



ELECTRONIC STAFF RECORD

RN446 Guide to Enhancements and Changes
Release 46.3.0.0

Information classification: PUBLIC

Revision Date: AUGUST 2020

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 46.3.0.0. 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 Changes to the Maximum Amount of Annual Leave Carry Over – Covid-19

In line with the Department for Business, Energy and Industrial Strategy (BEIS) guidance, ESR has been updated to allow 4 weeks or 150 hours annual leave to be carried over as a result of the COVID-19 crisis.

3 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).

Example:

Worklist >

Information
This notification does not require a response.

Competence Expiry - Next Month

OK Reassign More Information Request

To: **Manager**
Sent: **01-Jun-2020 13:14:54**
ID: **88228**

The Human Resources Management System has identified that the following members of your staff have Competences due Next month:

Staff Group	Organisation	Last Name	First Name	Title	Assignment Number	Position Number	Position Description	Position Occ Code	Location	Primary Flag	Competence Name	End Date
Nursing and Midwifery Registered	508 Nursing	Month1	One	Mr.	20000001	92751	Nurse	007	508	Y	NHS KSF Capacity and Capability G7 General	12-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month2	One	Mr.	20000002	92752	Nurse	007	508	Y	NHS KSF Communication C1 Core	12-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month3	One	Mr.	20000003	92753	Nurse	007	508	Y	NHS KSF Development and Innovation G2 General	12-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month4	One	Mrs.	20000004	92754	Nurse	007	508	Y	NHS KSF Capacity and Capability G7 General	27-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month5	One	Mrs.	20000005	92755	Nurse	007	508	Y	NHS KSF Communication C1 Core	27-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month6	One	Mrs.	20000006	92756	Nurse	007	508	Y	NHS KSF Development and Innovation G2 General	27-JUL-2020
Nursing and Midwifery Registered	508 Nursing	Month7	One	Mrs.	20000007	92757	Nurse	007	508	Y	NHS KSF Equality and Diversity C6 Core	26-JUL-2020

The employees have also been notified.

- 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 June will list all staff with expiry dates in September.

Example:

Worklist >

Information
This notification does not require a response.

Competence Expiry - 3 Months

OK Reassign More Information Request

To: **Manager**
Sent: **01-Jun-2020 13:14:53**
ID: **88226**

The Human Resources Management System has identified that the following members of your staff have Competences due within 3 months:

Staff Group	Organisation	Last Name	First Name	Title	Assignment Number	Position Number	Position Description	Position Occ Code	Location	Primary Flag	Competence Name	End Date
Nursing and Midwifery Registered	508 Nursing	Months1	Three	Mrs.	20000001	92751	Nurse	007	508	Y	NHS KSF Capacity and Capability G7 General	10-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months2	Three	Mrs.	20000002	92752	Nurse	007	508	Y	NHS KSF Communication C1 Core	10-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months3	Three	Mrs.	20000003	92753	Nurse	007	508	Y	NHS KSF Development and Innovation G2 General	10-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months4	Three	Mrs.	20000004	92754	Nurse	007	508	Y	NHS KSF Equality and Diversity C6 Core	10-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months5	Three	Miss	20000005	92755	Nurse	007	508	Y	NHS KSF Capacity and Capability G7 General	27-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months6	Three	Miss	20000006	92756	Nurse	007	508	Y	NHS KSF Development and Innovation G2 General	27-SEP-2020
Nursing and Midwifery Registered	508 Nursing	Months7	Three	Miss	20000007	92757	Nurse	007	508	Y	NHS KSF Equality and Diversity C6 Core	26-SEP-2020

The employees have also been notified.

IMPORTANT NOTE: Due to the change in frequency of the Next Month and 3 Month notifications there is likely to be an increase in the number of rows included in the notifications received by Managers and Expiry Ntf role holders.

Notifications have a limit regarding the amount of details they can display, as a result in order to ensure all details are accessible we advise Managers and Expiry Ntf role holders to utilise ESR BI reporting and Portlets alongside these notifications.

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.

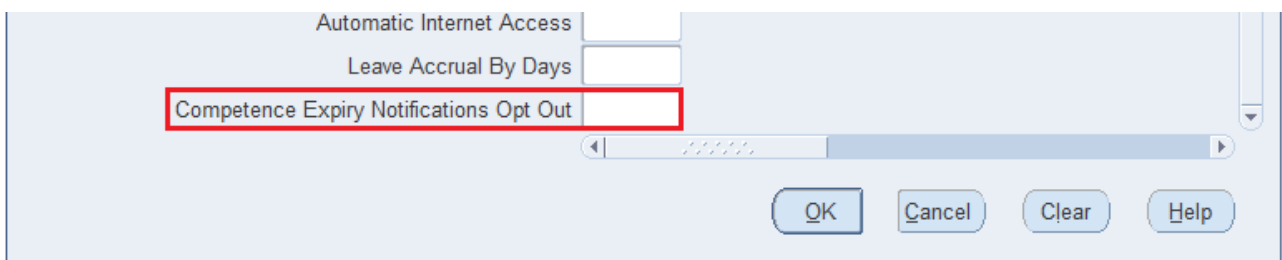
A new field called 'Competence Expiry Notifications Opt Out' has been added to the Trust level Organisation DFF. This will allow organisations to restrict Competence Expiry Notifications sent to employees to contain only those competencies that are set as a requirement.

The options available to select are Yes/No. Leaving the field blank, which is the default setting, will mean that expiry notifications will continue for all competencies.

- Selecting a value of 'Yes' for this field will mean that employees will only receive Competence Expiry Notifications for competencies which are set as a requirement.
- A value of 'No' or leaving the field blank will mean that employees will receive Competence Expiry Notifications for all competencies.

Navigation Path:

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



4 Addition of 'T Level' Qualification

The Qualification Type 'T Level' has been added to ESR and is also reportable in ESR BI.

Navigation Path:

HR and Recruitment Responsibilities
Qualifications

Type	T Level	Start Date	
Title		End Date	
Status		Awarded Date	
Grade		Projected Completion Date	
Establishment		Group Ranking	
Comments			
Awarding Body		Further Information	[]

License | Tuition | Training | Professional Membership | Qualifications Framework Details

License Number	
Restrictions	
Expiry Date	

Subject Details				Major	Grade	Further Information
Subject	Status	Start Date	End Date			[]
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

5 Update ER Rate for LGPS Gloucestershire

The Employer Rate for the LGPS Authority 'Gloucestershire County Council LGPS' has been updated from 24.13% to 25.5%.

This is effective from 01-Apr-2020 and NHS Retro Pay should be run to pick up any changes for affected assignments.

6 Update ER Rate for LGPS Bedfordshire

The Employer Rate for the LGPS Authority 'Bedfordshire County Council' has been updated from 27.9% to 13.8%.

This is effective from 01-Apr-2020 and NHS Retro Pay should be run to pick up any changes for affected assignments.

7 Update ER Rate for LGPS Luton

The Employer Rate for the LGPS Authority 'Luton Borough Council' has been updated from 27.2% to 15.1%.

This is effective from 01-Apr-2020 and NHS Retro Pay should be run to pick up any changes for affected assignments.