresponding pay periods.

Note - where the corresponding pay period for an OSHP element has already been processed, then the element for that period will be created in the next unprocessed period.

In the example above the OSHP Payment Elements were created as follows

Pay Period	OSHP Elements For	Full	Half	Nil
02 2020 Calendar Month	May	29	0	0
03 2020 Calendar Month	Jun	13	17	0
04 2020 Calendar Month	Jul	0	31	0
05 2020 Calendar Month	Aug	0	31	0
06 2020 Calendar Month	Sep	0	30	0
07 2020 Calendar Month	Oct	0	17	0

Example Calculation:

The entitlement that is displayed on the OSHP form is the available entitlement i.e. the entitlement from the scheme minus any Maternity/ Adoption leave already used over the 2 weeks minimum.

For example if 6 weeks maternity had already been taken the available entitlement is as follows:

42 days from the scheme – 28 days maternity used (4 weeks above the 2 week minimum) = 14 days remaining

NOTE: You can use the Others button at the bottom of the page to navigate back to Shared Parental Pay form.

The second example shows a scenario where the OSHP is to split between both partners (as both partners work for the NHS):

The screenshot shows a software window titled "Shared Parental Pay Adoption(Adoption, Mr.)". It contains several input fields for dates and week counts. At the bottom, there are tabs for "ShPL&P Details", "Notice and Revoke", and "Partner Details", with "ShPL&P Details" selected. Below the tabs are buttons for "Evidence", "Statutory Payments", "Absence", "Notice", and "OSHP".

Placement Date	12-JAN-2020	Matching Week	12-JAN-2020
Disrupted Placement Date		Return Date	
Adoption Leave Start Date	06-JAN-2020	SAP Start Date	06-JAN-2020
Adoption Leave End Date	10-MAY-2020	SAP End Date	10-MAY-2020
Adoption Leave Weeks Taken	18	SAP Weeks Already Paid	18
Notice Date for Curtailment for SAP	10-MAY-2020	SAP Curtailment Date	10-MAY-2020

SPL Start Date	20-JAN-2020	SPL End Date	
SPL Weeks Taken Previously	0	ShPP Weeks Taken Previously	0
SPL Weeks Available	34	ShPP Weeks Available	21
Adopter SPL weeks Selected	13	Adopter ShPP Weeks Selected	0
Partner SPL Weeks Selected	21	Partner ShPP Weeks Selected	21
		Split Days

In this example the leave for both partners must be entered into the notice:

Shared Parental Adoption Notice (Adoption, Mr.)

Parent Employed: Both Parents
SPL Start Date: 20-JAN-2020
Date of Rejection of Notice:

Date Notice Given: 01-NOV-2019
SPL End Date: 08-NOV-2020

Main Adopter SPL Start Date	Main Adopter SPL End Date	Partner SPL Start Date	Partner SPL End Date
<input type="text"/>	<input type="text"/>	20-JAN-2020	15-MAR-2020
<input type="text"/>	<input type="text"/>	11-MAY-2020	09-AUG-2020
10-AUG-2020	08-NOV-2020	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Absence Summary Others...

On navigating to the OSHP Form the full allocation will go to the employee by default.

Where the other partner is also an NHS employee the allocation of OSHP days should be split between both partners.

Where this is the case the 'Partner in NHS' flag should be ticked and the record saved:

Shared Parental Pay(Adoption, Mr.)

Scheme: NHS OSHP SCHEME

Continuous Service Date: 01-JAN-2018

Entitlement	Full	Half	Nil	Total
Available	0	56	182	238
Partner Days	0	56	91	147
Days Taken	0	0	0	0
Days Remaining	0	0	91	91

OSHP Qualifying Date: 27-OCT-2019
 OSHP Eligibility Date: 27-OCT-2018
 Partner in NHS:
 Notified of No Return:

Average Earnings

Date From	EEs Pensionable	EEs Non Pensionable	EEs Total	ERs Pensionable
12-JAN-2020	668.88	61.58	730.46	667.05

Recalculate

OSHP Entries

Processed	Pay Period	Element Name	Date From	Date To	Days			Pension Employe
					Full	Half	Nil	
<input checked="" type="checkbox"/>	5 2020 Calendar Month	OSHP NHS	10-AUG-2020	31-AUG-2020	0	0	22	2,09
<input checked="" type="checkbox"/>	6 2020 Calendar Month	OSHP NHS	01-SEP-2020	30-SEP-2020	0	0	30	2,85
<input checked="" type="checkbox"/>	7 2020 Calendar Month	OSHP NHS	01-OCT-2020	31-OCT-2020	0	0	31	2,95
Totals					0	0	91	8,67

Others...

Due to the order of the Leave the partner has now been allocated 56 of the Half Days from the available entitlement.

The employee values on the OSHP elements have also been updated accordingly.

But this default allocation can be overridden, say where the couple have decided to give the other partner the Full allocation.

The user can update the partner days as required and saved e.g. to allocate the full days to the other partner.

On saving the employee OSHP NHS elements will get updated accordingly.

Late Updates to the Absence Dates

Please note that where the user goes back and updates the leave dates in the notice and updates the related absences with the corresponding changes, then this can affect the original OSHP elements. In this scenario the user should always navigate back to the OSHP Form and click on the Recalculate button to ensure that the OSHP elements have been updated as required. On saving these changes the OSHP payment elements will be recalculated according to the new absence dates.

This means that for periods not yet processed the OSHP elements will be deleted and recreated. For periods that have already been processed new OSHP Correction elements will be created in the next unpaid

period to make any necessary adjustments.

This also applies to scenarios where additional periods of leave are entered into the notice and corresponding absences created after the original OSHP element creation.

7 **HMRC Advisory Fuel Rates 01-JUN-2020**

HMRC Advisory Fuel rates 01 June 2020

HMRC has published new advisory fuel rates for company cars effective 01-Jun-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	10p	6p
1401cc to 2000cc	12p	8p
Over 2000cc	17p	11p

Engine Size	Diesel
1600cc or less	8p
1601cc to 2000cc	9p
Over 2000cc	12p

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.

8 Employers Rate Change for South Yorkshire LGPS

The Employer rates for South Yorkshire LGPS have been changed from 01-APR-2020 to 21.4%.

The National GRR rules have been updated from 13.5 to 21.4%

9 Pensions Override Date - IAT

The IAT Process has been enhanced so that if the 'Override Pension End Date' field on the 'Pension NHS' element of an employee's Primary assignment has been populated then this value will be transferred into the 'Override Pension Start Date' field of the 'Pension NHS' element of the Primary assignment at the Target VPD + 1 day. For example:

Source Trust:

Override Pension End Date = 05-May-2020

Target Trust (after IAT)

Override Pension Start Date = 06-May-2020

Three new fields have been added to the 'Add'l Element Entry Info.' DFF to record this information:

- IAT Update
- IAT Update Date
- IAT Source VPD

The screenshot shows a dialog box titled "Add'l Element Entry Info." with a scrollable list of input fields. The fields are: Element ID, File ID, Absence Start Date, EWC Date, Scheme Name, AfC Override Hours, Pay During Sickness, NI Adjustment Date, Update for Retro, Non Date Change, Add 2 Statutory Days, IAT Update, IAT Update Date, and IAT Source VPD. The last three fields are enclosed in a red rectangular box. At the bottom of the dialog are buttons for OK, Cancel, Clear, and Help.

Where the 'Override Pension Date' is transferred this will also be logged against the 'Pension NHS' element DFF, updating the field 'IAT Update' to 'YES'. The system date of the update will be recorded in the field 'IAT Update Date'. The VPD for the Source Trust, i.e. where the IAT originated from will be recorded in the 'IAT Source VPD' field.

If the 'Override Pension Start Date' field on the 'Pension NHS' element is updated manually after a previous IAT had been performed then the 'IAT Update' field will be updated from 'YES' to 'NO' but any data present

from the previous IAT will remain i.e. the 'IAT Update Date' and 'IAT Source VPD' fields. This can be used for information but users can manually remove this data if they wish.

If the 'Override Pension Start Date' field on the 'Pension NHS' element is updated manually where no previous IAT has taken place then no update will be made to the 'IAT Update' field and it will remain blank.

When transferred via IAT the 'Override Pension Start Date' will be applied to the current date track row and any future rows for the same entry, if the 'Override Pension Start Date' is currently null.

If there is an existing value in the 'Override Pension Start Date' field (whether populated manually or by a previous IAT) and a subsequent PDS Copy is performed, then no update will be made to the existing values.

Reporting

The three new DFF fields are available to report on in ESRBI via the Human Resources - Element Entry Subject Area.

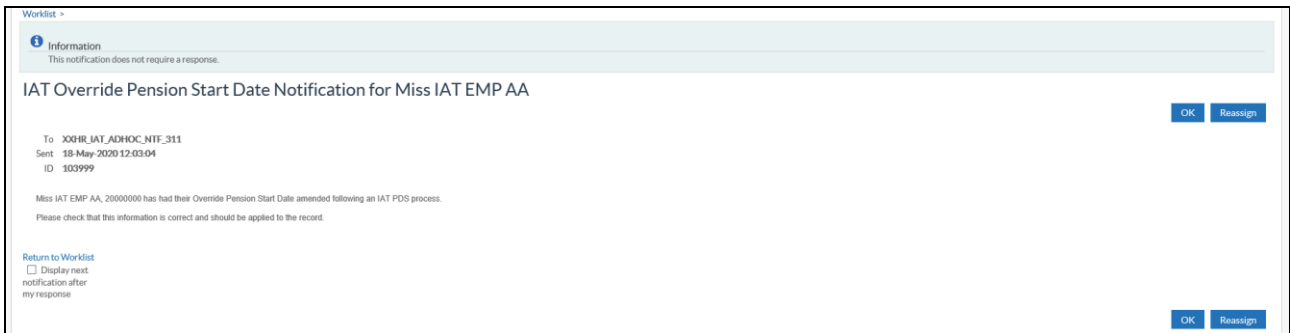
Notifications

A notification will be produced where a non-null 'Override Pension Start Date' is transferred as above. The notification is titled:

'IAT Override Pension Start Date Notification for <Title> <First Name> <Last Name>'

The notification will be sent to users in the 'PDS Notification' role or any locally customised 'PDS Notification' roles if any have been created.

Example Notification:



10 Payslip and P60 View Reporting

The following new forms have been added to View Events in the Audit View Event Subject Area:

- On-Line P60 – Portal
- On-Line P60
- On-Line Payslip
- On-Line Payslip – Portal

These allow organisations to report on when an employee has viewed their payslip or P60 via ESR Self Service. Users can navigate to the View Events tab of the NHS Change Event Log Dashboard to see these additional events.

PLEASE NOTE: these events will only be recorded from the time of this release onwards. Historical data is not available.

11 **Work Mobile – Learning Subject Area**

The 'Work Mobile' Phone Type is now available within ESRBI in the Human Resources – Learning Enrollment and Completion Subject Area.

Navigation:

XXX HR Administration

People > Enter & Maintain > Address > Phones > Type: Work Mobile

This is available in the Delegate Attributes folder and is titled 'Work Mobile Phone Number' in line with the existing Mobile Phone Number.

12 Subjective Code Description – Position Analysis Subject Area

The Subjective Code Description is now available within ESRBI in the Position Analysis Subject Area.