ELECTRONIC STAFF RECORD

RN458 Guide to Enhancements and Changes Release 48.0.0.0 and 48.1.0.0

Information classification: PUBLIC

Revision Date: DECEMBER 2020

Contents

1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 48.0.0.0 and 48.1.0.0. 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.

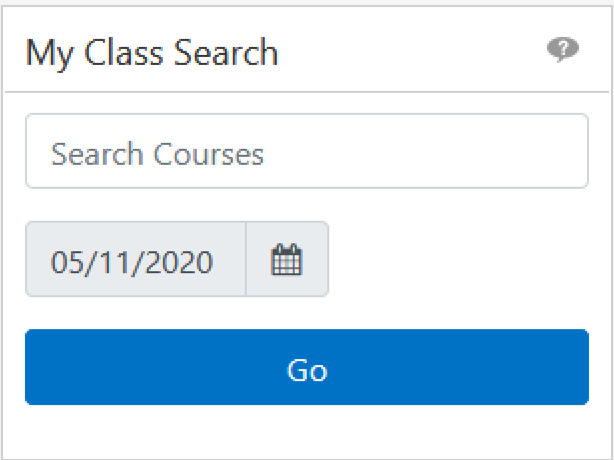
2 Accessibility Statement – ESR Hub

A link to the Accessibility Statement has been added to the footer of the ESR Hub as follows:

https://www.nhsbsa.nhs.uk/accessibility-statement-nhs-electronic-staff-record-esr-hub

3 My Class Search Portlet

A new ‘My Class Search’ portlet is now available on the My ESR Dashboard as follows:



Portlet Help Text

This Portlet allows you to search and view the next 7 days with available classes and gives you the ability to view up to 30 days where available. This excludes online e-Learning.

To search for classes, enter course name and date and select the ‘Go’ button. You can also search for classes with date only.

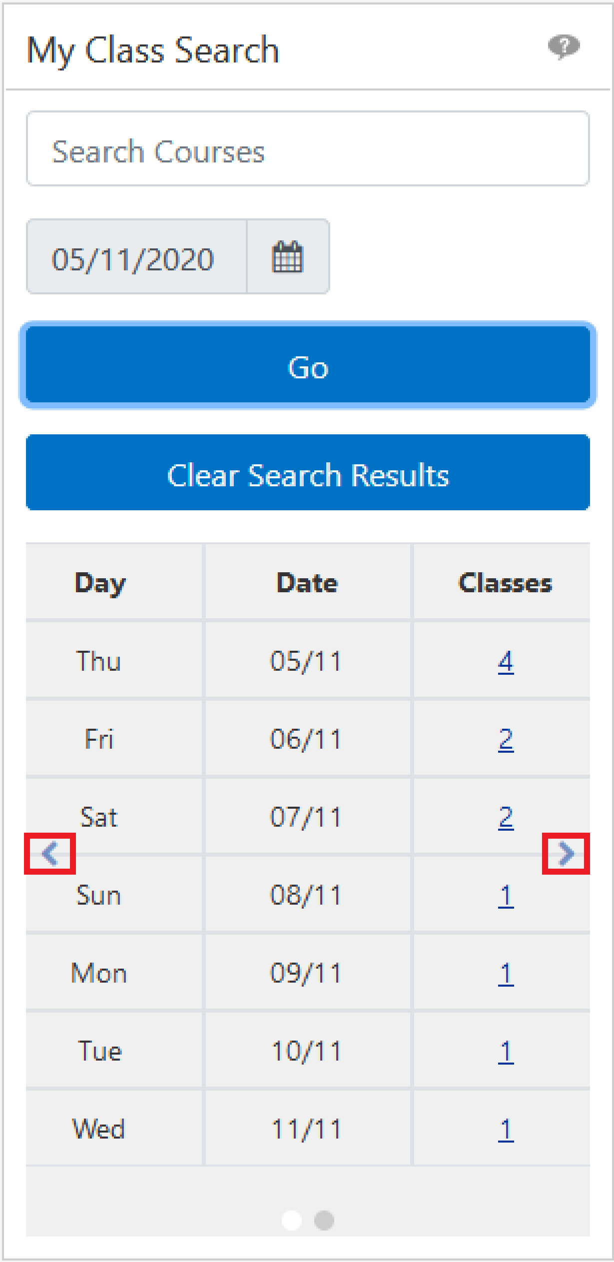
Click on the count of the number of classes matching the search criteria you entered from the search results to see the detailed view of each of the classes available on that day. You will be able to enrol on the class in ESR where required.

Search Functionality

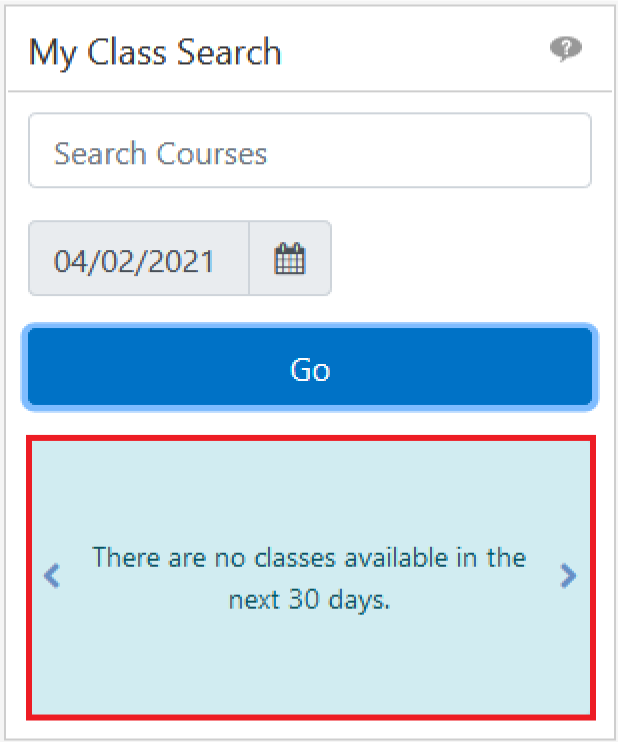
The portlet contains a search facility where a Class name, e.g. XXX Fire Safety can be entered and a date selected from the calendar. Clicking the Go button will return any matching classes scheduled within 30 days of the date selected.

NOTE: The class name is optional and can be left blank to search by date only.

The results will display up to the next 7 days with classes available default. Where more results are available the left < and right > chevrons will be displayed enabling the user to view up to 30 days where available as follows:



If there are no matching classes within 30 days of the date selected the following message will be displayed:



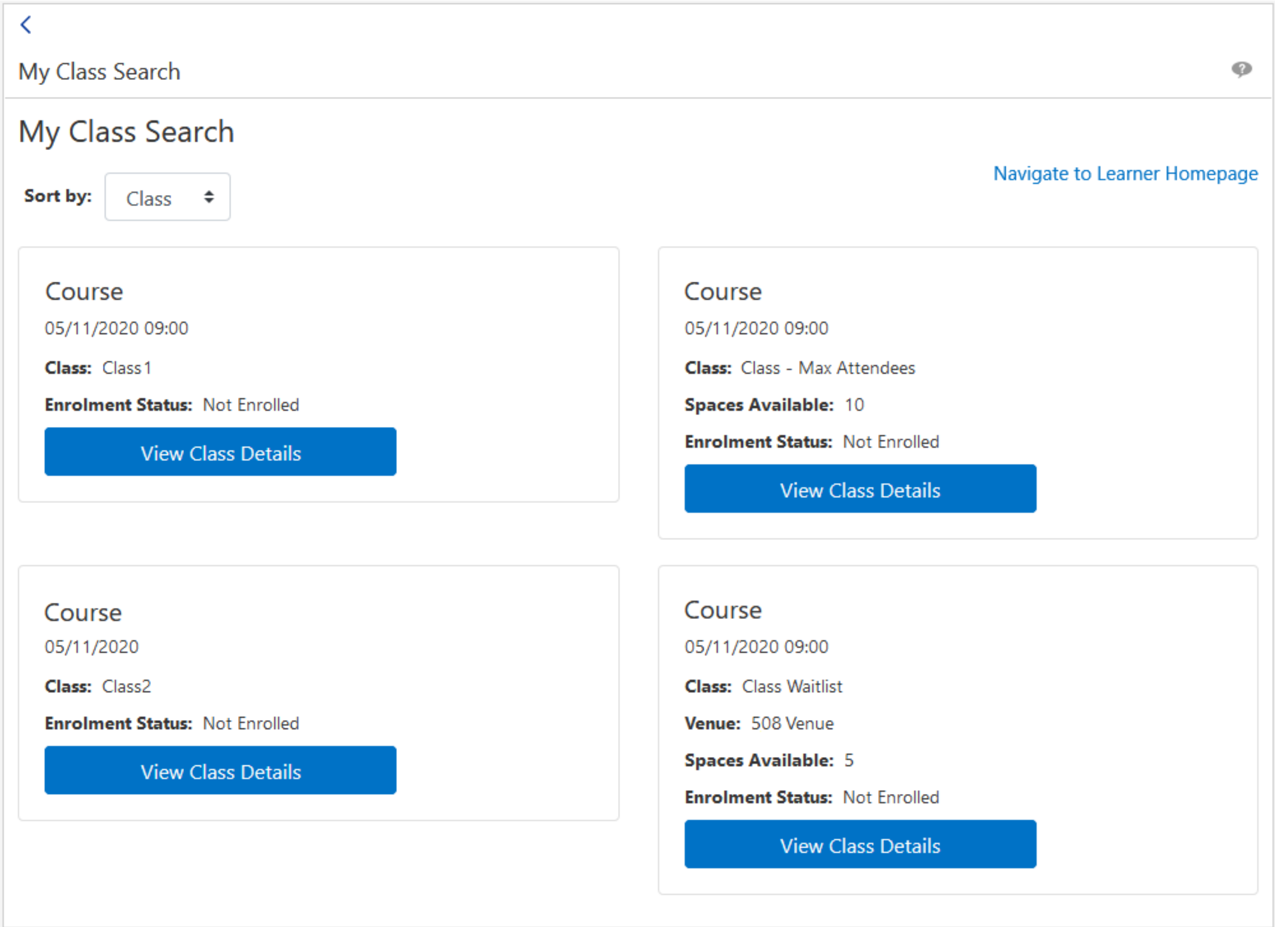
My Class Search – Detailed View

Clicking the hyperlinked number of classes on a given date will open the My Class Search Portal page displaying a detailed view of each of the classes available on that day, sorted alphabetically

The classes will be displayed in the form of cards with each class presented in its own panel. Each class panel will display the following values in the order below:

- Course Name
- Date and Start Time
- Class Name
- Venue
- Spaces Available (from ‘Maximum Attendees’ (Class Page) and ‘Available Seats’ (Catalogue View))
- Enrolment Status

This information will only be displayed where it is held against the class.



View Class Details Button

For each class displayed in My Class Search Portal page, clicking the ‘View Class Details’ button will open the Class Summary page, enabling the user to enrol on the selected class.

Course Name	Class Name	Info	Delivery Mode	Location	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrolment Status	Enrol
Course	Class - Max Attendees		Classroom (physical)			05-Nov-2020	09:00	GMT	English	Normal	Not Enrolled	

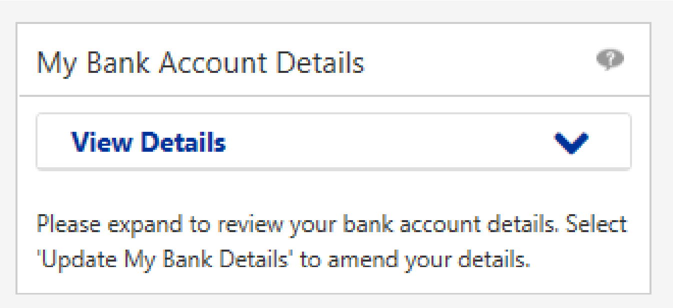
NOTE: The Enrol icon within the Class Summary page will be greyed out if the user is already enrolled.

Learner Homepage

The ‘Navigate to Learner Homepage’ hyperlink is also available within the My Class Search Portal Page which, when clicked, will navigate the user directly to their Learner Homepage.

4 My Bank Account Details Portlet

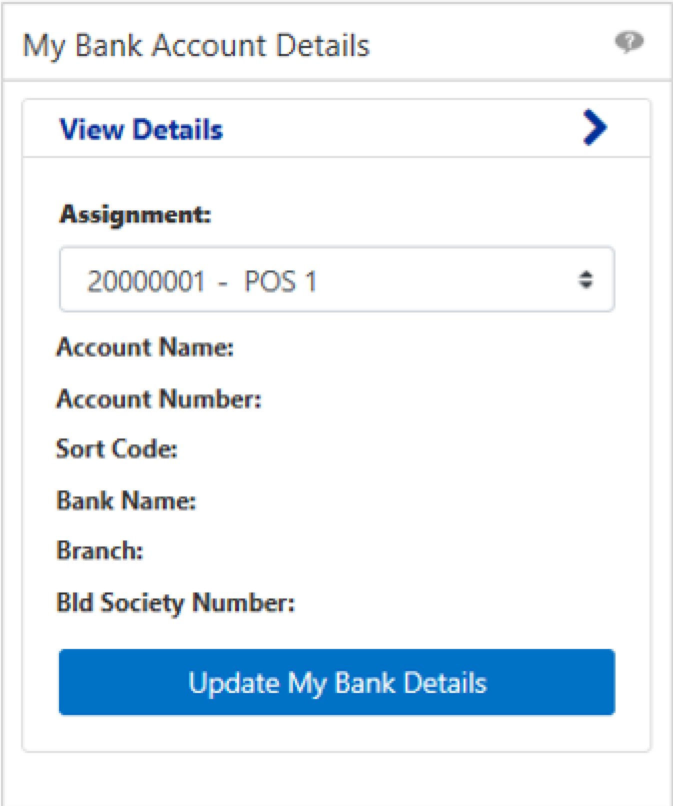
A new ‘My Bank Account Details’ portlet has been added to the ‘My ESR Dashboard’ as follows:



The portlet enables uses to update the bank details of their priority 1 bank account for any given assignment. Any changes made by the user will update the Pay Method form within ESR.

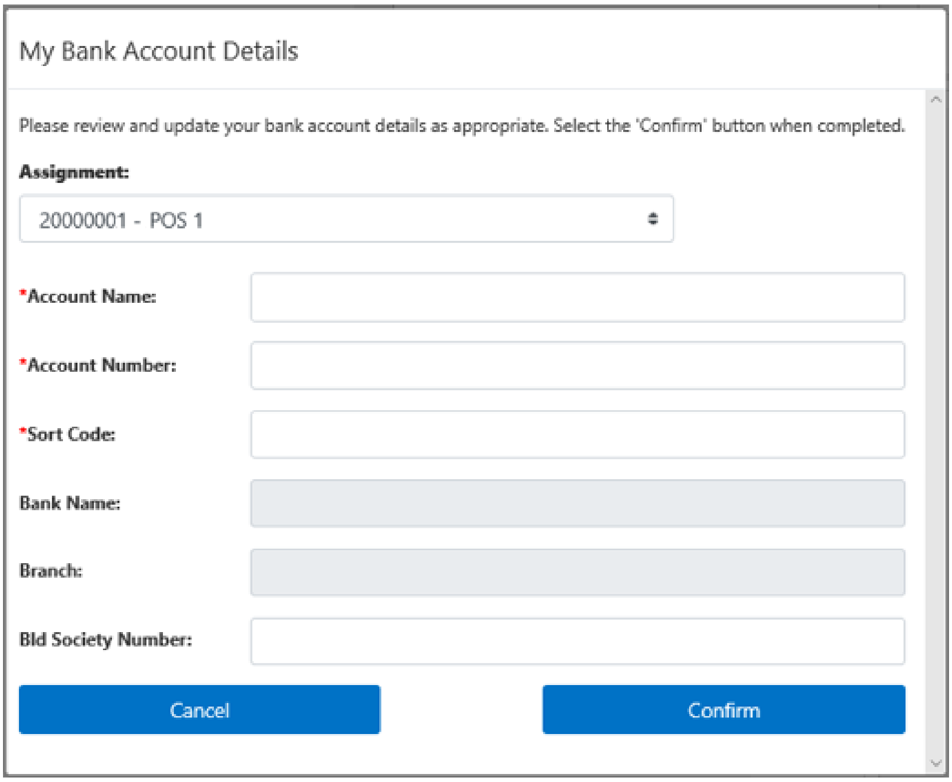
Add and Update Details

The Portlet is collapsed by default. Clicking ‘View Details’ will expand the portlet as follows:



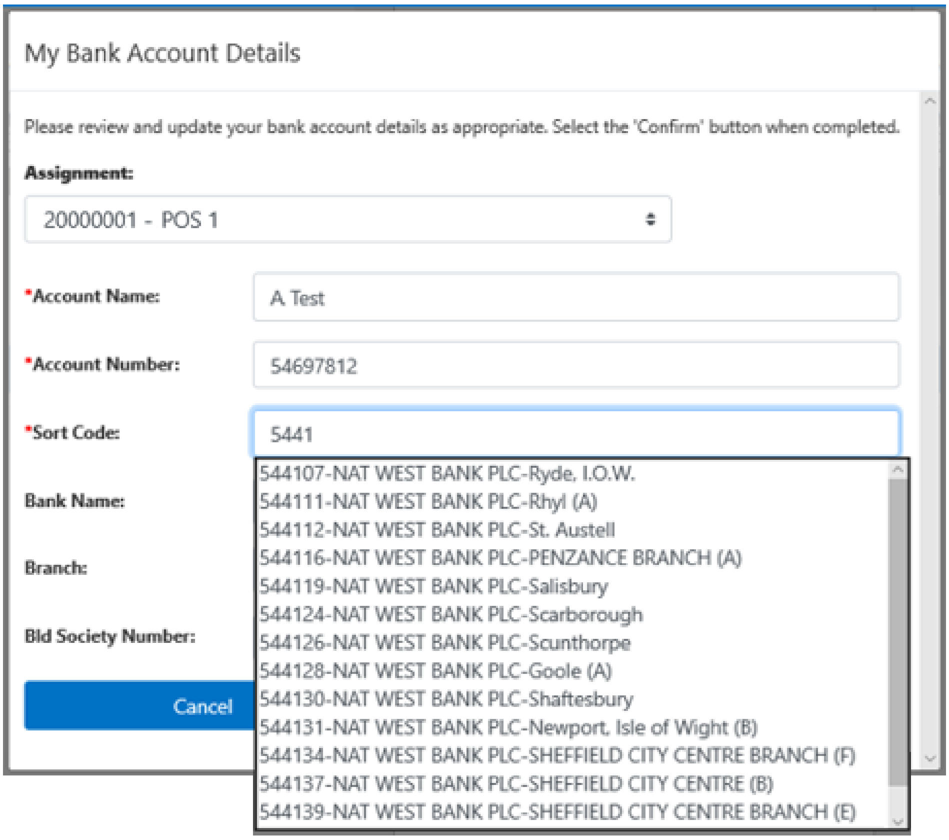
The portlet will display the bank account details for the primary assignment by default however any additional assignments can be selected from the Assignments dropdown list.

Where no bank details currently exist clicking the ‘Update My Bank Details’ button will enable the user to enter their details in the following pop-up window:

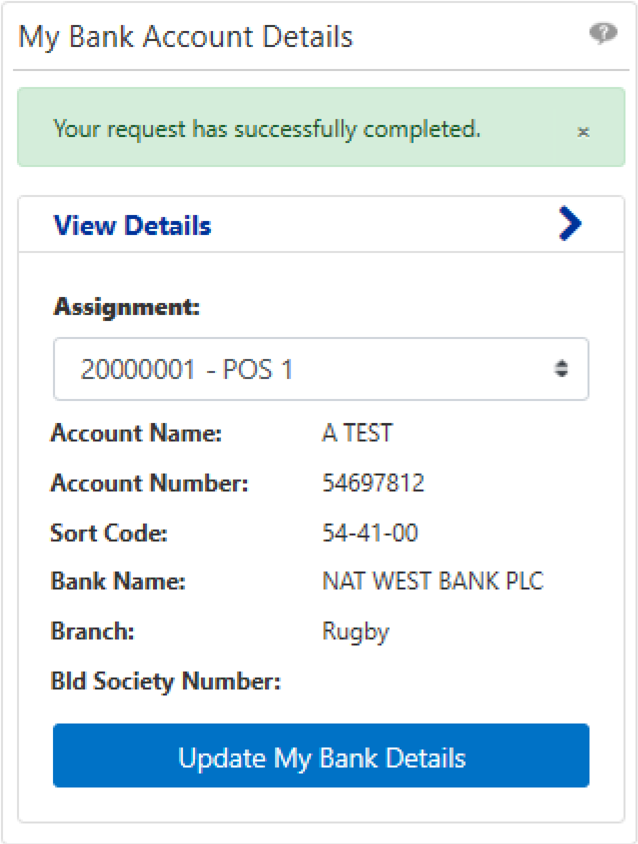


The Account Name and Account Number are free text fields.

Entering a partial Sort Code will return a list of values as follows:



Once all of the required information has been entered, clicking the Confirm button will display the following message:

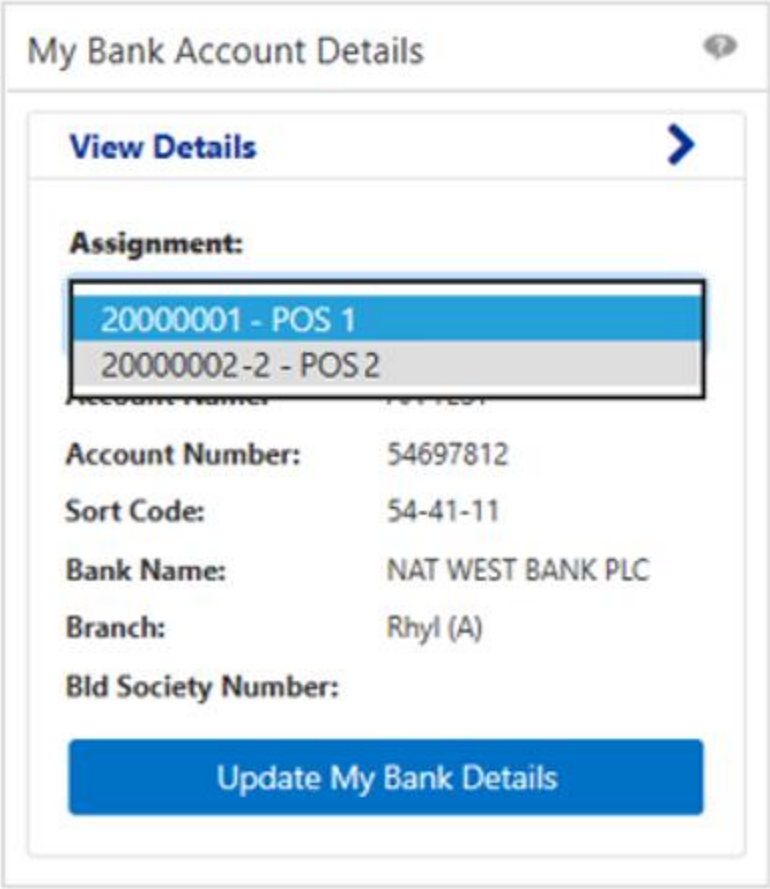


NOTE: When new bank account details are entered the Priority will be set to 1 and the Percentage set to 100 by default.

The steps to add new bank acocunt details should also be followed to update existing bank account details.

Multiple Assignments

Where an employee has multiple assingments they can toggle between the different assignments using the Assignments dropdown list as follows:



Selecting the relevant assignment will display the priority 1 bank details for the chosen assignment. The user will then be able to view, update or add (where no details are present) details for that particular assignment.

Portlet Help Text

> This Portlet shows the priority 1 bank account details for your active assignment(s) where available, click 'View Details' to show or hide the information.
> Click 'Update My Bank Details' to go to the Bank Account Details form to amend your details.

Error Messages:

The following message will be displayed in the portlet where the selected assignment does not have a Payroll defined against it. The user will be prevented from adding any bank details:

> **Information:** This assignment has no payroll; you cannot enter your bank account details.
> Please contact your HR or Payroll Department.

The following message will be displayed in the portlet where the Payroll attached to the assignment does not have a valid payment method. The user will be prevented from adding any bank details:

> **Information:** No valid bank account details are available for this assignment payroll. Please contact your HR or Payroll Department.

The following message will be displayed in the My Bank Account Details pop-up window when the Account Name being entered exceeds more than 18 characters:

> You have exceeded the character limit for account name

The following message will be displayed in the My Bank Account Details pop-up window when the Account Number being entered exceeds more than 8 characters:

> You have exceeded the character limit for account number

NOTE: An account number will be preceded with zero(s) automatically where it is less than an 8-digit number, for example 00002323.

The following message will be displayed in the My Bank Account Details pop-up window displayed when the Building Society Number being entered exceeds more than 18 characters:

> You have exceeded the character limit for bld society number

The following message will be displayed in the My Bank Account Details pop-up window displayed when invalid data has been entered, for example an invalid sort code:

> The request could not be processed, please try again later.

The following message will be displayed in the My Bank Account Details pop-up window displayed when a mandatory field has not been completed upon pressing the ‘Confirm’ button:

> Please enter or select a value for the mandatory field(s) highlighted in red below

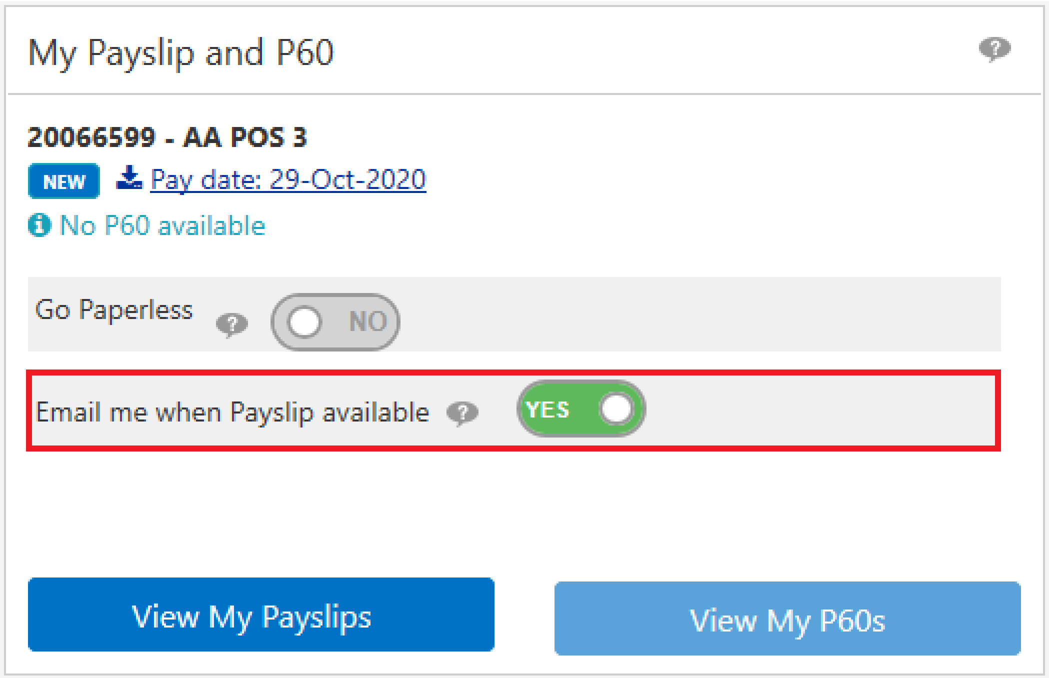
NOTE: When any of the above error messages are displayed, the field that required actions will be highlighted in red.

5 Payslip Available Email Notification

A new FYI email will now be delivered to employees to prompt them to view their latest online payslip.

The emails are controlled centrally by a national process which runs daily. The process will take into account the Payslip offset date on the Payroll Description form so that the email is generated in accordance with when the payslip is made available in Self-Service and is highlighted on the ESR Portal in the 'My Payslip and P60' portlet as 'NEW'.

The 'Email me when Payslip available – Yes/No' toggle button is available within the 'My Payslip and P60' portlet to enable users to opt in/out of receiving the email notification advising them that their payslip is available to view as follows:



NOTE: The toggle button is set to 'No' by default, users will not receive the email notification and will be required to 'opt in' to receive it.

Where the user sets the toggle button to 'Yes' the portlet will be updated, and the user will start receiving the email notification.

Where the user sets the toggle button to 'No' (default setting) the portlet will be updated, and the user will not receive the email notifications.

When hovering over the help icon within the 'Email me when Payslip available – Yes/No' toggle button the following pop-up message will be displayed:

> By selecting to receive emails, you will be sent an email as soon as the payslip is available to view. The email address used can be viewed within the My Personal Information Portlet. You can change this setting at any time to opt in or out.

Emails will only be sent to users opted in at the time the central process is run for that period. For example the central process is run on 15th of the month and the payslips are available on 25th of the month. Users opting in between 15th and 25th **will not** receive an email for that period.

The option to opt in/out is only available via the ‘My Payslip and P60’ portlet and cannot be amended within ESR.

Typically, there will only be one email generated for each user opted in to receive these emails on any date at which a payslip becomes available for them. This means that users with multiple assignments on the same or different payroll schedules will only receive one email on days where the payslip availability for these assignments overlap.

The exception to this is if payslips are published late i.e. on the same date at which they become available, as these will not be processed by the daily process, but instead will generate an ad-hoc process to be run.

The email generated will depend on whether the user has a single payslip available for a given assignment on a given day, or multiple payslips available for multiple assignments on a given day.

EMAIL 1 - Where a person has a single assignment OR multiple assignments but with different payslip availability dates, the below email will be sent:

> **Subject:** ESR Payslip now available.
>
> **Body of the Email:**
>
> Your ESR Payslip is now available to view and download for your employment with **assignment** number ending XXXXX678-2.
>
> Please log into ESR to access your payslip.

EMAIL 2 - Where a person has a multiple assignments with the same payslip availability date, the below email will be sent:

> **Subject:** ESR Payslip now available.
>
> **Body of the Email:**
>
> Your ESR Payslip is now available to view and download for your employment with **employee** number ending XXXXX678.
>
> Please log into ESR to access your payslip.

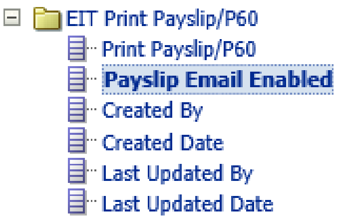
The first 5 characters of the Employee and Assignment number are replaced with XXXXX for security purposes and to also help users recognise that the email is from a genuine source.

For example:
Employee Number 12345678 is displayed as Employee Number XXXXX678.
Assignment Number 12345678-2 is displayed as Assignment Number XXXXX678-2.

Reporting

The ability to report on users opted in/out of the payslip email notification is available within ESR BI as follows:

Human Resources – Person EIT Details > EIT Print Payslip/P60 > Payslip Email Enabled



6 Changes to Icons and Buttons

As part of this release the following changes are introduced throughout the Self Service and OLM pages.

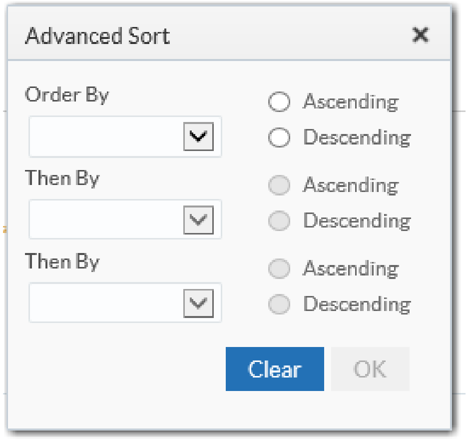
3 dot icon

This icon is available next to tables throughout Self Service and OLM and groups together a number of other icons related to a table such as Detach, Refresh and Settings as follows:

Advanced Sort

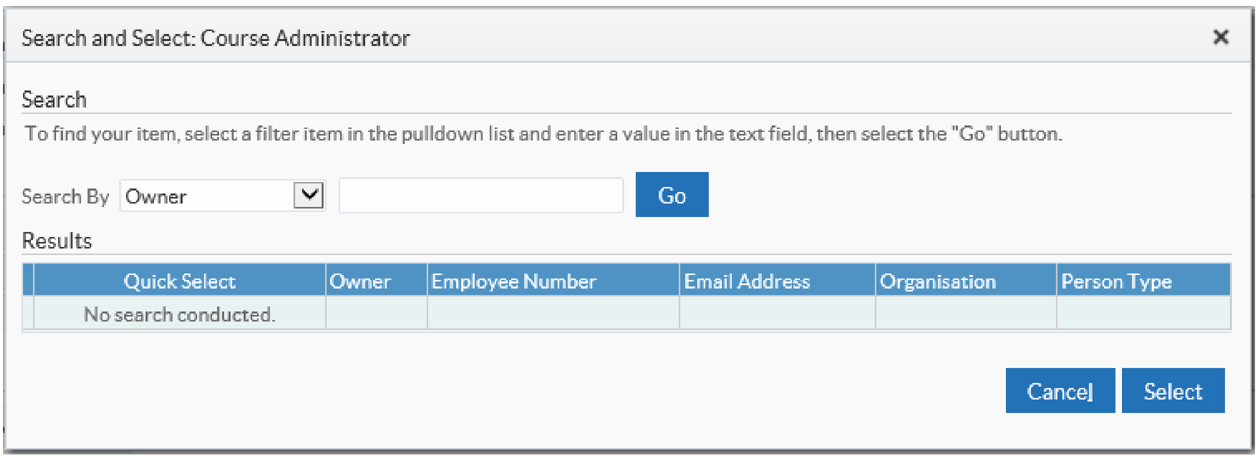
Within the 3 dot icon, an Advanced Sort option is available on a number of tables:

The Advanced Sort enables users to sort table results in Ascending or Descending order as follows:



Search and Select

The Cancel and Select buttons on the Search and Select windows are now displayed beneath the search results.



7 Enhanced Copy Class Functionality

The Copy Class functionality now enables Learning Administrators to copy more data from the original class. There are now 4 separate pages for copying information from one class to another as follows:

- Class Details
- Learner Access Details
- Session Details
- Resource Details

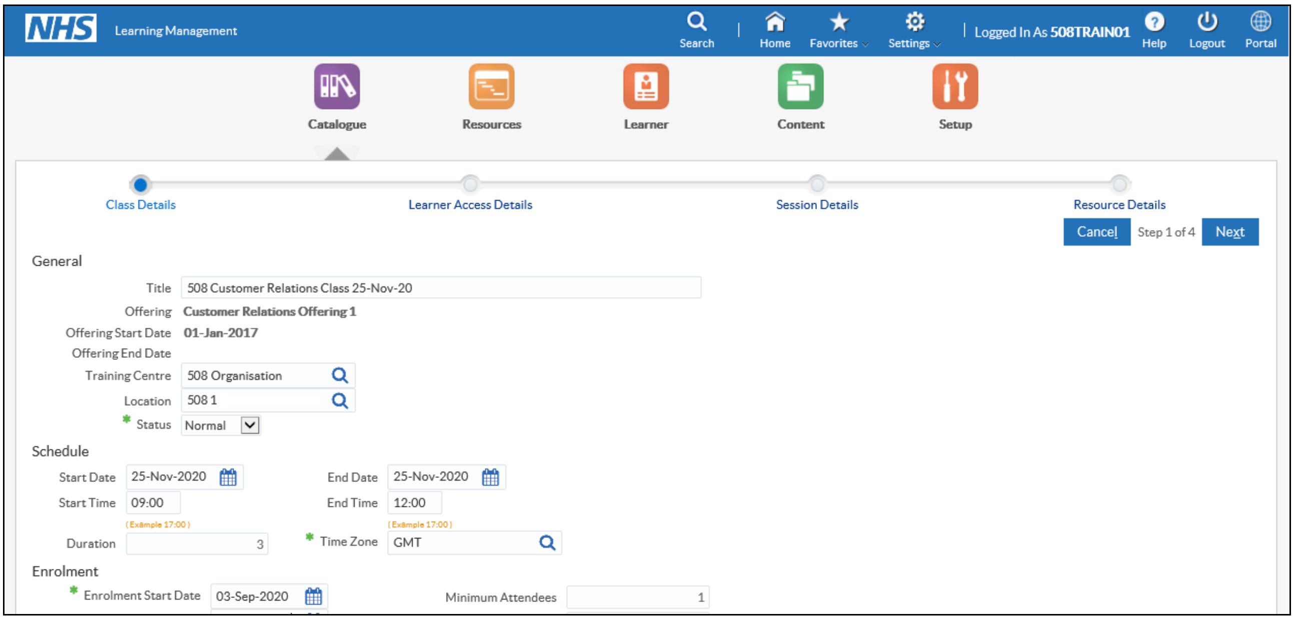
NOTE: Evaluations and Enrolments are not affected as part of this change and will therefore **will not** be copied as part of this functionality.

Navigation Path:
XXX Learning Administration / XXX Class Administration
Manage Learning > Catalogue > Classes

When a class is copied, Learning Administrators can accept the details of the copied class or add new details as applicable:

Class Details
This is where you can update the name of the copied class as well as information such as Class Status, Location, Start and End Dates, Duration, and Time Zone. Enrolment details and Minimum and Maximum Attendees can also be accepted or updated if required.

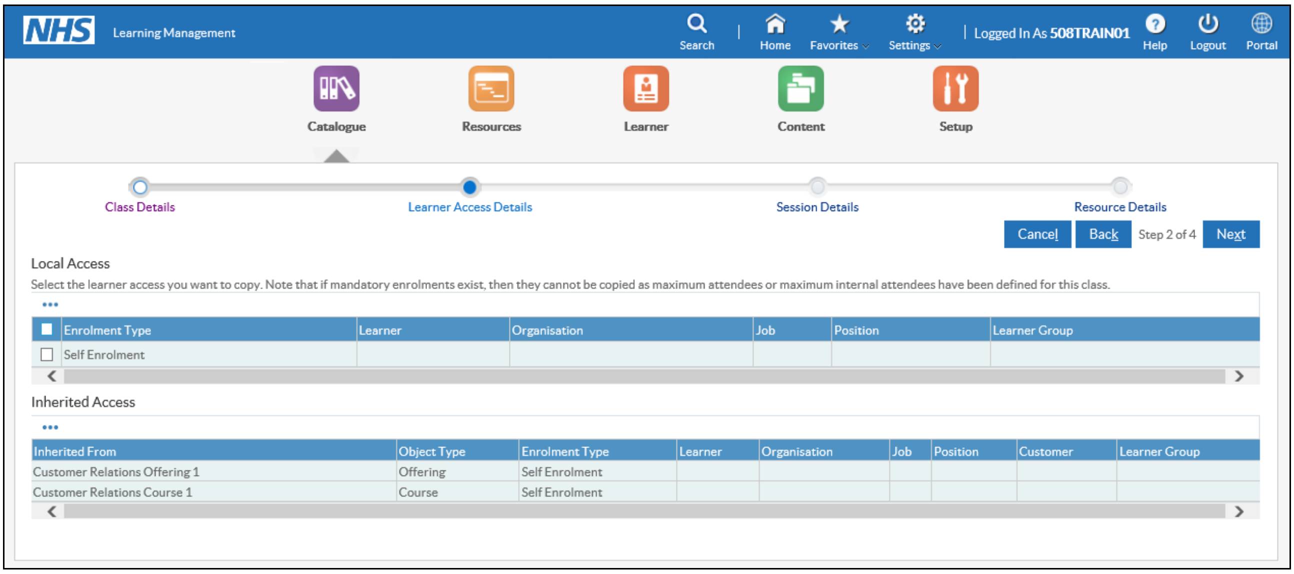
Once changes are made, click the **Next** button to move to the next step.



Learner Access Details
To copy learner access details set at class level, the class that the Learning Administrator initially copied must not be public and the class must have learner access. Also, the new class that is being created must not be public.

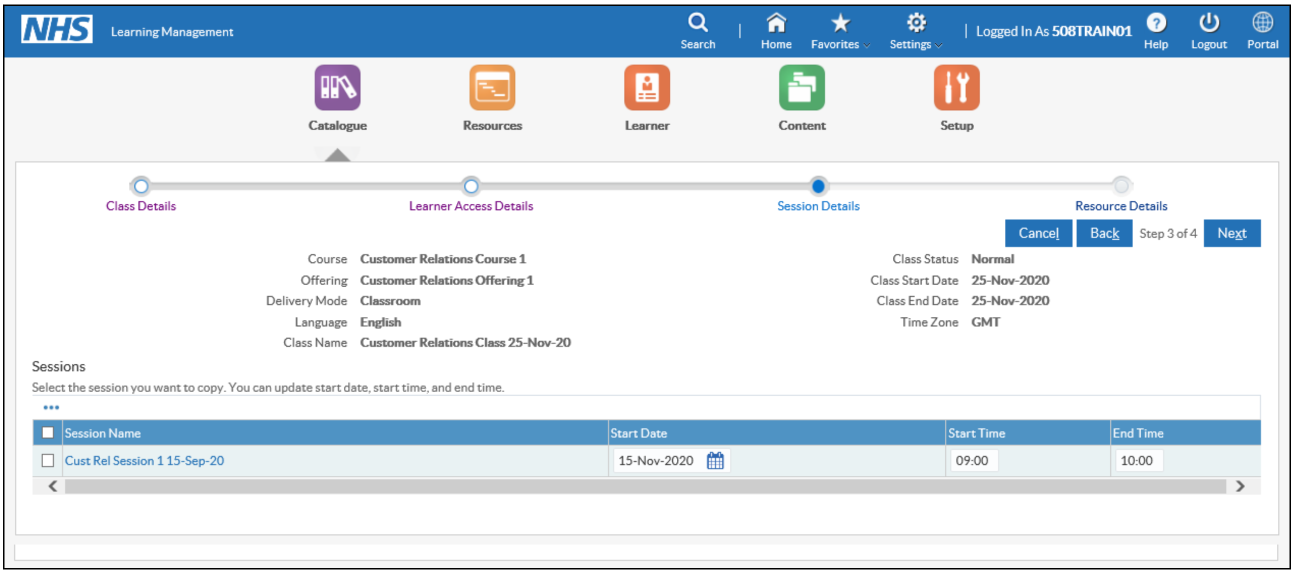
Learner access settings inherited from the associated offering and course are automatically inherited by any classes created.

Select the Learner Access you wish to copy and click the **Next** button.



Session Details

To copy session details, the class that the Learning Administrator initially copied must have sessions and the new class must have an end date. Click the **Next** button to move to the next step.

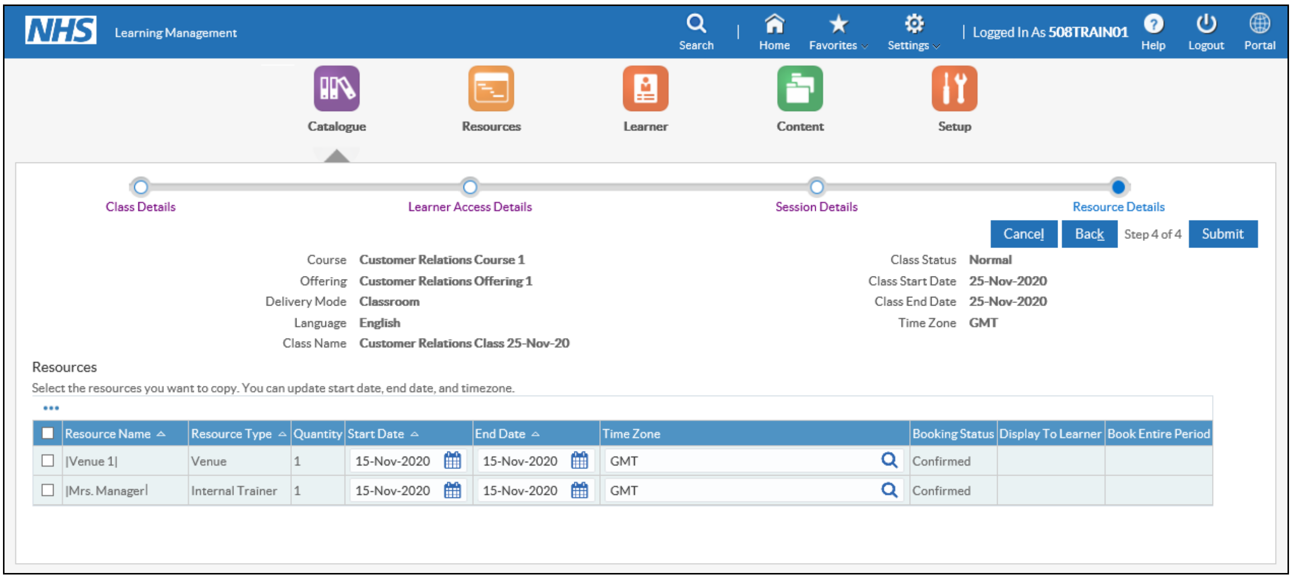


NOTE: The Session Name cannot be updated as part of the copy process. In addition the session resource bookings, training centre and location will not be copied. These items will need to be updated once the new session has been created.

Resource Details

To copy resource details, the class that the Learning Administrator initially copied must have resource bookings. Trainers and venues cannot be double booked.

If copying resources, the start and end date of the resources must be amended to reflect the start and end date of the new class.



NOTE: Only class resource bookings will be copied.

Click the **Submit** button to complete the process.

8 Ability to Delete Subscriptions to Certifications

Learning Administrators can now delete one or more subscriptions to a Learning Certification using the Delete button on the Subscriptions or Enrolments and Subscriptions page.

NOTE: Certification subscriptions can only be deleted if none of the active certification components have been completed by the learner. Furthermore, when subscriptions are deleted, learners will not receive any notifications.

Navigation Path:
XXX Learning Administration
Manage Learning > Catalogue > Search for Learning Certification > Subscriptions

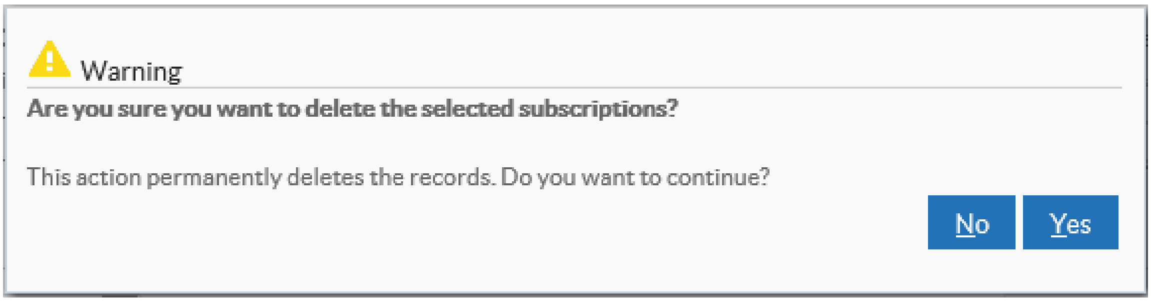
or

Manage Learners > Enrolments and Subscriptions

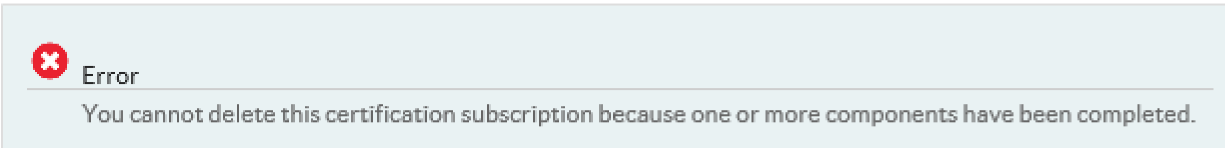
New Delete button

Messages

The following warning message will be displayed when the delete button is selected for a subscription:

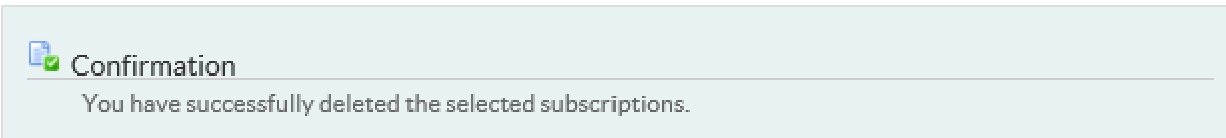


If a Learning Administrator attempts to delete a subscription where one or more of the components have been completed then the following error message will be displayed.



NOTE: This error message will also be displayed, and no subscriptions will be deleted, if a Learning Administrator selects multiple subscriptions to delete and one or more of the subscriptions have completed one or more of the components.

If a Learning Administrator successfully deletes a subscription the following confirmation message will be displayed.



Known Issue

When selecting multiple subscriptions to delete only one subscription will be deleted but the following confirmation message will still be displayed '*You have successfully deleted the selected subscriptions'*.

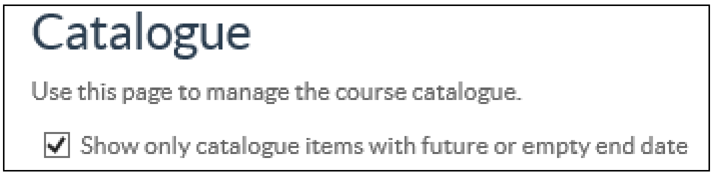
This has been raised with our third party supplier and is detailed on the Known Error Log under PRB2001812.

9 Ability to Hide Old Catalogue Items

Learning Administrators now have the ability to hide learning events in the Learning Catalogue that are no longer used, for example they have an end date in the past.

Navigation Path:
XXX Learning Administration / XXX Class Administration
Manage Learning > Catalogue

The ‘Show only catalogue items with future or empty end date’ check box on the Catalogue page, when checked, will only display learning events with a future (or empty) end date:



The checkbox is ticked by default however Learning Administrators can choose to display end dated items by unticking the checkbox. The setting will apply to the login session of the individual Learning Administrator only and will be retained until the Learning Administrator leaves the Catalogue, Resources, Learner, Content or Setup tabs.

NOTE: The checkbox functionality applies to the Catalogue view and replicates the functionality already available via the Catalogue search..

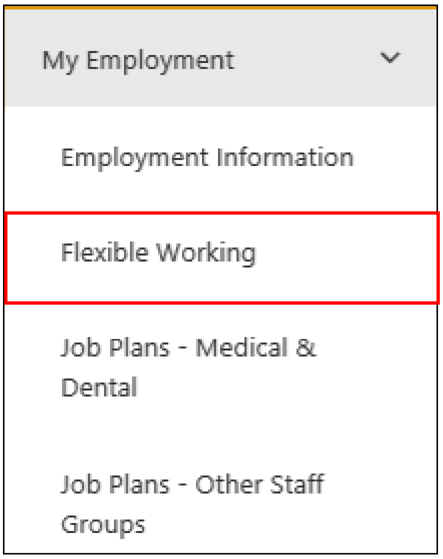
10 Change to the Recording of Flexible Working

ESR has been updated to enable employees to request Flexible Working and for managers to request flexible working on behalf of employees.

A link to the new Flexible Working pages is available on the My ESR and Manager dashboards as follows:

Employee Self Service

Navigation Path:
XXX Employee Self Service
My Employment Information > Flexible Working



Clicking the ‘Flexible Working’ link opens a new ‘Employee Flexible Working Requests’ page.

By default the primary assignment number (and associated supervisor name) will be displayed and the Applications for Flexible Working table will display existing flexible working requests related to this assignment.

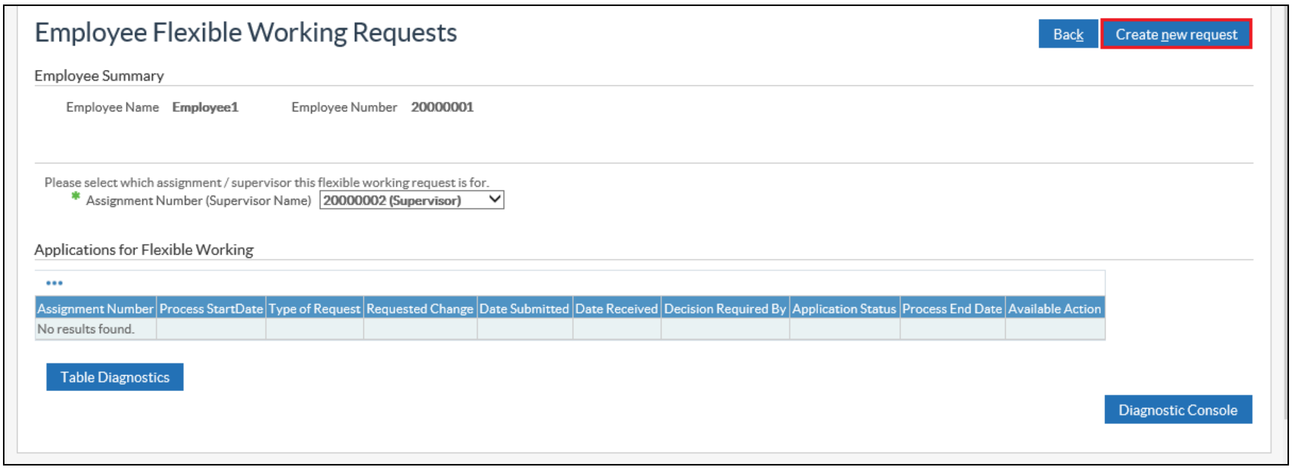
If there are multiple assignments the relevant assignment can be selected using the list of vaules and the Applications for Flexible Working table will be refreshed.

Applications for Flexible Working Table

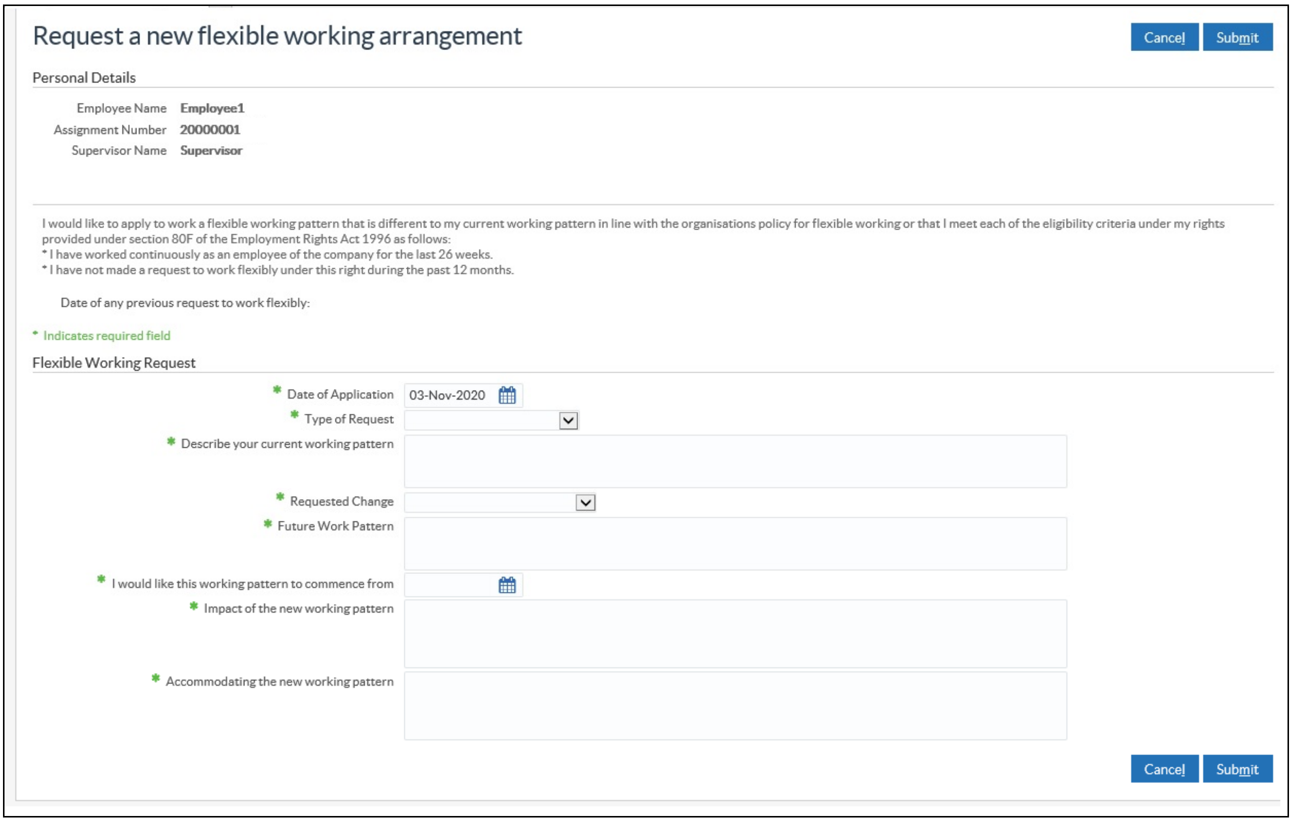
The Applications for Flexible Working table shows the employee’s current and historic flexible working requests. If the Process End Date is not populated on a given request then the row will be displayed in the summary table. If there is a Process End Date then a 12 month rule will be applied and only requests that are within 12 months from the end date will be displayed in the table.

Creating a Flexible Working Request - Employee

To create a Flexible Working request select the Create New Request button.



The Request a new flexible working arrangement page will be displayed:

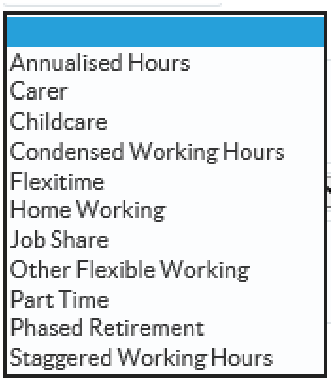


All user enterable fields on the Request a new flexible working request page are mandatory.

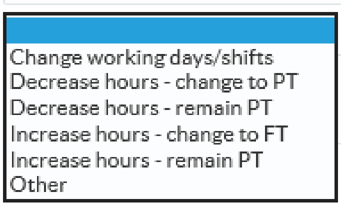
If any previous Flexible Working requests exist, the date of the latest request will be displayed in the 'Date of any previous request to work flexibly' field.

The Date of Application will default to today, but can be amended as required.

The Type of Request values available to select are:



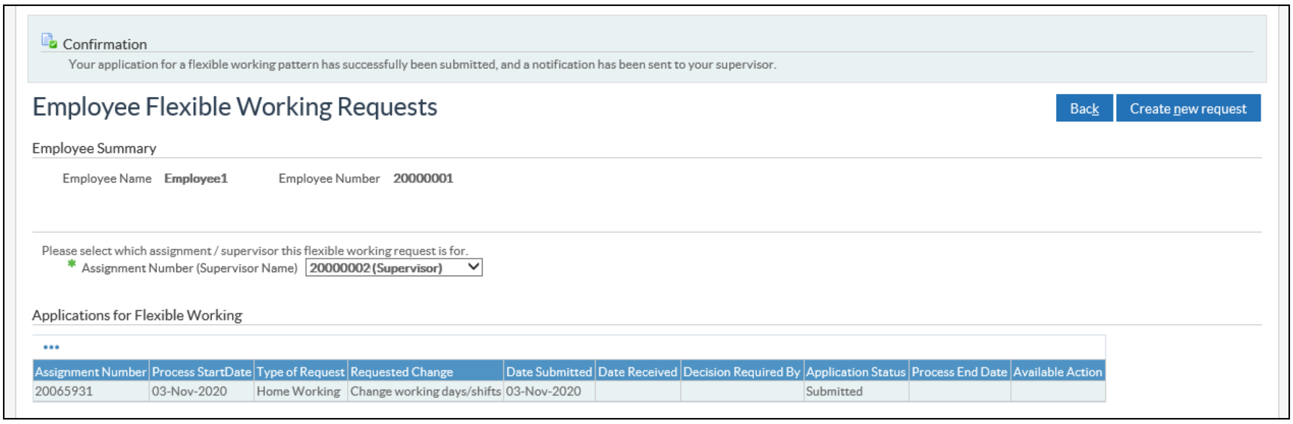
The Requested Change values available to select are:



The following fields have a 2000 character limit:

- Describe your current working pattern
- Future Work Pattern
- I think this change in my working pattern will affect my employer and colleagues as follows:
- I think the effect on my employer and colleagues can be dealt with as follows

Selecting Submit will send the Flexible Working request for approval and the request will be displayed in the Applications for Flexible Working table with an Application Status of Submitted as follows:



NOTE: In ESR BI the Outcome field will be blank for requests that have the Application Status of Submitted and where the Outcome field has not been populated.

Managers will then need to acknowledge the request by selecting 'Request Received' on the Request for Flexible Working notification.

When appropriate, in the manager Flexible Working Request page, managers should update the request with the agreed information.

Withdrawing an Application

If an Application is at a status of ‘Pending Decision’, the Available Action column on the Employee Flexible Working Request page will display a ‘Withdraw’ link. Selecting the ‘Withdraw’ link will withdraw the application. When an application is withdrawn the request will be cancelled and the status of the application will be set to ‘Withdrawn’.

On the Flexible Working EIT the ‘Outcome’ field will be automatically populated with ‘Withdrawn’, the ‘Outcome Details’ field will be automatically populated with ‘Application withdrawn by employee’, and the Process End Date field will be automatically populated with the date the request was withdrawn.

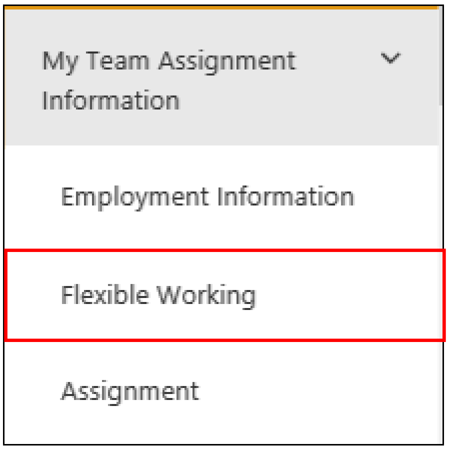
In addition a Withdraw Flexible Working Request notification will be sent to the manager.

Manager Self Service / Supervisor Self Service / Administrator Self Service

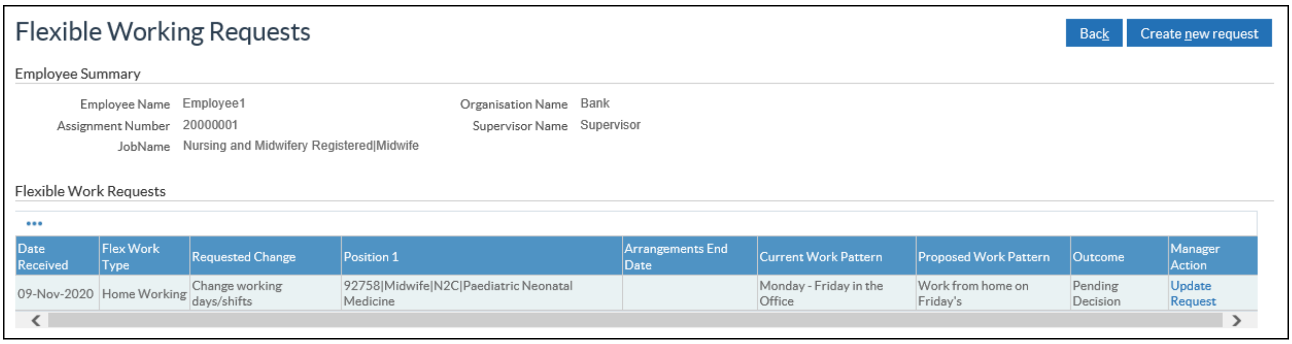
Navigation Path:
XXX Manger Self Service (Payroll Approvals Not Required) / XXX Manger Self Service (Payroll Approvals Required)
My Team Assignment Information > Flexible Working

XXX Supervisor Self Service / XXX Supervisor Self Service (Limited Access)
My Team Assignment Information > Flexible Working

XXX Administrator Self Service (Payroll Approvals Not Required) / XXX Administrator Self Service (Payroll Approvals Required)
Administer Team Assignment Information > Administer Flexible Working



Managers can create, update and view existing Flexible Working requests for an employee on the new Flexible Working Requests page. The page can be accessed once an employee has been selected from the manager assignment hierarchy selection page.



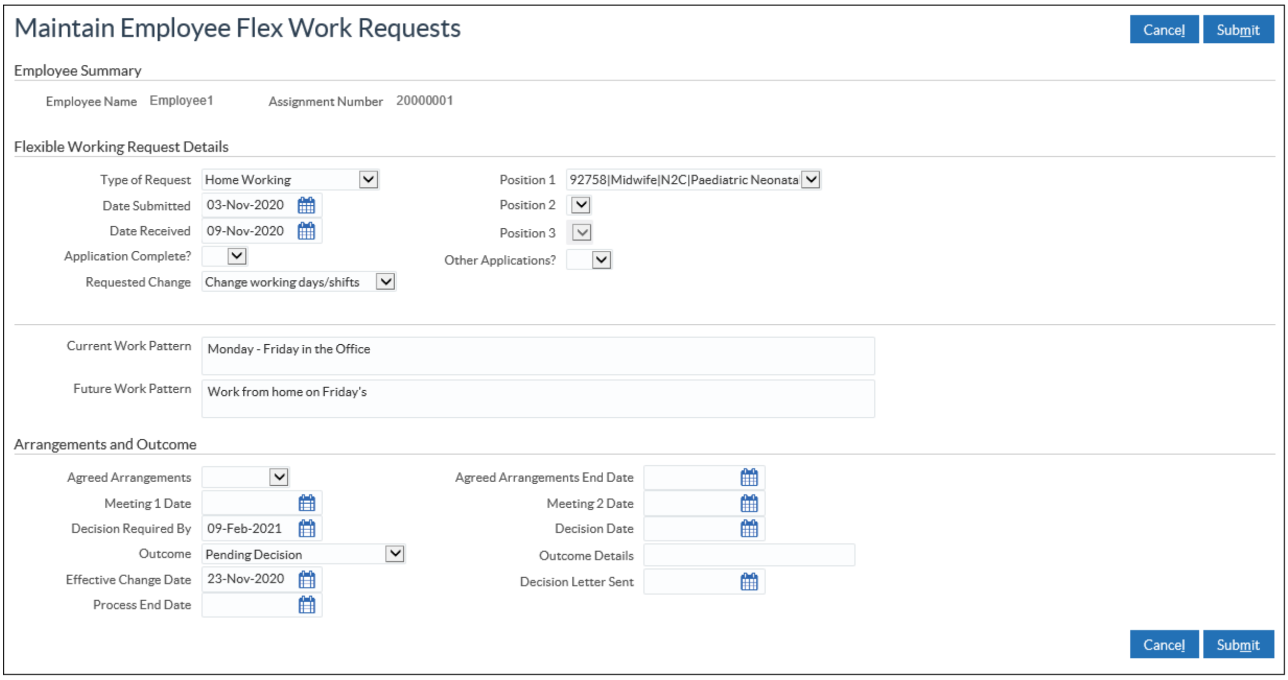
The following Manager Actions are available:

View Request Details - provides managers with a read-only view of the historic flexible working request.

Update Request – provides managers with the ability to update/record additional information on the request.

NOTE: Updates made to the employee's record will not generate a notification to the employee unless the 'Agreed Arrangement End Date' is amended to fall within the 14 day 'trigger' date.

Selecting Update Request, View Request Details or Create New will open the Maintain Employee Flex Work Requests page.



When updating the request, the information entered by the employee will be visible and the fields will be enabled.

When viewing a request the page is read only.

<u>Notifications</u>

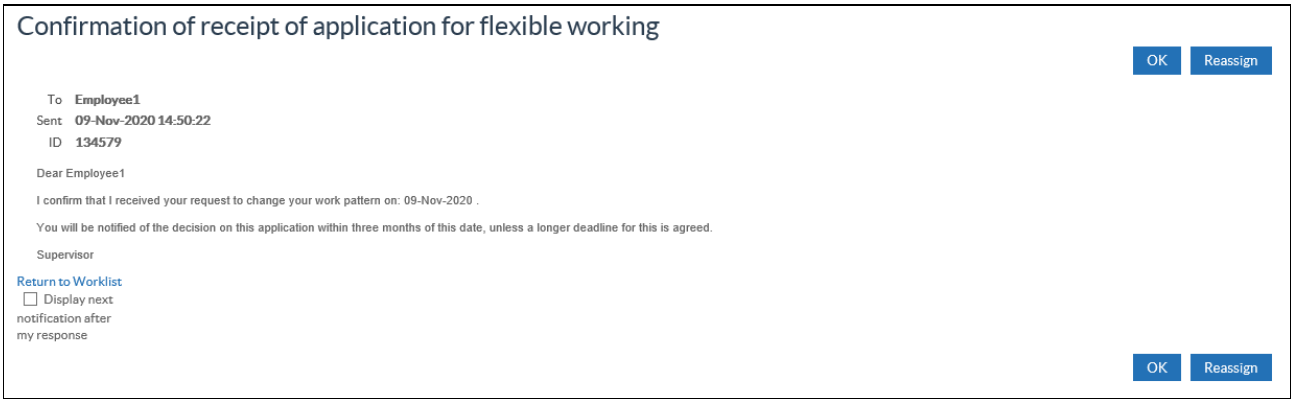
The following notifications are available to assist with an employee making a Flexible Working request.

NOTE: These notifications will not escalate up the hierarchy.

Employee Notifications

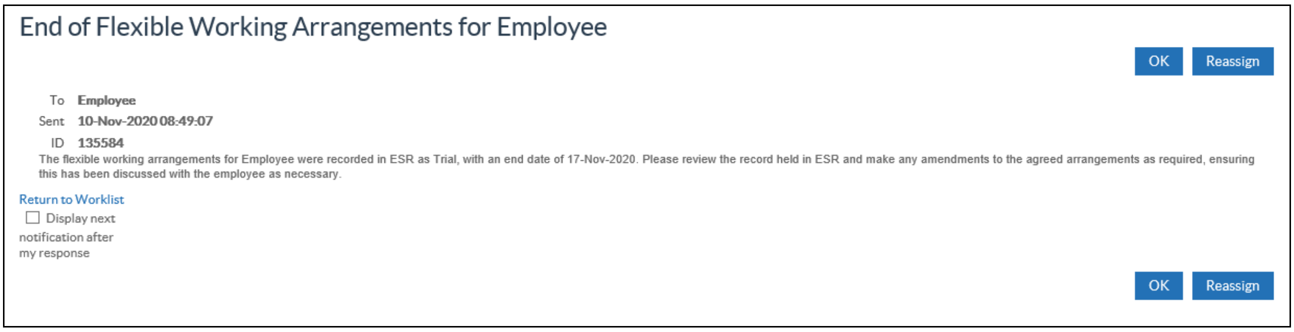
Confirmation of receipt of application for flexible working

The Confirmation of receipt of application for flexible working notification will be sent as an FYI notification to the employee when a manager selects the 'Request Received' button in the Request for Flexible Working notification.



Flexible Working End Notification

The Flexible Working End Reminder notification will be sent as an FYI notification to the employee at the ‘Agreed Arrangement End Date’ minus 14 days.



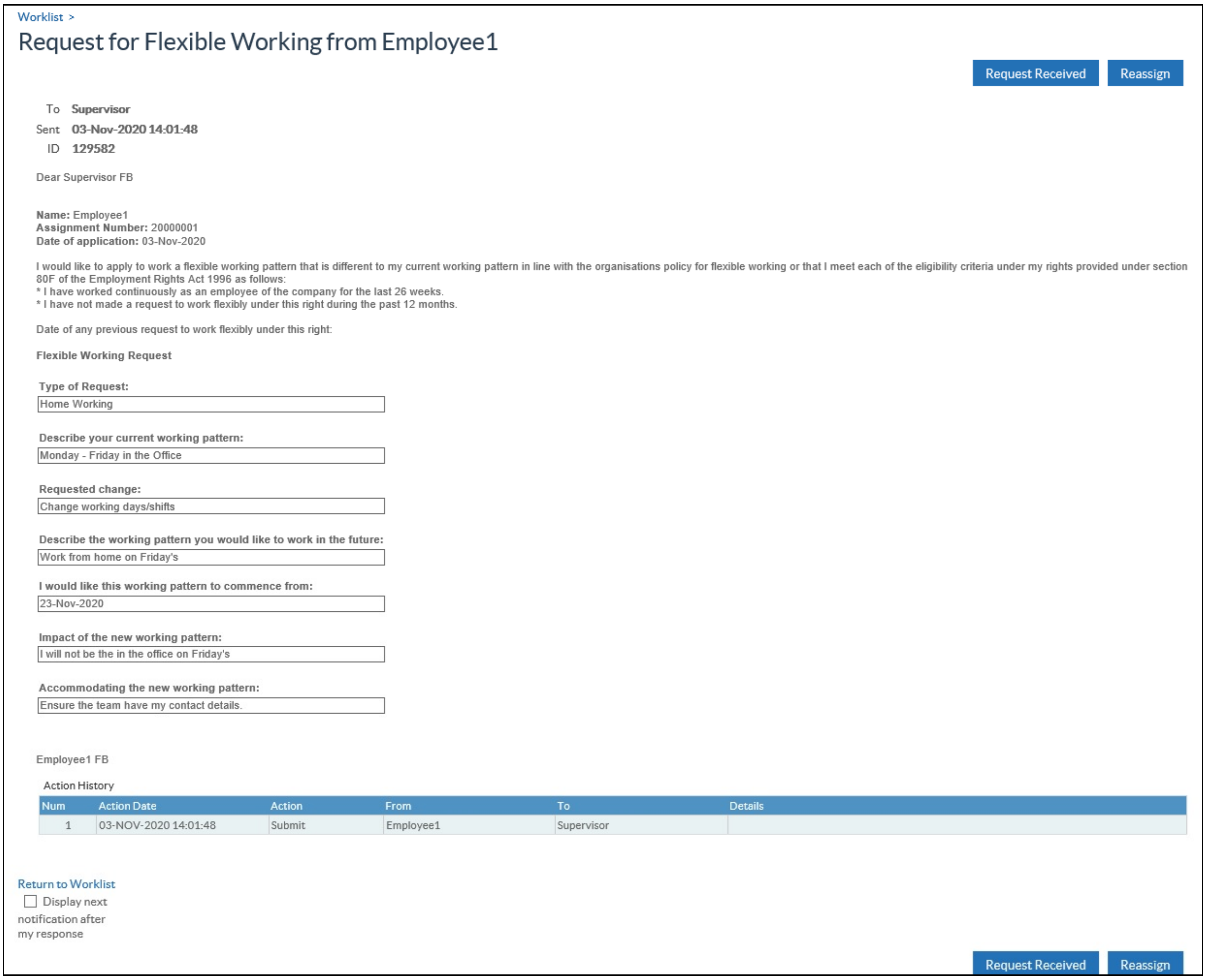
Manager Notifications

Request for Flexible Working

The notification includes a button called ‘Request Received’, this enables managers to acknowledge the flexible working request.

Selecting Request Received will send a notification called ‘Confirmation of receipt of application for flexible working to the employee, set the Application Status to ‘Pending Decision’, and create an actionable link called ‘Update Request’ in the Manager Actions column on the managers Flexible Working Request page. In addition an actionable ‘Withdraw’ link will also be enabled against the request in the Available Action column on the Employee Flexible Working Request page.

On the Flexible Working EIT the Process Start Date and Date Submitted fields will be populated with the date the employee submitted the application, the Line Manager field will be populated with the manager receiving the notification, the Date Application Received field will be populated with the date the manager selected Request Received to return the Confirmation of receipt notification and the Outcome field will be set to ‘Pending Decision’.


Worklist >

Request for Flexible Working from Employee1

Request Received | Reassign

To **Supervisor**
Sent **03-Nov-2020 14:01:48**
ID **129582**

Dear Supervisor FB

Name: Employee1
Assignment Number: 20000001
Date of application: 03-Nov-2020

I would like to apply to work a flexible working pattern that is different to my current working pattern in line with the organisations policy for flexible working or that I meet each of the eligibility criteria under my rights provided under section 80F of the Employment Rights Act 1996 as follows:
* I have worked continuously as an employee of the company for the last 26 weeks.
* I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right:

Flexible Working Request

Type of Request:
Home Working

Describe your current working pattern:
Monday - Friday in the Office

Requested change:
Change working days/shifts

Describe the working pattern you would like to work in the future:
Work from home on Friday's

I would like this working pattern to commence from:
23-Nov-2020

Impact of the new working pattern:
I will not be the in the office on Friday's

Accommodating the new working pattern:
Ensure the team have my contact details.

Employee1 FB

Action History

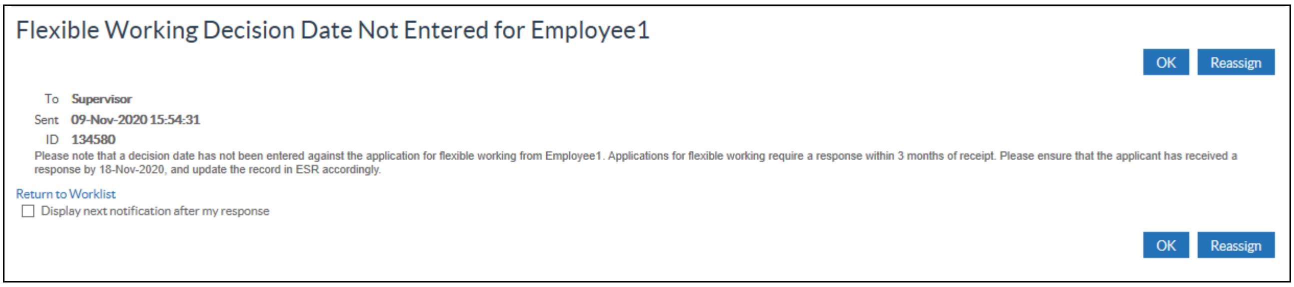
Num	Action Date	Action	From	To	Details
1	03-NOV-2020 14:01:48	Submit	Employee1	Supervisor	

Return to Worklist
Display next notification after my response

Request Received | Reassign

Flexible Working Decision Date Not Entered

The Flexible Working Decision Date Not Entered notification will be sent as an FYI notification to the manager at the 'Decision Required By' date minus 1 month where the 'Date Decision Letter Sent' field is blank.


Flexible Working Decision Date Not Entered for Employee1

OK | Reassign

To **Supervisor**
Sent **09-Nov-2020 15:54:31**
ID **134580**
Please note that a decision date has not been entered against the application for flexible working from Employee1. Applications for flexible working require a response within 3 months of receipt. Please ensure that the applicant has received a response by 18-Nov-2020, and update the record in ESR accordingly.

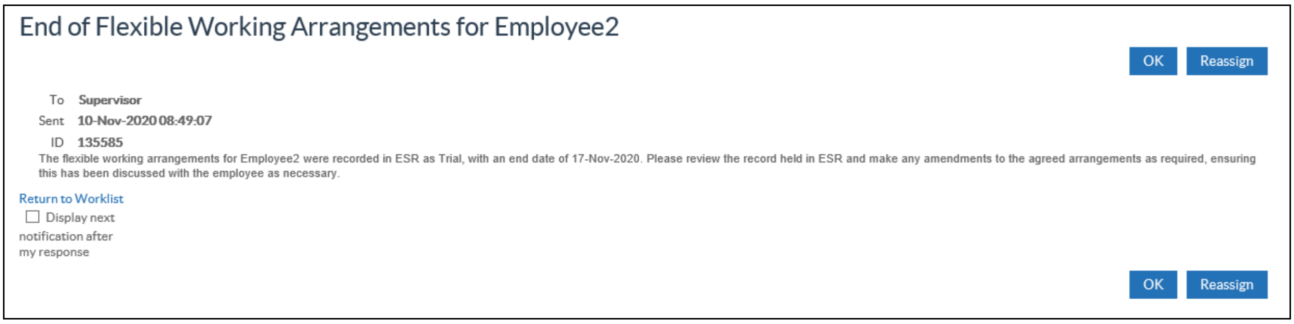
Return to Worklist
Display next notification after my response

OK | Reassign

Flexible Working End Notification

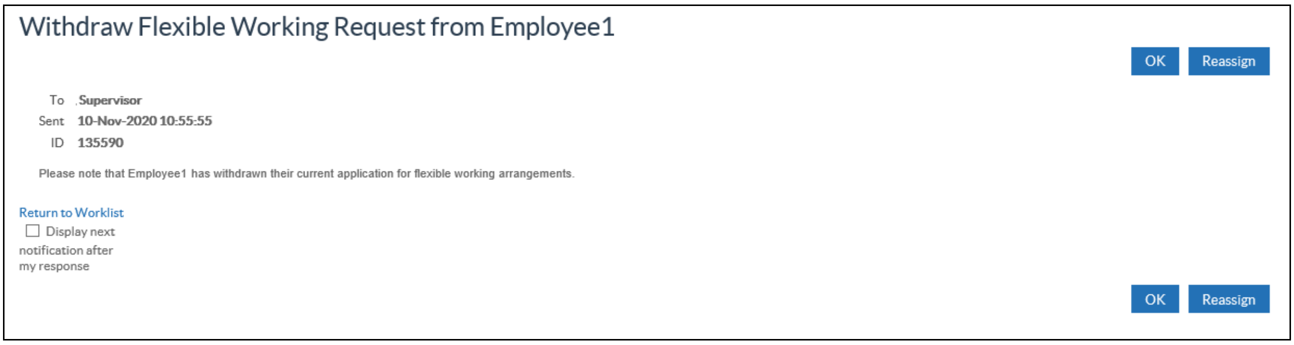
The Flexible Working End Reminder notification will be sent as an FYI notification to the manager at the

'Agreed Arrangement End Date' minus 14 days.



Withdraw Flexible Working Request

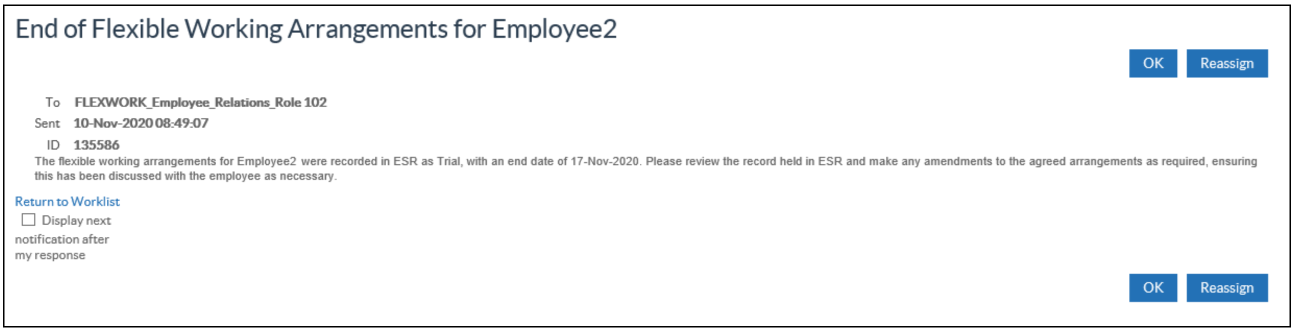
The Withdraw Flexible Working Request notification will be sent as an FYI notification to the manager when a flexible working request is withdrawn.



Employee Relations Role holder Notifications

Flexible Working End Notification

The Flexible Working End Reminder notification will be sent as an FYI notification to Employee Relations Role holders at the 'Agreed Arrangement End Date' minus 14 days.



Flexible Working EIT

The existing Flexible Working EIT has been updated and made available to the following responsibilities:

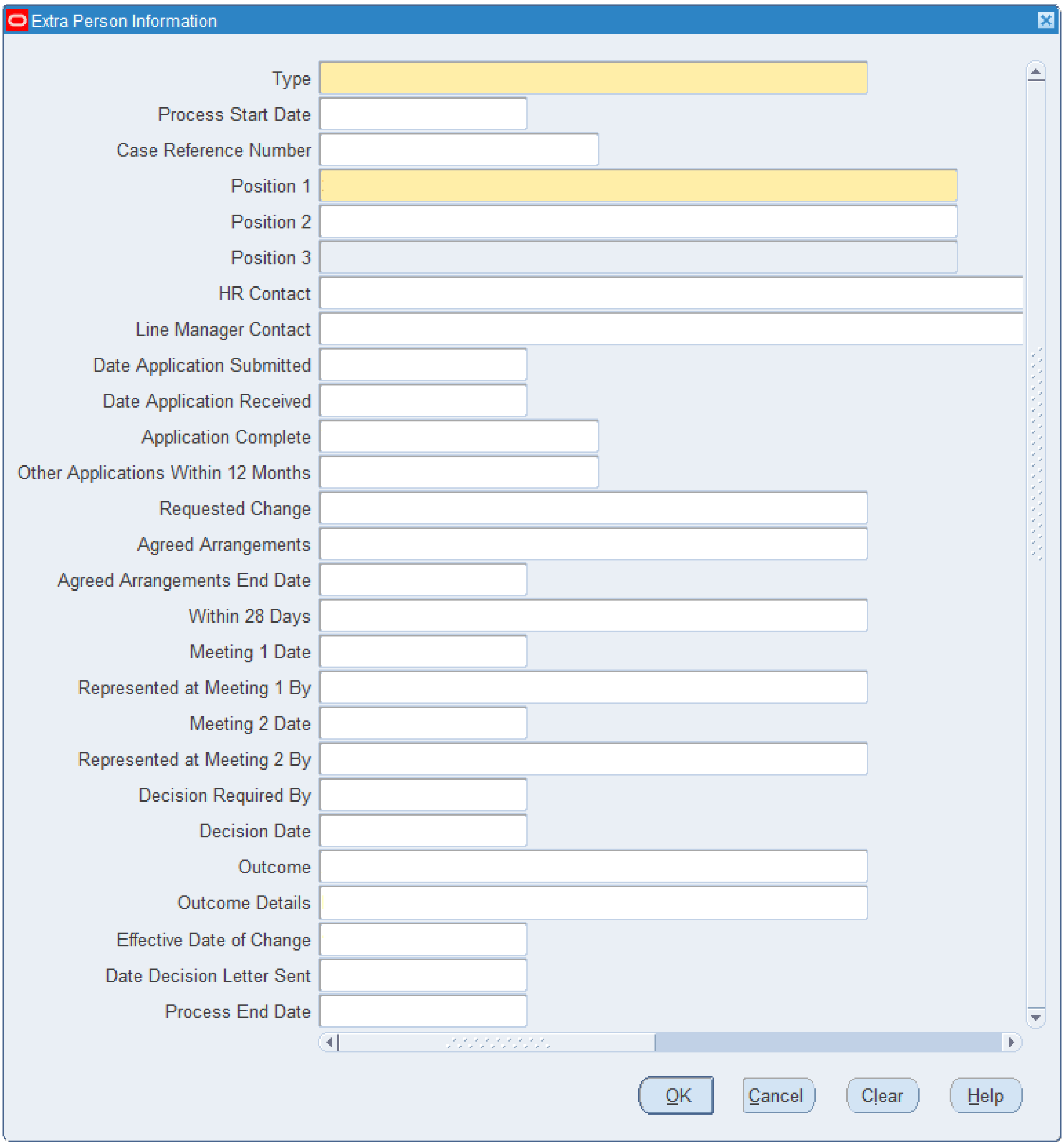
- HR Administration
- HR Administration (With RA)
- HR Date Entry
- HR Data Entry (With RA)
- HR Management

The following fields have been updated:

- **Type** - The values listed below have been added:
    - Home Working
    - Part Time
    - Condensed Working Hours
    - Flexitime
    - Annualised Hours
    - Staggered Working Hours
    - Phased Retirement
    - Job Share
- **Date Application Received** - when updated via Self Service this will default to the date the Manager acknowledged the request i.e. the date Confirmation of receipt notification was sent.
- **Decision Required By** - when updated via Self Service this will default to the 'Date Application Received' date plus 3 months.
- **Grounds for Rejection** - this field has been renamed to '**Outcome Details**'
- **Other Applications Made** - this field has been renamed to **'Other Applications Within 12 Months'**

The following new fields have been added:

- **Date Application Submitted** – when updated via Self Service this will default to the date the employee submitted the request i.e. the date of the notification.
- **Agreed Arrangements** – the values available for selection are:
    - Temporary
    - Permanent
    - Trial
- **Agreed Arrangement End Date** – The end date of the arrangement should be entered



ESR BI

The following Subject Areas have been updated to include the new and renamed fields:

- Human Resources - Person EIT Details subject area - EIT Flexible Working folder
- Human Resources - Applicant EIT Details subject area - EIT Flexible Working folder
- Human Resources - Real Time Reporting subject area - Employee Relations folder

New Fields

- Date Application Submitted

- Agreed Arrangements
- Agreed Arrangements End Date
- Current Working Pattern
- Future Working Pattern
- Impact of New Working Pattern
- Accommodating New Work Pattern

In addition the following fields have been renamed:

- ‘Grounds for Rejection’ has been renamed to ‘Outcome Details’
- ‘Other Applications Made’ has been renamed to ‘Other Applications Within 12 Months’

11 Changes to the Frequency of Expiry Notifications for Expiry Ntf Role Holders

Expiry notifications sent to Expiry Ntf role holders will no longer list all those with a due date in the next calendar month or three calendar months' time. This means that expiry notifications will be received on the specific dates rather than once per month as they have been since Release 46.3

In addition the notification that is triggered 1 month prior to the expiry date will be referred to as the '1 Month' notification (since Release 46.3 this has been known as the 'Next Month' notification).

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

For reference notifications are triggered for Expiry Ntf role holders at the following intervals

- 3 months prior to the expiry date.
- 1 month prior to the expiry date.
- After any update to the expiry date that results in the new value being less than 30 days from the update date.

12 Additional Fields for GMC Professional Registration

The process of revalidation of doctors is underpinned by key pieces of information. ESR made the revalidation date available in 2017 and will make the Designated Body, Responsible officer and the Revalidation status available on the professional registration form in ESR to assist with the essential reports and processes around revalidation.

In order to do this the following changes have been made on ESR:

- A new field - Responsible Officer
- **Re-purposing** of the field Speciality 6 to Revalidation Status (additional values will be added to the LoV)
- **Re- purposing** of the field Sub Speciality 6 to Designated Body (free text)

The changes will be applied to the Professional Registration form, Interface files and the associated notifications generated and the EIT Regs and Memships - General Medical Council folder in the Human Resources - Person EIT Details and Human Resources - Applicant EIT Details subject areas.

13 New Workplace Org Code

The List of Values for ‘Workplace Org Code’ in the Additional Position Details DFF and ‘Target Organisation’ in Additional Org Unit Details DFF have been updated to include the following new value:

New Value	Organisation	Date From
8KL99	ATLAS BFW MANAGEMENT LTD	01-JAN-1951
8K870	DERBYSHIRE SUPPORT & FACILITIES SERVICES	01-JAN-1951

14 New NHS Organisation 'NHSX'

A new NHS Organisation, 'NHSX' is available for selection from the following list of values:

Navigation Path:
XXX HR Administration
Enter and Maintain > Others > End Employment > DFF > NHS Organisation
Destination on Leaving

Navigation Path:
XXX HR Administration
Enter and Maintain > DFF > NHS Organisation
Recruitment Source

Navigation Path:
XXX Local Workstructures
Position > Description > DFF > Workplace Org Code
Workplace Org Code

15 HMRC Advisory Fuel Rates Dec 2020

HMRC Advisory Fuel rates 01 December 2020

HMRC has published new advisory fuel rates for company cars effective 01 Dec 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	*7p
1401cc to 2000cc	11p	*8p
Over 2000cc	*17p	*12p

Engine Size	Diesel
1600cc or less	*8p
1601cc to 2000cc	*10p
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.

16 Wales GP Educators 2020 Pay Award

Wales GP Educators 2020 Pay Award

The following spinal point values on pay scale CYM Pay Scale Letter K have been updated effective from 01-APR-2020 as follows:

Pay Scale Letter	Progression Point	Point Value	Effective Date
CYM Pay Scale Letter K	417	89691	01-Apr-20
CYM Pay Scale Letter K	437	93430	01-Apr-20
CYM Pay Scale Letter K	473	96539	01-Apr-20
CYM Pay Scale Letter K	485	100280	01-Apr-20
CYM Pay Scale Letter K	505	103393	01-Apr-20
CYM Pay Scale Letter K	515	106508	01-Apr-20
CYM Pay Scale Letter K	527	110247	01-Apr-20

NOTE: Any arrears of pay arising from the implementation of this award will be generated by the NHS Retro Pay process.

17 Pension Exception Changes for Pay Awards 2020

The 'NHS Pensions Data Exceptions Report' and the 'NHS Pre Payroll Run Exceptions Process (Freq.) processes have been updated so that the exceptions for the capacity code check are now in line with the latest pay awards.

18 ER Rate Change for the Avon LGPS Scheme

The LG Authority for the Avon Pension Fund is Bath and North East Somerset Council.

The Employer Rate for this Authority has been updated from 22.7% to 23.6%.

This is effective from 01-Nov-2020 and NHS Retro Pay should be run to adjust any contributions generated since this date.

19 ESR BI – Assignment Location Details

The 'Employee Location' folder that is currently available within the 'Human Resources - Workforce Profile' Subject Area is now also available within the 'Human Resources - Payroll Costing' Subject Area within ESRBI.