



ELECTRONIC STAFF RECORD

RN463 Guide to Enhancements and Changes
Release 48.2.0.0

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1 **Introduction**


The purpose of this document is to provide details of the enhancements to the ESR system in Release 48.2.0.0. 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 My Personal Information Portlet - Contact and Address Details

The My Personal Information Portlet on the My ESR Dashboard has been updated to enable employees to update their Address, Mobile and Home phone numbers as well as Emergency Contact details as follows:

My Personal Information 

Name: - Supervisor 

Address: 1, New Street, Old Road,
Warwick
Warwickshire
CV34 6NZ

Home: 01633 222222

Mobile: 07984 222222


Work: 01956 222222

Home Email: home@email.com

Email: work@email.com

Contact: [Emergency ...+](#)

Position: POS1

 [Immunisations and Checks](#)

[Update My Contact Details](#)

Portlet Help Text

This Portlet shows your Address, Home (Telephone Number), Mobile (Telephone Number), Work (Telephone Number), Personal Email Address, Work Email Address, Emergency Contact and Position, click your name to show or hide this information.

Select 'Update My Contact Details' to go to the Personal Information form to update your Address, Phone Numbers, Personal Email Address and Emergency Contact only.

Clicking the 'Update My Contact Details' button will display a pop-up window containing two tabs to update Address and Emergency Contact details as follows:

My Address

My Address My Emergency Contact

My Address

Please update your address and select the 'Save' button when completed.

Address: * **Building and Street**

Address Line 2

Address Line 3

Town or City

County

Postcode

Home Number:
Mobile Number:
Work Number:
Home Email:

My Emergency Contact

My Address My Emergency Contact

My Emergency Contants

Please update your emergency contact details and select the 'Save' button when completed.

Name: **First Name of Emergency Contact**

***Last Name of Emergency Contact**

***Relationship:**

Home Number:

Mobile Number:

Work Number:

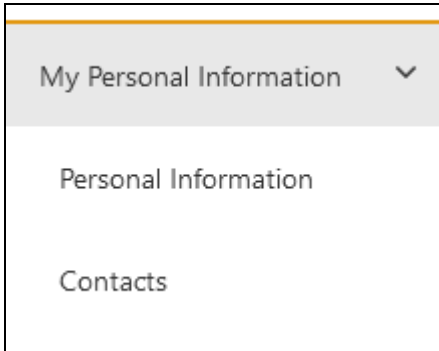
Contact – Pop-Up

The following information can be viewed by clicking the Contact hyperlink within the My Personal Information portlet:

Contact: [Emergency ...+](#)

Name:	Emergency
Relationship:	Friend
Home Number:	01658 222222
Mobile Number:	07953 222222
Work Number:	01598 222222

Updates to Name fields, Nationality and Work email address can be made via the 'Personal Information' link in the left-hand navigation pane on the My ESR Dashboard:



3 Changes to the Registration Expiry Notification

To ensure that Registration Expiry Notifications account for direct debit payments, the following changes have been made to the Registration Expiry Notifications:

- Registration Expiry Notifications that are currently sent 30 days prior to expiry date will now be sent 25 days prior to the expiry date.
- The title of the 'Registration Expiry Notification – 1 Month' has now been changed to 'Registration Expiry Notification - 25 days'.

The 'Registration Expiry Notification – Short Notice' will now be generated when the Registration expiry date is less than 25 days away for employees, managers and role holders. Manager next month notifications will not change but will be produced on the 7th of the month rather than on the 1st of the month.

4 **New Related Reason (COVID-19)**

To ensure that organisations can record on report on employees absent due to COVID-19 shielding the following value has been added to the Related Reason LOV:

- Coronavirus (COVID-19) - Shielding

Navigation Path:

XXX Absence Administration

Absence > DFF