



## ELECTRONIC STAFF RECORD

# RN495 Guide to Enhancements and Changes Release 52.3.0.0

Information classification: PUBLIC

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### 1 <u>Introduction</u>

The purpose of this document is to provide details of the enhancements to the ESR system in Release 52.3.0.0.

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 to ESR Payslip Now Available Email

The wording on the 'ESR Payslip Now Available' email has been updated.

The email generated will depend on whether the user has a single payslip available for a given assignment on a given day, or multiple payslips available for multiple assignments on a given day.

#### **NEW WORDING**

EMAIL 1 - Where a person has a single assignment OR multiple assignments but with different payslip availability dates, the below email will be sent:

ESR I	ESR Payslip Now Available		
0	Workflow Mailer <esr@esr.internal.uk.com> Today, 10:31 ers</esr@esr.internal.uk.com>	₽ Reply all   ∨	
	Dear Emp01		
	Your latest ESR Payslip from Organisation 233941 for assignment number ending XXXXX442 is now available. To view and download, login to your ESR account.		
	If you are due to leave Organisation 233941 please remember that you will need to download any previous payslips or P60s before you leave as you will not be able to do this once you have left.		
	If you have recently left Organisation 233941 and are unable to login to ESR you will need to contact the Organisations Payroll or Human Resource Department to find out how to gain access to this payslip.		
	Thank you.		

EMAIL 2 - Where a person has multiple assignments with the same payslip availability date, the below email will be sent:

ESR P	ayslip Now Available	
	Workflow Mailer <esr@esr.internal.uk.com> Today, 10:31</esr@esr.internal.uk.com>	Reply all   <
	erx	
	Dear Emp03	
	Your latest ESR Payslip from Organisation 233941 for employee number ending XXXXX444 is now available. To view and download, login to your ESR account.	
	If you are due to leave Organisation 233941 please remember that you will need to download any previous payslips or P60s before you leave as you will not be able to do this once you have left.	
	If you have recently left Organisation 233941 and are unable to login to ESR you will need to contact the Organisations Payroll or Human Resource Department to find out how to gain access to this payslip.	
	Thank you.	