



# ELECTRONIC STAFF RECORD

RN491 Guide to Enhancements and Changes  
Release 52.0.0.0 and 52.1.0.0

Information classification: PUBLIC

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## **Contents**

1	Introduction .....	3
<b><u>OCCUPATIONAL HEALTH</u></b>		
2	COVID-19 Vaccinations EIT LoVs .....	4
<b><u>ESR PORTAL</u></b>		
3	Support for My ESR Dashboard in Welsh.....	5
<b><u>SSHR</u></b>		
4	Revision to Flexible Working .....	6
5	Query by Example.....	10
<b><u>PAYROLL</u></b>		
6	Pension Capping Values .....	12
7	HMRC Advisory Fuel Rates.....	13
<b><u>INTERFACES</u></b>		
8	Enhancement to GO2 Interface.....	14

# 1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 52.0.0.0 and 52.1.0.0. 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.**

**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 EIT LoVs**

The following reasons for not having the COVID-19 Vaccination that were end dated in R51.3 have now been re-instated:

Meaning	Description
SARS-CoV-2 vaccination dose declined	1324721000000108
SARS-CoV-2 immunisation course not indicated	1324731000000105
SARS-CoV-2 immunisation course contraindicated	1324761000000100
SARS-CoV-2 immunisation course abandoned	1324861000000109

These are available via the following navigation paths:

Immunisations and Checks > COVID-19 Vaccinations EIT > Vaccine 1 Reason Not Given / Vaccine 2 Reason Not Given

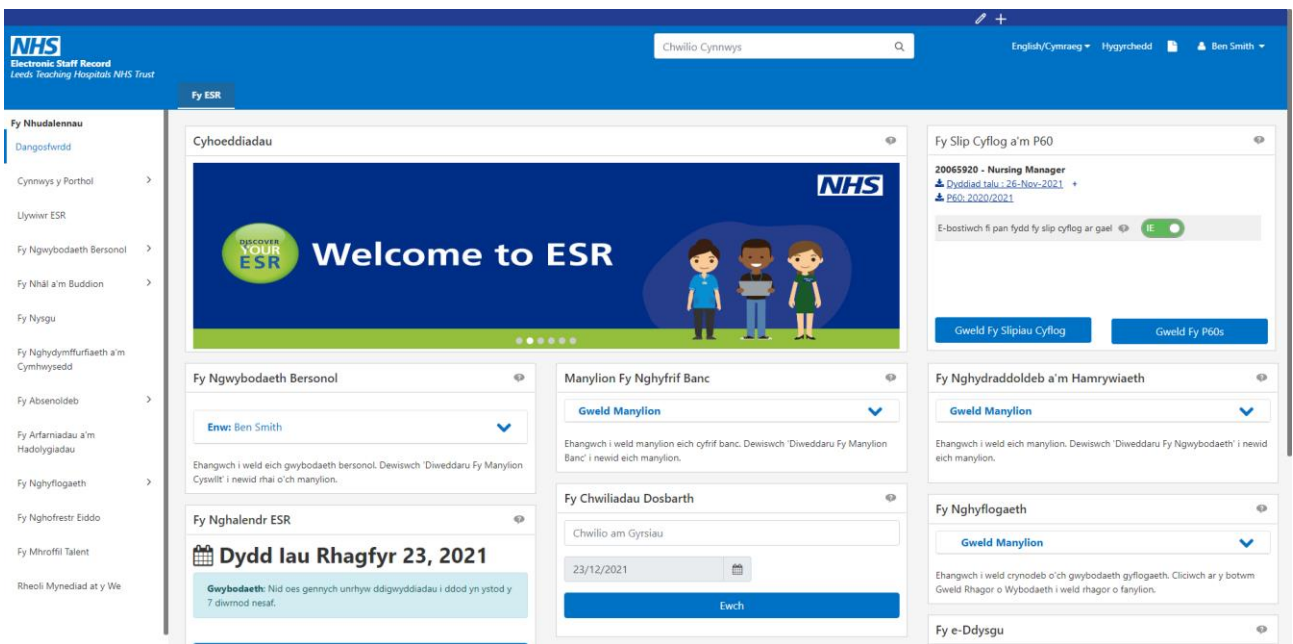
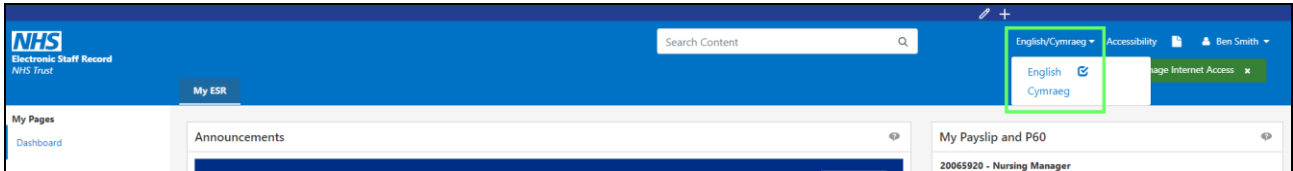
Immunisations and Checks > COVID-19 Vaccinations (Ongoing Maintenance) EIT > Reason Not Given

which can be accessed with the following URPs:

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

### 3 Support for My ESR Dashboard in Welsh

Users who are logged in can switch the language option from English to Welsh in My ESR Dashboard. After selecting Cymraeg, static text will be displayed in Welsh.



The selection of language is preserved in the system when the user logs out.

## 4 Revision to Flexible Working

The following changes will be made to the Flexible Working Pages.

### Description of New Flexible Working Arrangement

In ESS, the description at the top of the 'Request a new Flexible Working Arrangement' page has been shortened

#### **From:**

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.

#### **To:**

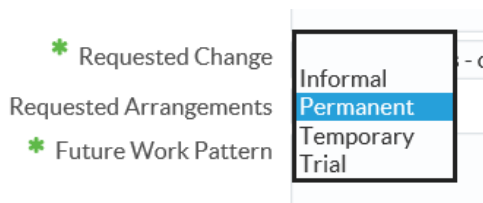
I would like to apply to work a flexible working pattern that is different to my current working pattern in line with the organisations policy for flexible working.

### “Date of previous request” field

The field for 'Date of any previous request to work flexibly:' has been removed.

### New Optional Field “Requested Arrangements” Added

A new optional field will be added into the page called Requested Arrangements. This will be below the existing Requested Change field and will have options available as follows:



### **Fields Changed from Mandatory to Optional**

The existing free-text fields for 'Impact of the new working pattern' and 'Accommodating the new working pattern' have been made optional rather than mandatory.

### **Change to "Impact of the new working pattern" Field Tooltip**

The 'Impact of the new working pattern' field hover over text will also be changed:

**From:**

Describe how you think this change in your working pattern will affect your employer and colleagues

**To:**

Ideas about how we can make this work for me, my employer and my team

The updated page will now look like this.

### Request a new flexible working arrangement Cancel Submit

Personal Details

Employee Name MK Emp A, Mark  
Assignment Number 20065939  
Supervisor Name MK Mgr A, Mark

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.

\* Indicates required field

Flexible Working Request

* Date of Application	15-Oct-2021
* Type of Request	Part Time <input type="checkbox"/>
* Describe your current working pattern	Mon to Fri / 9 to 5
* Requested Change	Decrease hours - change to PT <input type="checkbox"/>
Requested Arrangements	Permanent <input type="checkbox"/>
* Future Work Pattern	Tue to Fri only - Mondays off
* I would like this working pattern to commence from	01-Nov-2021
Impact of the new working pattern	Careful planning of new work
Accommodating the new working pattern	Rearrange work to allow for a 4 day week instead of 5

### **Change to Notifications**

When an employee requests a flexible working arrangement, the notification that gets sent to their manager will now also have the shortened description and will also include the new field 'Requested Arrangements' as above:

To	MK Mgr A, Mark
Sent	15-Oct-2021 11:25:02
ID	174644
Dear Mark MK Mgr A	
<b>Name:</b> Mark MK Emp A <b>Assignment Number:</b> 20065939 <b>Date of application:</b> 15-Oct-2021	
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.	
<b>Flexible Working Request</b>	
<b>Type of Request:</b>	<input type="text" value="Part Time"/>
<b>Describe your current working pattern:</b>	<input type="text" value="Mon to Fri / 9 to 5"/>
<b>Requested change:</b>	<input type="text" value="Decrease hours - change to PT"/>
<b>Requested arrangements:</b>	<input type="text" value="Permanent"/>
<b>Describe the working pattern you would like to work in the future:</b>	<input type="text" value="Tue to Fri only - Mondays off"/>
<b>I would like this working pattern to commence from:</b>	<input type="text" value="01-Nov-2021"/>
<b>Impact of the new working pattern:</b>	<input type="text" value="Careful planning of new work"/>
<b>Accommodating the new working pattern:</b>	<input type="text" value="Rearrange work to allow for a 4 day week instead of 5"/>

In the Manager Page in SSHR, the restriction that was previously in place to only show requests from the last 12 months to the manager has been removed. All previous requests will now be shown to managers for their employees.

When a manger clicks on to Update Request, this page will no longer display the field 'Other Applications'.



## Maintain Employee Flex Work Requests Cancel Submit

**Employee Summary**  
 Employee Name MK Emp A, Mark    Assignment Number 20065939

**Flexible Working Request Details**

Type of Request	Part Time	Position 1	92755 MK Test Pos A 007 Accident and
Date Submitted	15-Oct-2021	Position 2	
Date Received	15-Oct-2021	Position 3	
Application Complete?			
Requested Change	Decrease hours - change to PT		

Current Work Pattern: Mon to Fri / 9 to 5  
 Future Work Pattern: Tue to Fri only - Mondays off

**Arrangements and Outcome**

Agreed Arrangements	Permanent	Agreed Arrangements End Date	
Meeting 1 Date		Meeting 2 Date	
Decision Required By	15-Jan-2022	Decision Date	
Outcome	Pending Decision	Outcome Details	
Effective Change Date	01-Nov-2021	Decision Letter Sent	
Process End Date			

The confirmation notification sent back to the employee when the manager has received the request will be updated to include the new line 'I will arrange a meeting with you to discuss your request.'

[Worklist >](#)

**Information**  
 This notification does not require a response.

### Confirmation of receipt of application for flexible working

OK Reassign

To MK Emp A, Mark  
 Sent 15-Oct-2021 11:27:06  
 ID 174645

Dear Mark MK Emp A

I confirm that I received your request to change your work pattern on: 15-Oct-2021 .

I will arrange a meeting with you to discuss your request.

You will be notified of the decision on this application within three months of this date, unless a longer deadline for this is agreed.

Mark MK Mgr A


[Return to Worklist](#)  
 Display next notification after my response

OK Reassign

## 5 Query by Example

This release has introduced the ability to search the following tables: Worklist, Learner Groups and Global Search.




Selecting the Query by Example  icon will enable search boxes.






Selecting the Query by Example  icon for a second time will disable the search.

Selecting the Clear Query by Example  icon will clear the search results entered.

**Worklist**

View Open Notifications




Select Notifications:      







<input type="checkbox"/> Subject 	Sent 	Due - Fn Level 	From 	Type 
<input type="text"/>				<input type="text"/>
<input type="checkbox"/> FB, Mr. Employee1 has cancelled an enrollment	22-Sep-2021		FB, Employee1	HR
<input type="checkbox"/> FB, Mr. Employee1 has cancelled an enrollment	21-Sep-2021		FB, Employee1	HR
<input type="checkbox"/> Your bulk enrollment request has completed.	16-Sep-2021		SYSADMIN	OTA Workflow

**Note:** When the worklist is set to View All Notifications it is possible to search on Status.

**Worklist**

View All Notifications

Select Notifications:      

<input type="checkbox"/> Subject 	Sent 	Due - Fn Level 	From 	Status 	Type 
<input type="text"/>				<input type="text" value="CLOSED"/>	<input type="text"/>
<input type="checkbox"/> XX NHS Enroll in Learning Approval for FB, Employee1	17-Sep-2021	25-Sep-2021	FB, Employee1	Closed	HR
<input type="checkbox"/> XX NHS Enroll in Learning Approval for FB, Employee2	16-Sep-2021	24-Sep-2021	FB, Employee2	Closed	HR
<input type="checkbox"/> XX NHS Enroll in Learning Approval for FB, Employee2	16-Sep-2021	24-Sep-2021	FB, Employee2	Closed	HR

### Search Rules

- Search terms are case sensitive
- The wildcard search term % can be used
- When searching the Worklist Status field the criteria must be entered in uppercase, For example, CLOSED.
- It is possible to search multiple columns, all criteria must be met to return results.
- When searching Date columns, the date must be entered in the format - DD-MMM-YYYY. For example, 20-DEC-2021. No wildcards can be used.
- Press Enter to execute the search.

**Known Issues**

- 1) Searching by Start Date or End Date on the Learner Groups table will not return any results, instead the message *'No Results Found'* will be displayed in the results table.
- 2) Using the Query by Example functionality on the Search ESR table will not return any results, instead the message *'No Results Found'* will be displayed in the results table.
- 3) If Query by Example is used to perform more than one search on the Learner Groups and Search ESR tables the following error page will be received *'You have encountered an unexpected error. Please contact your System Administrator for assistance.'*

These issues have been raised with our third-party supplier and are detailed on the Known Error Log under PRB2002160.

## **6 Pension Capping Values**

In accordance with NHS Pensions Regulations, the Pension Capping values for 2020 and 2021 have been updated within ESR.

The revised values are as follows:

**6th April 2020 = £170,400**

**6th April 2021 = £172,800**

### **Action**

- Retropay will not trigger automatically so an Assignment Set will need to be created for potentially affected employees for use with Retropay by Element.
  - The Employees by Element List should be run and used to identify potential employees for the Assignment Set.
- .

## 7 **HMRC Advisory Fuel Rates**

HMRC has published new advisory fuel rates for company cars effective 01 Dec 2021 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 want but are under no obligation to do either.

**The revised rates are as follows:**

Engine Size	Petrol	LPG
1400cc or less	13p	9p
1401cc to 2000cc	15p	10p
Over 2000cc	22p	15p

Engine Size	Diesel
1600cc or less	11p
1601cc to 2000cc	13p
Over 2000cc	16p

Engine Size	Electric
1400cc or less	5p
Over 1400cc	5p

### **Action**

Please note that mileage payments are not processed when Retropay is run, so any changes to amounts already paid will need to be made manually.

## **8      Enhancement to GO2 Interface**

The GO2 files have been enhanced to add additional details for Position, Appraisals and Development Summary, and LoVs.