



ELECTRONIC STAFF RECORD

RN453 Guide to Enhancements and Changes Release 47.2.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 47.2.0.0. 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 Disability added to My Equality and Diversity Portlet

The Equality and Diversity portlet on the My ESR Dashboard and the My Applicant Dashboard has been updated to include the ability to record Disability Details as follows:

The screenshot shows a portlet titled "My Equality and Diversity" with a help icon. Below the title is a "View Details" link with a right-pointing arrow. The portlet contains the following information:

- Ethnic Origin:** A White - British
- Country Of Birth:** United Kingdom
- Sexual Orientation:** Heterosexual or Straight
- Religious Belief:** I do not wish to disclose my religion/belief
- Marital Status:** Single
- Disability Details:** [Click here](#) to view details


At the bottom of the portlet is a blue button labeled "Update My Information".

If Disability data is already present, the 'Click here' link will display the details:


Disability Category:	No
Start Date:	11/10/2020
Disability Category:	Long-standing illness
Start Date:	09/10/2020

Clicking the 'Update My Information' button will allow you to update the details recorded or enter a new disability record in the following pop-up window:


My Equality and Diversity

Disability Category: Add 

*Disability Category:

*Start Date: 

*Disability Category:

*Start Date: 

In this window new disability records can be added up to a maximum of 5, the category of an existing record can be amended and the start date can be amended but only to a future date. If you attempt to change the date to a date in the past the following error will be produced:

My Equality and Diversity

Disability Start Date cannot be changed to an earlier date x

When a new record is created the status will default to 'Active'. Disability records recorded in ESR with a status of 'Closed' are not displayed in the portlet.

Where multiple updates have been applied to a record, the record with the latest start date will be displayed in the portlet.

Help Text

The portlet help text has been updated as follows:

This Portlet shows your Ethnic Origin, Country of Birth, Sexual Orientation, Religious Belief, Marital Status and Disability Details, click 'View Details' to show or hide this information.

Click the 'Update My Information' to go to the Equality and Diversity form to amend your details. To manage disability information, please use the Start Date to indicate when the change is effective from and amend the category accordingly i.e. to maintain the integrity of the history associated with your record then set the date to when this is effective from and update the category as appropriate. This Portlet will display up to 5 records with a status of Active, to manage the record status please navigate to the self service forms.

The pop-up help text has been updated as follows:

Please review and update your details if necessary. Select the 'Confirm' button when completed. To manage disability information, please use the Start Date to indicate when the change is effective from and amend the category accordingly i.e. to maintain the integrity of the history associated with your record then set the date to when this is effective from and update the category as appropriate. This Portlet will display up to 5 records with a status of Active, to manage the record status please navigate to the self service forms.

Update Modes

Changes made within the portlet on the My ESR Dashboard will be applied as an update.

Changes made within the portlet on the My Applicant Dashboard will be applied as a correction.