



ELECTRONIC STAFF RECORD

RN488 Guide to Enhancements and Changes
Release 51.3.0.0

Information classification: PUBLIC

Revision Date: NOVEMBER 2021

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 51.3.0.0. 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.

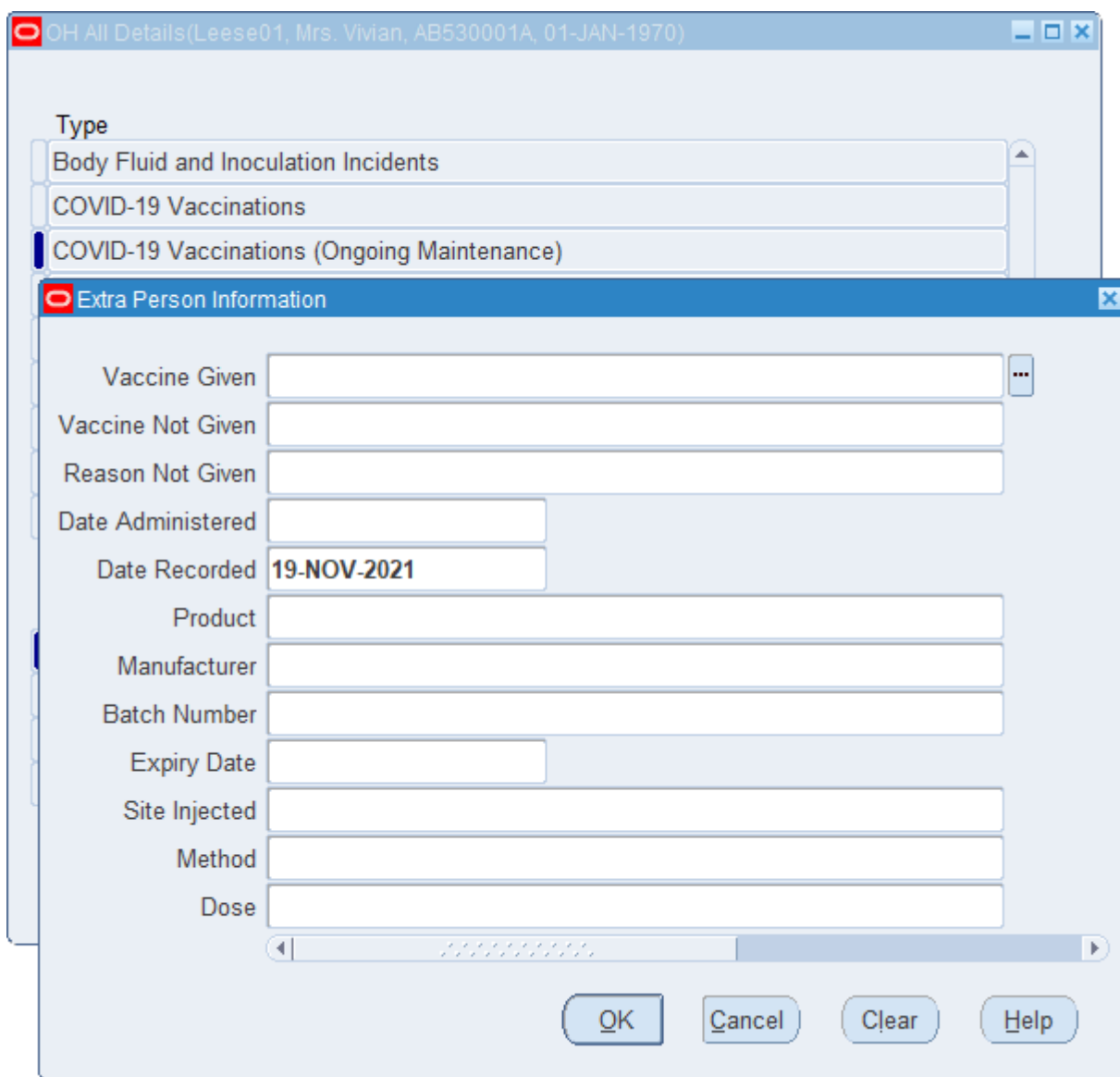
2 COVID-19 Vaccinations (Ongoing Maintenance) EIT

A new EIT called 'COVID-19 Vaccinations (Ongoing Maintenance)' has been made available to the following URPs:

- XXX Occupational Health Administrator
- XXX Occupational Health Management (Read Only)

The COVID-19 Vaccinations (Ongoing Maintenance) EIT can be accessed via the navigation paths below:

- Immunisations and Checks
- Health Assessments > Non-EPP Tests / All Tests



The new EIT will allow users to record information related to the COVID-19 Booster Vaccination (Immunisation course to maintain protection against SARS-Cov-2).

Additional values will also support instances where it has been necessary to continue the immunisation course beyond the first two vaccinations.

Vaccine Given

Meaning	Description
Immunisation course to maintain protection against SARS-CoV-2	1362591000000103
Administration of third dose of SARS-CoV-2 vaccine	1363861000000103
Administration of fourth dose of SARS-CoV-2 vaccine	1363791000000101
Administration of fifth dose of SARS-CoV-2 vaccine	1363831000000108

Vaccine Not Given

Meaning	Description
SARS-CoV-2 immunisation course abandoned	1324861000000109
SARS-CoV-2 immunisation course contraindicated	1324761000000100
SARS-CoV-2 immunisation course not indicated	1324731000000105
SARS-CoV-2 vaccination dose declined	1324721000000108
SARS-CoV-2 vaccination second dose declined	1324751000000103
SARS-CoV-2 vaccination second dose not given	1324791000000106
SARS-CoV-2 vaccination third dose declined	1363781000000103
SARS-CoV-2 vaccination third dose not given	1363771000000100
SARS-CoV-2 vaccination fourth dose declined	1363811000000100
SARS-CoV-2 vaccination fourth dose not given	1363821000000106
SARS-CoV-2 vaccination fifth dose declined	1363851000000101
SARS-CoV-2 vaccination fifth dose not given	1363841000000104

Date Administered

This is a date field (DD-MMM-YYYY).

Date Recorded

This is a date field (DD-MMM-YYYY) which will default to system date (this can be amended).

Manufacturer

Meaning	Description
Pfizer	Pfizer
AstraZeneca	AstraZeneca
Janssen	Janssen
Moderna	Moderna
Valneva	Valneva
Novavax	Novavax
Medicago	Medicago

Batch Number

This is a free text field.

Expiry Date

This is a date field (DD-MMM-YYYY).

Site Injected

Meaning	Description
Left arm (LA)	Left arm (LA)
Right arm (RA)	Right arm (RA)
Left thigh (LT)	Left thigh (LT)
Right thigh (RT)	Right thigh (RT)

Method

Meaning	Description
IM – Injection, intramuscular	IM – Injection, intramuscular

Dose

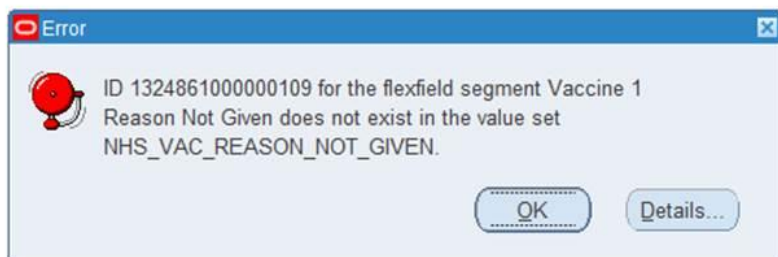
Meaning	Description
Single	One Dose
Half	Half Dose

The following LOV's linked to both the 'COVID-19 Vaccinations (Ongoing Maintenance)' EIT and the existing 'COVID-19 Vaccinations' EIT have been amended (changes highlighted in red) as follows:

Reason Not Given

Meaning	Description	Enabled
SARS-CoV-2 vaccination dose declined	1324721000000108	No
SARS-CoV-2 immunisation course not indicated	1324731000000105	No
SARS-CoV-2 immunisation course contraindicated	1324761000000100	No
SARS-CoV-2 immunisation course abandoned	1324861000000109	No
Generally unwell	213257006	Yes
Did not attend	281399006	Yes
Immunization consent not given	310376006	Yes

Note: Any record that previously held one of the above changed values on the existing 'COVID-19 Vaccinations' EIT will receive the following error when entering the record:



Product

Current Meaning	Amended Meaning	Description
Pfizer-BioNTech BNT162b2 30micrograms/0.3ml dose	Comirnaty BNT162b2 30micrograms/0.3ml dose (Pfizer Ltd.)	39115611000001103
AstraZeneca (ChAdOx1 S [recombinant]) 5x10b viral particles/0.5ml dose	AstraZeneca (ChAdOx1 S [recombinant]) 5x10b viral particles/0.5ml dose	39114911000001105
Moderna mRNA (nucleoside modified) Vaccine 0.1mg/0.5mL dose	Spikevax mRNA (nucleoside modified) Vaccine 0.1mg/0.5mL dose (Moderna, Inc.)	39326911000001101
Janssen (Ad26.COVID-2-S [recombinant]) 0.5ml dose	Janssen (Ad26.COVID-2-S [recombinant]) 0.5ml dose	39230211000001104

Note: Any record that previously held one of the above changed values on the existing 'COVID-19 Vaccinations' EIT will automatically display the amended value.

3 Payscale Description Changes for Foundation Dentist

In line with the Pay Circulars for England & Wales, the payscale description for Foundation Dentist has been amended in ESR:

From:

NHS|LE05|Vocational Dental Practitioner

CYM|LE05|Vocational Dental Practitioner

To:

NHS|LE05|Dental Foundation Trainee

CYM|LE05|Dental Foundation Trainee

These changes will reflect automatically in ESRBI and DW.

4 **Salary Sacrifice Reducing Balances and Retropay**

The Salary Sacrifice Reducing Balance elements have been removed from the set of elements used to trigger retropay:

- Salary Sacrifice Grp 0 RBal NL PAY NHS
- Salary Sacrifice Grp 0 RBal NL PAY NHS ARS
- Salary Sacrifice Grp 0 RBal PAY NHS
- Salary Sacrifice Grp 0 RBal PAY NHS ARS

Changes to these elements should only be made in a current unprocessed period as these elements do not work as expected when changed retrospectively. Once retropay has been produced and paid it is difficult to correct the reducing payment on the existing element and would require the existing element to be end dated and a new element created for the remaining balance.

Any changes that are required to the Salary Sacrifice Reducing Balance elements must always be actioned as a date-tracked Update to the existing element in the next unpaid period. Due to the way the element works the calculation will make adjustments for any change made to the element in the next period paid and so will correct itself for the new periods outstanding and amount outstanding.

5 Revision to the Illegal Working Checklist

Changes have been made to the Illegal Working Checklist Acceptable Documents List of Values of the following Source Documents:

- List A
- List B Group 1
- List B Group 2

Navigation Details:

- XXX HR Administration > People > Enter and Maintain > Others > Extra Information > Illegal Working Checklist
- XXX HR Data Entry > People > Enter and Maintain > Others > Extra Information > Illegal Working Checklist
- XXX HR Management > People > Enter and Maintain > Others > Extra Information > Illegal Working Checklist

List A

The following values in the 'Source Document Checked' field in 'List A' in Illegal Working Checklist have been updated as follows:

Old Value	New Value
1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK.	1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
5. Current Biometric Immigration Document (BR Permit) issued by Home Office indicating person can stay indefinitely in UK/no time limit on stay in UK	5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. Current passport endorsed & holder exempt from immigration control/able to stay indefinitely in UK/right of abode in UK/no time limit on UK stay	6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. Current ISD from HO/endorsement of indefinite stay/no time limit on stay in UK & official doc with perm NINO & name from Govt agency/prev employer.	7. A current ISD issued by the HO with endorsement that the person is allowed to stay indefinitely/has no time limit on their stay in the UK, with an official doc giving permanent NINO and name issued by a Govt agency/previous emp.

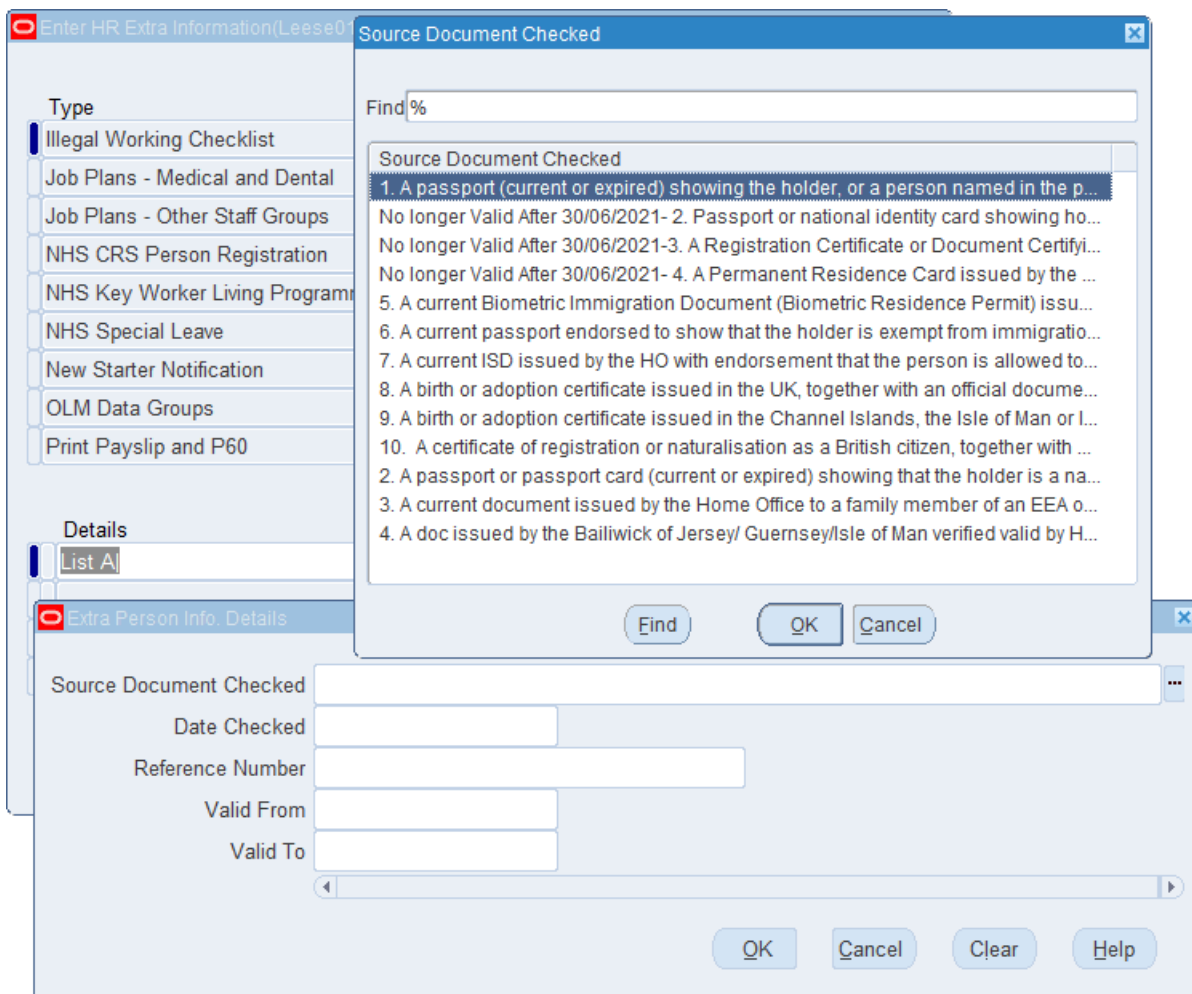
8. Full UK birth/adoption cert with name of at least one parent/adoptive parent & official doc with perm NINO & name from Govt agency/prev employer	8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. Birth/adoption cert issued in the Channel Islands/Isle of Man/Ireland & official doc with perm NINO & name from Govt agency/prev employer.	9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent NINO and their name issued by a government agency or a previous employer.
10. Certificate of registration or naturalisation as a British citizen & official doc with permanent NINO & name from Govt agency/prev employer.	10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

The following values have been added in the 'Source Document Checked' field in 'List A' in Illegal Working Checklist with effect from 01-Jul-2021:

New Value
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A doc issued by the Bailiwick of Jersey/ Guernsey/Isle of Man verified valid by HO Emp Chk Serv showing holder has been granted ltd leave to enter/remain under Appx EU to the Jersey/Imm Bailiwick Guernsey Rules 08 Isle of Man Imm Rules.

The following values have been prefixed with 'No longer Valid After 30/06/2021' in the 'Source Document Checked' field in 'List A' Illegal Working Checklist with effect from 01-Jul-2021:

Old Value	New Value
2. Passport or national identity card showing holder or person named in passport as child of the holder, is national of an EEA country or Switzerland	No longer Valid After 30/06/2021- 2. Passport or national identity card showing holder or person named in passport as child of the holder, is national of an EEA country or Switzerland
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland	No longer Valid After 30/06/2021- 3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a citizen of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland	No longer Valid After 30/06/2021- 4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Area country or Switzerland



List B Group 1

The following value in the 'Source Document Checked' field 'List B Group 1' in the Illegal Working Checklist has been updated as follows:

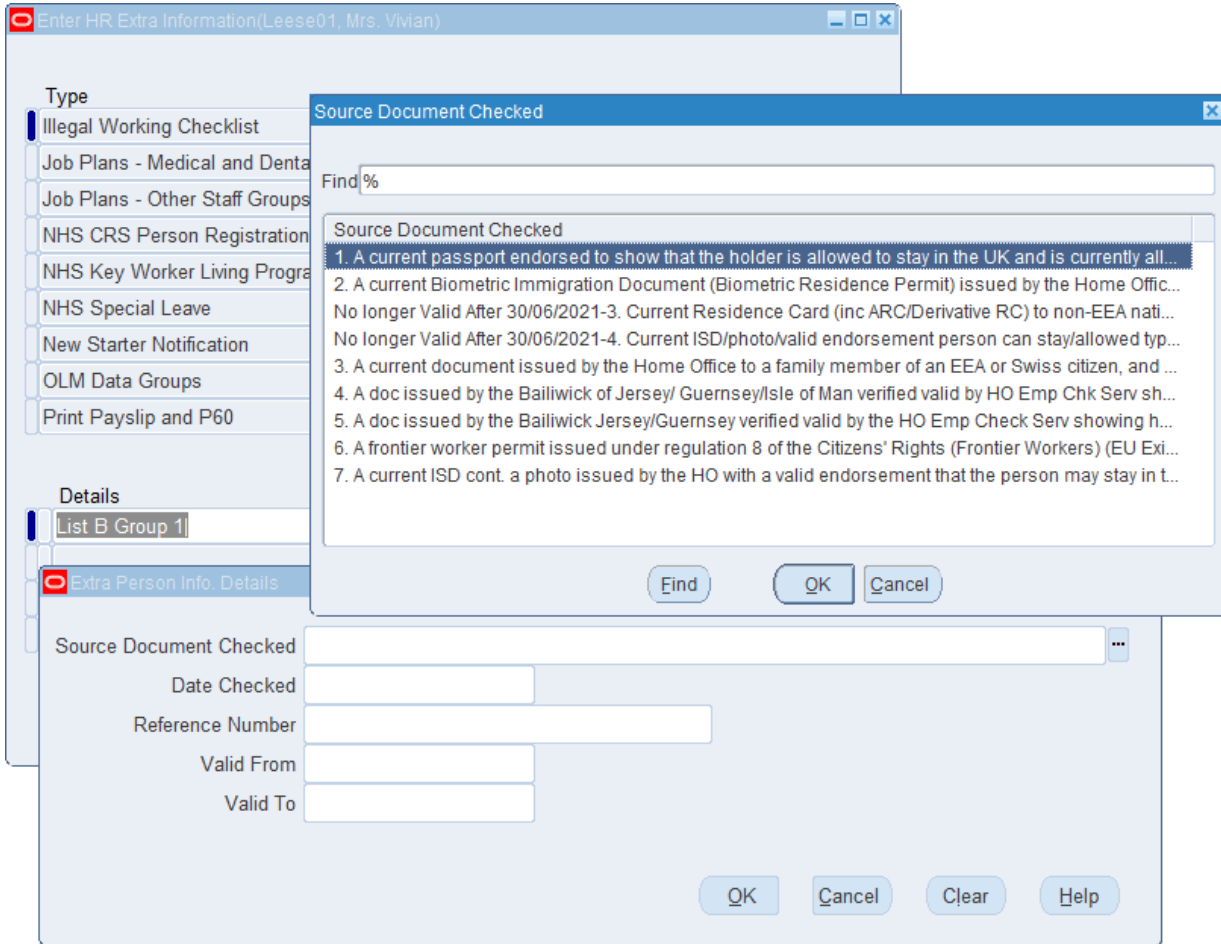
Old Value	New Value
2. Current Biometric Immigration Document (BR Permit) issued by the Home Office indicating person can currently stay in UK & allowed work in question	2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

The following values have been added in the 'Source Document Checked' field in 'List B Group 1' in the Illegal Working Checklist with effect from 01-Jul-2021:

New Value
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A doc issued by the Bailiwick of Jersey/ Guernsey/Isle of Man verified valid by HO Emp Chk Serv showing holder has been granted ltd leave to enter/remain under Appx EU to the Jersey/Imm Bailiwick Guernsey Rules 08 Isle of Man Imm Rules.
5. A doc issued by the Bailiwick Jersey/Guernsey verified valid by the HO Emp Check Serv showing holder has app for leave to enter/remain under Appx EU to the Jersey Imm Rules/Imm Bailiwick Guernsey Rules 2008 on/before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current ISD cont. a photo issued by the HO with a valid endorsement that the person may stay in the UK and is allowed to do the type of work in question with an official doc giving the perm NINO & name issued by a govt.agency/prev emp.

The following values have been prefixed with 'No longer Valid After 30/06/2021' in the 'Source Document Checked' field 'List B Group 1' Illegal Working Checklist with effect from 01-Jul-2021:

Old Value	New Value
3. Current Residence Card (inc ARC/Derivative RC) to non-EEA national who is family member of EEA country/Switzerland & derivative right of residence.	No longer Valid After 30/06/2021-3. Current Residence Card (inc ARC/Derivative RC) to non-EEA national who is family member of EEA country/Switzerland & derivative right of residence.
4. Current ISD/photo/valid endorsement person can stay/allowed type of work & official doc with perm NINO & name from Govt agency/prev employer.	No longer Valid After 30/06/2021-4. Current ISD/photo/valid endorsement person can stay/allowed type of work & official doc with perm NINO & name from Govt agency/prev employer.



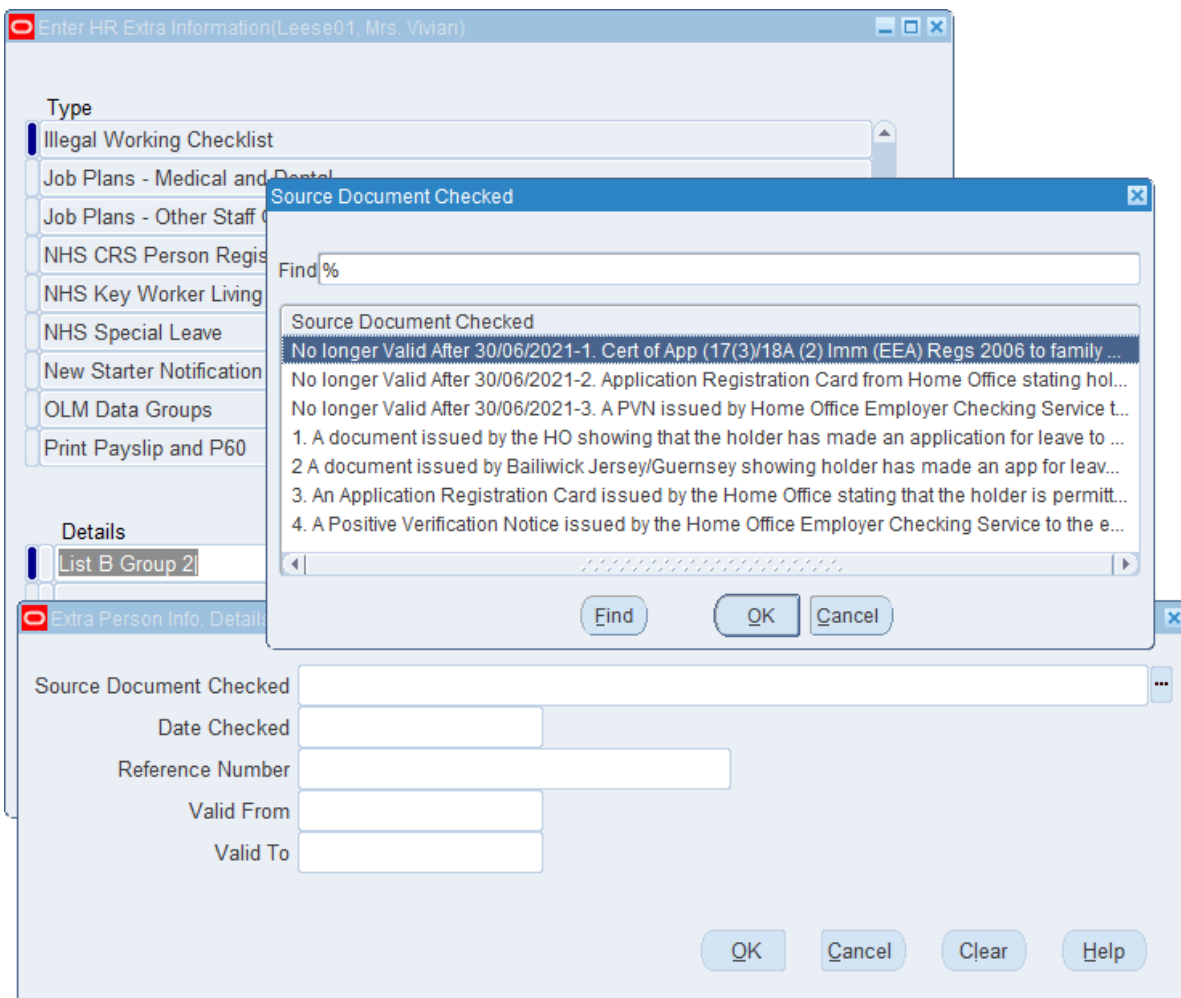
List B Group 2

The following values have been added in the 'Source Document Checked' field in 'List B Group 2' in the Illegal Working Checklist with effect from 01-Jul-2021:

New Value
1. A document issued by the HO showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a PVN from the HO Employer Checking Service.
2 A document issued by Bailiwick Jersey/Guernsey showing holder has made an app for leave enter/remain under Appx EU to the Jersey Imm Rules/Appx EU to Imm Bailiwick Guernsey Rules 08 on/before 30 June 21 with a PVN from the HO Emp Chk Serv.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

The following values have been prefixed with 'No longer Valid After 30/06/2021' in the 'Source Document Checked' field 'List B Group 2' Illegal Working Checklist with effect from 01-Jul-2021:

Current ESR Lookup Description	New ESR Lookup Description
1. Cert of App (17(3)/18A (2) Imm (EEA) Regs 2006 to family mem of a national of EEA/Switzerland & employment < 6 mths +PVN from HO Emp Check Serv	No longer Valid After 30/06/2021-1. Cert of App (17(3)/18A (2) Imm (EEA) Regs 2006 to family mem of a national of EEA/Switzerland & employment < 6 mths +PVN from HO Emp Check Serv
2. Application Registration Card from Home Office stating holder is permitted to do the employment + PVN from Home Office Employer Checking Service	No longer Valid After 30/06/2021-2. Application Registration Card from Home Office stating holder is permitted to do the employment + PVN from Home Office Employer Checking Service
3. A PVN issued by Home Office Employer Checking Service to employer/prospective employer that person can stay in UK/permitted to do work in question	No longer Valid After 30/06/2021-3. A PVN issued by Home Office Employer Checking Service to employer/prospective employer that person can stay in UK/permitted to do work in question



Note: Where a value has been updated, any records that once had the old value, will appear as if the new value has always been against their record. Users will not be able to use date tracking to retrieve past entries.

6 Change to the “Change to Working Conditions Notification”

The data item 'Contracted Hours' on the notification 'Change to Working Conditions' has been amended to read 'Contracted Hours/Sessions' as follows:

The screenshot shows an NHS Workflow notification interface. At the top, there is a blue header with the NHS logo and 'Workflow' text. Navigation icons for Search, Home, Favorites, Settings, and user information (Logged In As: 888AAHOURS) are visible. The notification content includes:

- Information:** This notification does not require a response.
- Title:** Change to Working Conditions
- Metadata:** To: AA, Hours Change; Sent: 09-Sep-2021 10:17:46; ID: 157654
- Message:** The following changes have been made to your ESR Record for assignment 20066400.
- Table:** A table showing changes to 'Contracted Hours/Sessions'.
- Footer:** Return to Worklist and a checkbox for 'Display next notification after my response'.

Item	From Value	To Value	Effective Date	Changed By	Date/Time Stamp
Contracted Hours/Sessions	37.5	42	19-MAR-21	AA	06-09-2021 11:13:13
Contracted Hours/Sessions	42	35	05-AUG-21	AA	06-09-2021 11:16:44

7 **New Supplementary Role**

A new Supplementary Role, 'Community Practitioner Nurse Prescriber', is available.

The role can be accessed using the following URPs and navigation:

XXX HR Administration > People > Enter & Maintain > Others > Supplementary Roles

XXX Manager Self Service (Payroll Approvals Not Required)

XXX Manager Self Service (Payroll Approvals Required)

XXX Supervisor Self Service

XXX Supervisor Self Service (Limited Access)

XXX Administrator Self Service (Payroll Approvals Not Required)

XXX Administrator Self Service (Payroll Approvals Required)

XXX Employee Self Service > My Employment > Supplementary Roles (read only)

My Team Assignment Information > Supplementary Roles

8 Class Scheduler Enhancement

The Class Scheduler functionality in Learning Management has been enhanced to allow users to enter their own dates for new classes.

When the user navigates to the Class Scheduler page for a class the new option of Specific Dates is now available:

Catalogue > Classes >

Class Scheduler Cancel Next

Class Title Test Class	Class Start Date 01-Nov-2021	Offering Start Date 01-Jan-2020
Type Scheduled	Class End Date 03-Nov-2021	Offering End Date
Max Attendees 20	Enrolment Start Date 27-Sep-2021	
Duration 3 Day(s)	Enrolment End Date 03-Nov-2021	

TIP Class Name Prefix will be used at the beginning of the new Class Name and the class date will be added on to the end

Class Name Prefix

Schedule

Weekly
 Monthly
 Specific Dates

The user can select this option and will be presented with a new table to enter dates for specific classes:

Class Scheduler Cancel Next

Class Title Test Class	Class Start Date 01-Nov-2021	Offering Start Date 01-Jan-2020
Type Scheduled	Class End Date 03-Nov-2021	Offering End Date
Max Attendees 20	Enrolment Start Date 27-Sep-2021	
Duration 3 Day(s)	Enrolment End Date 03-Nov-2021	

TIP Class Name Prefix will be used at the beginning of the new Class Name and the class date will be added on to the end

Class Name Prefix

Schedule

Weekly
 Monthly
 Specific Dates

+ ...				
Start Date	Start Time	End Date	End Time	Venue
10-Oct-2021	08:30 <input type="text"/>	12-Oct-2021	16:30 <input type="text"/>	888 TC 01 Warwick
15-Nov-2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17-Dec-2021	<input type="text"/>	21-Dec-2021	<input type="text"/>	888 TC 02 Leam

Allow classes to be created on bank holidays

TIP Enter the number of days before the class start date when you want to enrolments to start and end. If the fields are left blank, then the Enrolment Start and End dates will increase based upon the Enrolment Start and End Dates of the class chosen to schedule from.


Enrolment Start Date day(s) before Class Start Date

Enrolment End Date day(s) before Class Start Date

The user can specify the Start Date, Start Time, End Date and End Time for the new class.

Only the Start Date is a required field. Where the End Date field is left blank this will be defaulted to be the new Start Date adjusted for the class duration from the original class. Note the End Date will be defaulted based on calendar days regardless of day of the week, weekends, bank holidays etc. A specific end date should always be entered, if required.

Where the Start Time and/or End Time fields are left blank they will be defaulted to the Start Time and/or End Time of the original class.

New rows can be added by clicking onto the  icon at the top left of the table.

When the user has entered all the rows they require they can click on the Next button in the top right. This will take them to the review page:

Review Schedule

Back
Cancel
Submit

Class Title	Test Class	Class Start Date	01-Nov-2021	Offering Start Date	01-Jan-2020
Type	Scheduled	Class End Date	03-Nov-2021	Offering End Date	
Max Attendees	20	Enrolment Start Date	27-Sep-2021		
Duration	3 Day(s)	Enrolment End Date	03-Nov-2021		

This table shows a green tick against classes that will be scheduled.

Class Name	Start Date	Start Time	End Date	End Time	Enrollment Start	Enrollment End	Venue	Availability	Message
Test Class 10-Oct-2021	10-Oct-2021	08:30	12-Oct-2021	16:30	05-Sep-2021	12-Oct-2021	888 TC 01 Warwick	✓	
Test Class 15-Nov-2021	15-Nov-2021	09:00	17-Nov-2021	17:00	11-Oct-2021	17-Nov-2021		✓	
Test Class 17-Dec-2021	17-Dec-2021	09:00	21-Dec-2021	17:00	12-Nov-2021	19-Dec-2021	888 TC 02 Leam	✓	

This will show the values for each proposed class with any defaults added in. This will show if the associated Venue booking for each class can be made. If any changes are required, the user can click the Back button to correct the appropriate row.

When the user is happy with the details, they can click the Submit button to create the classes and the associated Venue bookings.

Where a Venue conflict did exist, the following message would be displayed:

This table shows a green tick against classes that will be scheduled.

Class Name	Start Date	Start Time	End Date	End Time	Enrollment Start	Enrollment End	Venue	Availability	Message
Test Class 10-Oct-2021 - 1	10-Oct-2021	09:00	12-Oct-2021	17:00	05-Sep-2021	12-Oct-2021		✓	
Test Class 20-Dec-2021	20-Dec-2021	09:00	22-Dec-2021	17:00	15-Nov-2021	22-Dec-2021	888 TC 02 Leam	✗	This resource is already booked and not available for this period. You cannot double book trainers or venues.

As multiple classes could be scheduled for the same day at different venues the naming convention will be amended slightly when using this option. The class name will still be the Class Name Prefix followed by the Class Start Date, as for the other options, but if a class with this name already exists at the point of creation then the suffix '-1', '-2' etc. will be appended to keep the new name unique.

Any Learning Access that was set up against the source class will be copied over to the new classes. Users should then review and update the Learning Access for the new classes, as required, via the existing Learning Access functionality i.e., via the Learning Access link on the Class Details page for the new class.