



ELECTRONIC STAFF RECORD

RN479 Guide to Enhancements and Changes
Release 50.2.0.0

Information classification: PUBLIC

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1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 50.2.0.0. The details are grouped in functionality order.

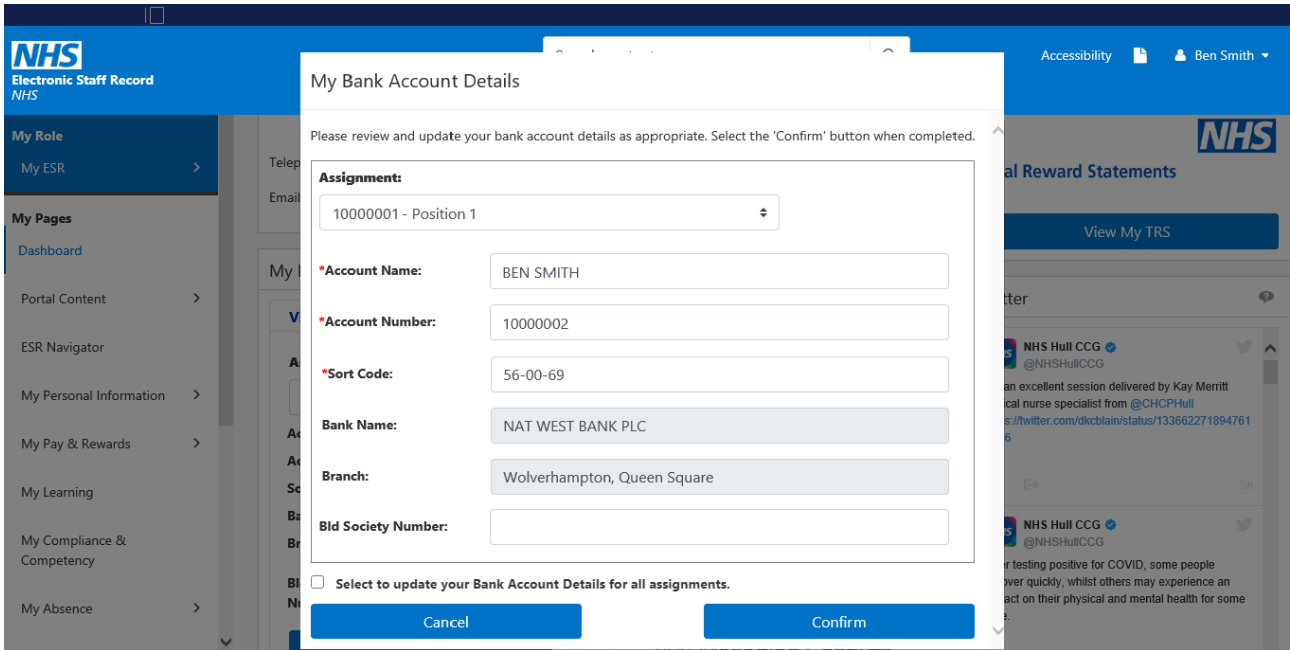
The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.

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 Update Bank Account Details for Multiple Assignments

Where an employee has multiple assignments and updates their bank account details in the My Bank Account Details portlet, they are now provided with an option to update their bank account details for all assignments at the same time.

A new check box is available within the portlet as follows:



The check box is not selected by default but once it is selected the same details entered on the current assignment will then be applied to all Priority 1 bank accounts that the employee has.

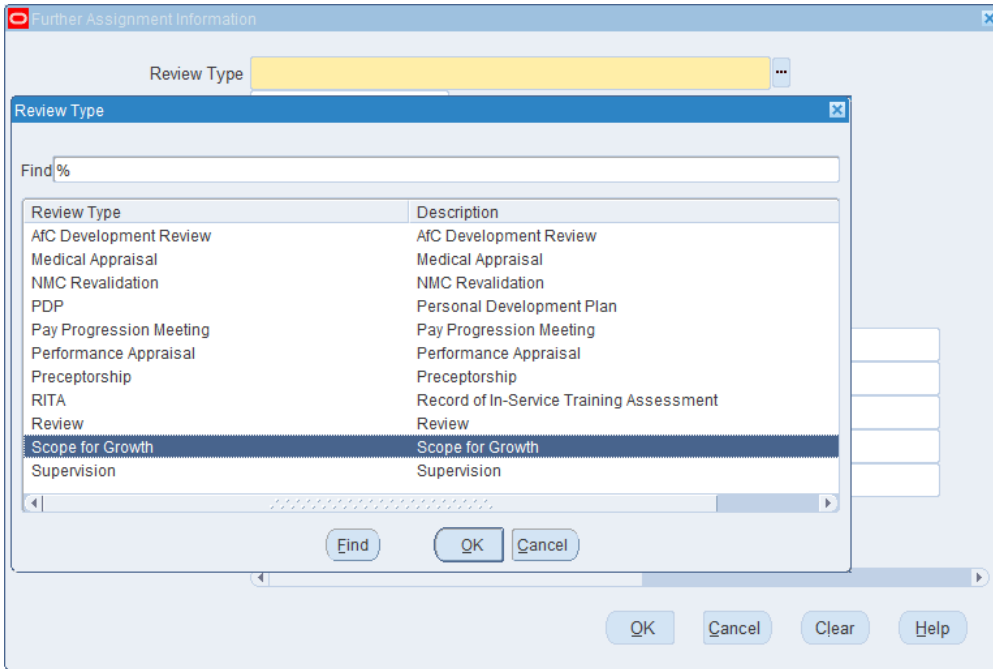
3 Mobile Devices Login

The ESR Hub, when viewed on mobile devices, now displays a Login to ESR link without the need to click on the user icon.



4 New Appraisal Review Type

A new value 'Scope for Growth' is available in the Appraisal Review Type list of values (LoV).



The new value is in ESRBI and the Data Warehouse for reporting purposes. The field 'Review Type' is held within the Workforce Composition Subject Area > Wfc Appraisal > Review Type in Data Warehouse.

5 Updates and Additions to the Visa Types List of Values (LoV)

Changes have been made to the LoV for the Visa Types in Employment Checklist Details.

Navigation Details:

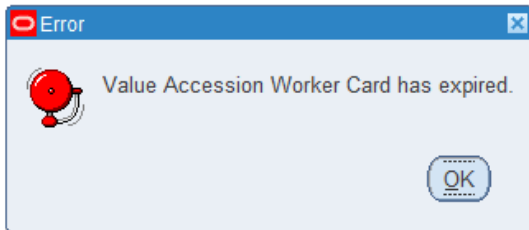
XXX HR Administration > People > Enter and Maintain > Others > Extra Information > Employment Checklist Details

XXX HR Data Entry > People > Enter & maintain > Others > Employment Checklist Details

The following values in the Employment Checklist Details – Visa Types LoV have been end dated on 27-Aug-2021:

- Accession Worker Card
- Highly Skilled Migrant Programme
- Holiday
- Patriality visa (Grandparents British Nationals)
- Residency (Limited Leave to Remain)
- Spouse Visa of HMSP
- Spouse visa of SEGS
- Spouse visa of Work Permit
- Tier 2
- UK De Facto Visa
- Work Permit
- Workers Registration Scheme

For records that contain the end dated values, an error message will be displayed stating that the value has expired if the Visa Type field is selected, see example below.



If you click OK on the message, the Visa Types LoV will open and allow you to select another value.

The following values have been added to the Employment Checklist details – Visa Types LoV:

- Highly Skilled Worker
- Skilled Worker
- Youth Mobility Scheme
- Temporary Worker
- Student

The new values will be available for reporting purposes. Visa Type is used in the following reports/form.

1. NHS Employment Checklist Detail
2. NHS Employment Checklist Applicant Detail
3. NHS Employment Checklist - Employee Prof Reg Qual Visa and Illegal Working
4. NHS Employment Checklist - Applicant Prof Reg Qual Visa and Illegal Working
5. NHS New Hire Form.

6 Password Changes

In response to user feedback, the ESR Password Policy has been changed. This will make managing passwords easier whilst retaining the necessary levels of security. The following changes have been made:

1. Validation information

Validation related to passwords not containing repeating characters or sequential characters or numbers (such as 'ABCD' or '1234') has been removed.

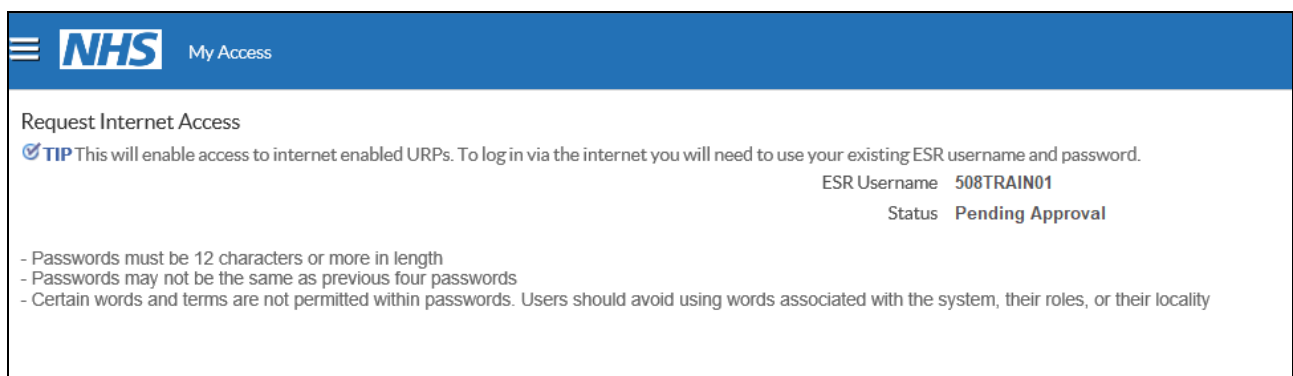
The Password Policy statement will now be as follows:

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality.

2. Password Policy Hyperlink

The Password Policy hyperlink has been removed and replaced by the Password Policy statement on the following pages:

Manage Internet Access



NHS My Access


Request Internet Access

TIP This will enable access to internet enabled URPs. To log in via the internet you will need to use your existing ESR username and password.

ESR Username **508TRAIN01**
Status **Pending Approval**

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality

Reset Password



Reset Password

* Old Password

* New Password

* Retype Password

- Passwords must be 12 characters or more in length
- Passwords may not be the same as previous four passwords
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality

ESR Preferences

Change Password

Known As

Old Password

New Password

Repeat Password

 **TIP** Passwords must be 12 characters or more in length
 **TIP** Passwords may not be the same as previous four passwords
 **TIP** Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality.

7 Add Phones Data into Additional ESRBI Subject Areas

The following folders are now available within all associated areas in ESRBI:

- Employee Phones
- Delegate Phones
- Applicant Phones

Previously only a limited number of subject areas had been updated to include full Phones information.

8 **Add Valid Grades for Position into ESRBI**

The ability to report on the valid grades recorded against each position has been added into ESRBI.

Against each position, you can now report on the following details for each Valid Grade for the Position

- Grade Name
- Grade Code
- Date From
- Date To

This should match the details setup for the Position in the application using the following path:

Local Workstructures Administration > Position Description > Find a Position > Valid Grades Button

This has been added into the Position sections of the following subject areas:

- Human Resources - Recruitment
- Human Resources - Person EIT Details
- Human Resources - Job EIT Details
- Human Resources - Absence
- Human Resources - Payroll
- Human Resources - Workforce Profile
- Human Resources - Personal Competence and Qualifications Profile
- Human Resources - Payroll Costing
- Human Resources - Employment Position EIT Details
- Human Resources - Person SIT Details
- Human Resources - Element Entries
- Human Resources - Appraisals and PMPs
- Human Resources - Assignment EIT Details
- Human Resources - Application Position EIT Details
- Human Resources - Applicant SIT Details
- Human Resources - Applicant EIT Details
- Human Resources - Audit Change Event
- NHS - External Data Integration

- Human Resources - Position Analysis
- Human Resources - Learning Enrollment and Completion
- Human Resources - Learning Certifications
- Human Resources - Vehicle Repository
- Human Resources - IAT Details

9 OSP Scheme is Available for Absence Reporting

The OSP Scheme is available in ESRBI for Absence Reporting. This will allow Trusts to report on the correct OSP scheme if it is changed from the default scheme.