



ELECTRONIC STAFF RECORD

RN486 Guide to Enhancements and Changes Release 51.2.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 51.2.0.0. 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 Revision to Flexible Working

The following changes have been made to Flexible Working in ESR, which can be accessed using the following URPs and navigation:

XXX HR Administration > People > Enter and Maintain > Others > Extra Information > Flexible Working

XXX HR Data Entry > People > Enter and Maintain > Others > Extra Information > Flexible Working

XXX HR Management > People > Enter and Maintain > Others > Extra Information > Flexible Working

XXX Employee Self Service > My Employment > Flexible Working

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

1. The following values have been added to the 'Type' field in Flexible Working EIT:
 - Term-time Working
 - Team Self Rostering
 - Seasonal Working
2. The following two flexible working type values have been disabled and end-dated as on 01-Jan-1951.
 - Carer
 - Childcare

For records that contain the end-dated values, an error message will be displayed stating that the value has expired if the Type field is selected. If you click OK on the message, the Types List of Values will open and allow you to select a value, that are available.

3. A new value 'Informal' has been added in the Agreement Arrangements list of values.
4. A new value 'Escalated' has been added in the Outcome list of values.
5. The segment 'Other Applications Within 12 Months' has been removed.

3 Updates to 2022 Bank Holidays

Bank Holidays and Generic Rate Retrievals conditions have been updated for the 2022-2023 leave year to reflect the change of the Spring Bank Holiday Date as well as the additional date for the Platinum Jubilee bank holiday:

- Spring Bank Holiday 2nd June 2022
- Platinum Jubilee Day 3rd June 2022

The following Annual Leave GRRs for England and Wales have been updated:

- Annual Leave Hours 1 NHS
- Annual Leave Hours 2 NHS
- Annual Leave Hours 3 NHS
- Annual Leave Hours 4 NHS
- Annual Leave Hours 5 NHS

4 New Absence Types to Record Study Leave in Hours

The following two new absence types to record Study Leave in Hours are available:

- Study Increasing Bal Hrs
- Study Decreasing Bal Hrs

The new absence types will work in a similar manner to the existing Study Leave types but will allow the leave to be entered in Hours rather than in Days as at present.

The following absence reasons will be available for the new types:

- Professional Activities
- Work Based Learning
- Formal and Educational
- Self-Directed
- Other

Where entered the leave will be recorded against the 'Absence Hours NHS' element on the input values 'Study Increasing Bal' and 'Study Decreasing Bal' respectively.

To setup a new Study Leave decreasing balance in hours for a person, the starting amount should be entered into the 'Absence Hours NHS' element on the input value 'Study Decreasing Bal'.

Note: The balances are specific to each element, so if a decreasing balance is set in hours, then only the Study Decreasing Bal Hrs absence type will reduce this amount. The Study Decreasing Bal days absence type has its own separate balance in days. Care should be taken when swapping from recording in days to recording in hours to consider both balances during the transition period.

The existing Study Leave absence types will remain available for recording leave in days:

- Study Increasing Bal
- Study Decreasing Bal

The absence reasons will be updated for the existing study leave absence types to match the new list of reasons above.

The following existing study leave reasons:

- Study Leave
- Professional Leave

will be end dated as at this release and only the new reasons should be used after this time.

5 Additional Professional Body Data to be Captured

The following segments have been added to the Registrations and Memberships Extra Person Info EITs:

General Optical Council

- Registration Status
- Registered as
- Registered Specialties
- Town – Free Text
- Fitness to Practice Decisions

General Osteopathic Council

- Registration Status
- Fitness to Practice Decisions

General Chiropractic Council

- Registration Status
- Fitness to Practice Decisions

In addition, Expiry Notifications will now also be generated for the General Osteopathic Council.

The new data items will be available for reporting in both ESRBI and DW.