



ELECTRONIC STAFF RECORD

RN503 Guide to Enhancements and Changes Release 53.3.0.0

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1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 53.3.0.0. 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 New National Subjective Grades

The following values have been added to the Subjective Code list of values effective from 01-Jan-1951:

- NHS6665 - Pharmacy Technician Band 4
- NHS5076 - Midwife Band 8D
- NHS5077 - Midwife Band 9
- NHS7432 - External Contractors

3 Change to Review Due Notifications, and Appraisal and Development EIT

The Review Type will be added to the Review Due Notifications for role holders and supervisors.

It will be displayed before the Review Date column on the 1 Month and 3 Month notifications and before the Previous Review Date column on the Short Notice notification.

A sort order will be applied to the Appraisal and Development EIT field. The navigation path is:

Assignment Extra Information > Appraisal and Development > Further Assignment Information.

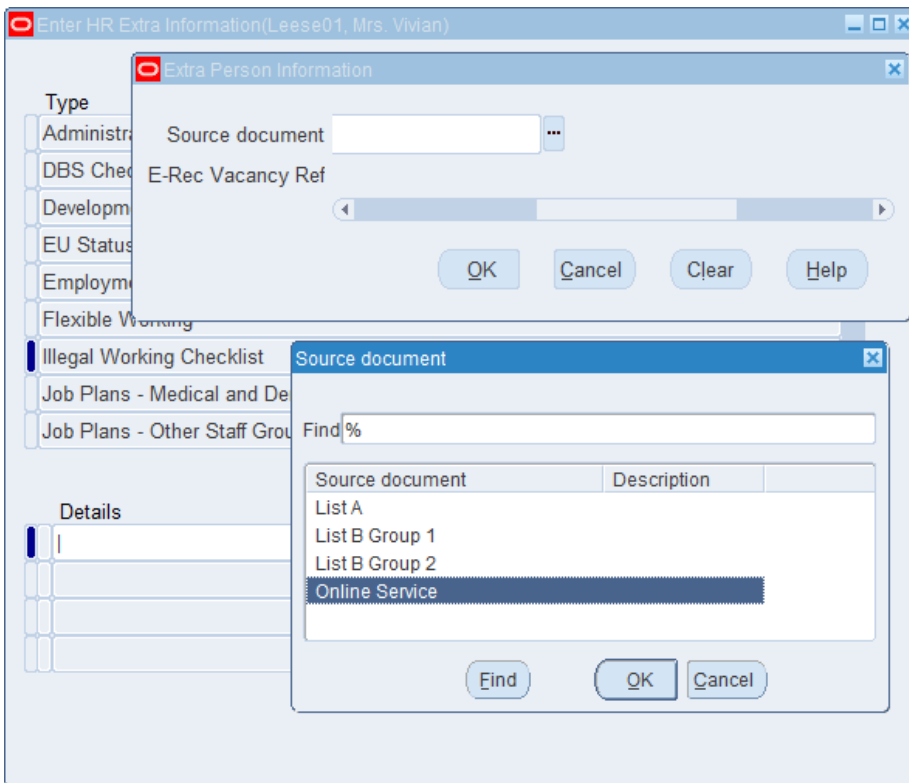
The appraisals will be displayed with the most recent appraisal date first to the oldest appraisal date last.

4 Changes to Illegal Working Checklist

To reflect the updated Home Office Right to Work Guidance which came into effect on the 6th April 2022, a new value 'Online Service' will be added to the Source Documents list of values in the Illegal Working Checklist List.

Navigation Details:

1. New value 'Online Service' will be available in the Source Document field list of values.
- 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



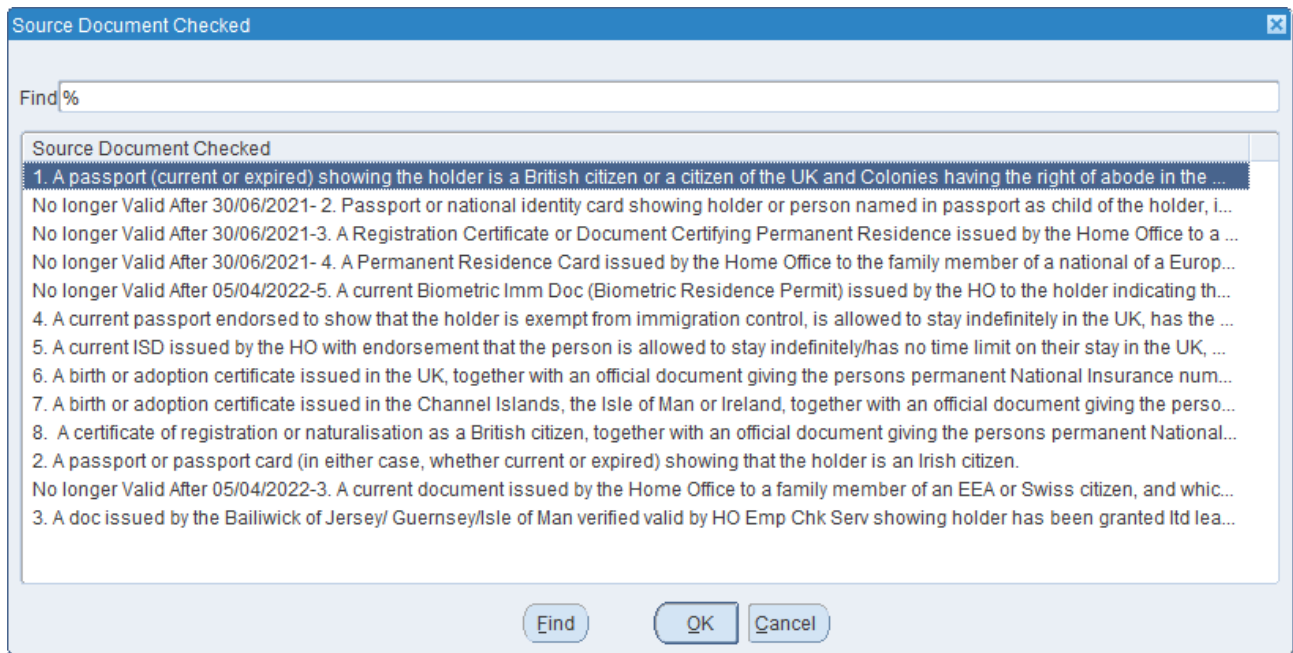
2. A new value 'Home Office Online Service' will be added to Source Document Checked in the Illegal Working Checklist (for step 1 above).
3. Following segments will be added as shown below
 - a. Source Checked
 - b. Date Checked
 - c. Reference Number
 - d. Valid From
 - e. Valid To

- The following values will be amended in the 'Source Document Checked' field in 'List A' in Illegal Working Checklist to reflect the updated acceptable documents lists published in the Home Office Guidance.

List A

Current Value	New Value
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.	1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.	2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
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.	3. 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.
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.	4. 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. 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.	5. 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. A birth or adoption certificate issued in the UK, together with an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer.	6. A birth or adoption certificate issued in the UK, together with an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer.

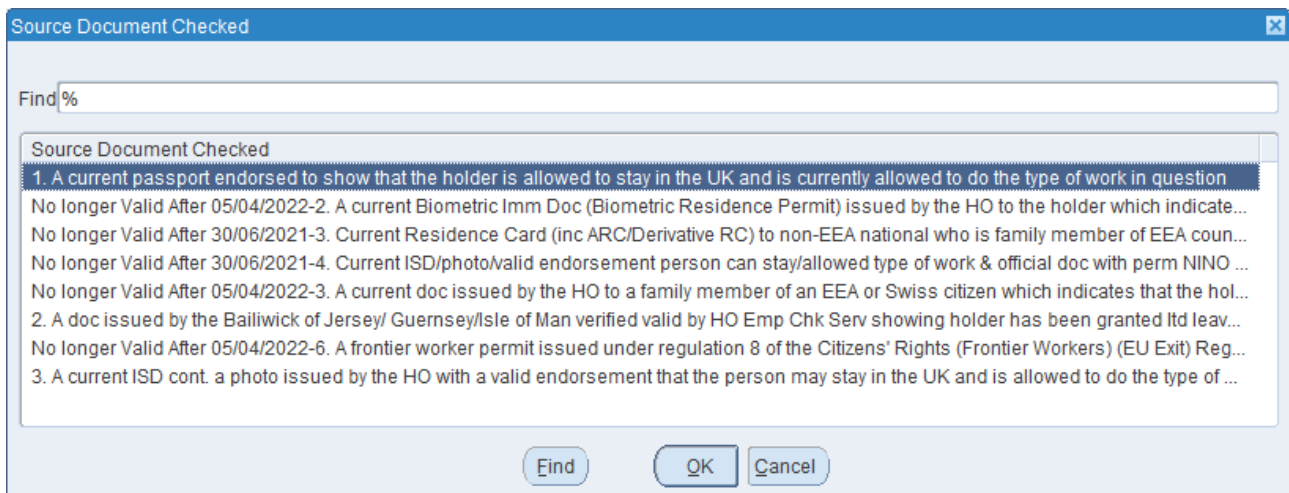
<p>9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the persons permanent NINO and their name issued by a government agency or a previous employer.</p>	<p>7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the persons permanent NINO and their name issued by a government agency or a previous employer.</p>
<p>10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer.</p>	<p>8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the persons permanent National Insurance number and their name issued by a government agency or a previous employer.</p>
<p>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.</p>	<p>No longer Valid After 05/04/2022-3. 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.</p>
<p>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.</p>	<p>No longer Valid After 05/04/2022-5. A current Biometric Imm Doc (Biometric Residence Permit) issued by the HO to the holder indicating that the person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.</p>



- The following values will be amended in the 'Source Document Checked' field in 'List B Group 1' in Illegal Working Checklist to reflect the updated acceptable documents lists published in the Home Office Guidance.

List B Group 1

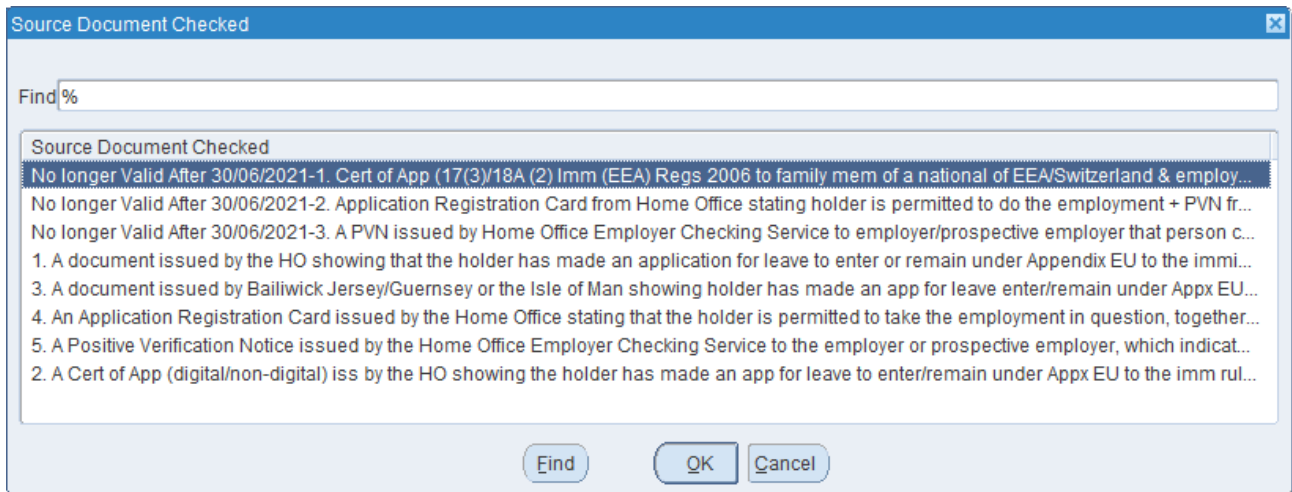
Current Value	New Value
4. A doc issued by the Bailiwick of Jersey/ Guernsey/Isle of Man verified valid by HO Emp Chk Serv showing holder has been granted ltd leave to enter/remain under Appx EU to the Jersey/Imm Bailiwick Guernsey Rules 08 Isle of Man Imm Rules.	2. A doc issued by the Bailiwick of Jersey/ 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.
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.	3. 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.
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.	No longer Valid After 05/04/2022-2. A current Biometric Imm Doc (Biometric Residence Permit) issued by the HO to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
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.	No longer Valid After 05/04/2022-3. A current doc issued by the HO to a family member of an EEA or Swiss citizen which indicates that the holder is permitted to stay in the UK for a time limited period and do the type of work in question.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.	No longer Valid After 05/04/2022-6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.



6. The following values will be amended in the ‘Source Document Checked’ field in ‘List B Group 2’ in Illegal Working Checklist to reflect the updated acceptable documents lists published in the Home Office Guidance.

List B Group 2

Current Value	New Value
2. A document issued by Bailiwick Jersey/Guernsey or the Isle of Man 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 with a PVN from the HO Emp Chk Serv	3. A document issued by Bailiwick Jersey/Guernsey or the Isle of Man 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 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. 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.	5. 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.
5. A Cert of App (digital/non-digital) iss by the HO showing the holder has made an app for leave to enter/remain under Appx EU to the imm rules (known as EU Settlement Scheme) on/after 1 July 21 together with a PVN from the HO Emp Chk Serv	2. A Cert of App (digital/non-digital) iss by the HO showing the holder has made an app for leave to enter/remain under Appx EU to the imm rules (known as EU Settlement Scheme) on/after 1 July 21 together with a PVN from the HO Emp Chk Serv



Where values have been renamed, existing records should be updated to reflect the new value names.

5 Validation of Pension Element Added to Batch Element Entry Process

The Batch Element Entry Forms have been updated to include additional validation for the Pension NHS element, which reflects the validation in the element entry form. The following validation has been added:

On Validation or Commit of a batch, the following rules will be checked:

1. 'MHO Status' cannot be null
2. 'Reason for Opt Out' must be null where 'Opt Out' = 'No'
3. 'Reason for Opt Out' is mandatory where 'Opt Out' = 'Yes'

The 3 validation rules will identify errors in the batch lines if not met and have the following error messages:

1. Please enter a value for MHO Status.
2. The opt out reason must be cleared before you can save your work.
3. The opt out reason must be entered before you can save your work.

6 Payroll Fastpath Navigation Additions

The ability to view and amend the following from the Assignment screen within the XXX Payroll Administration and XXX Payroll Super Administration URP's has been made available:

- Grade Step
- Salary
- Assignment Extra Information

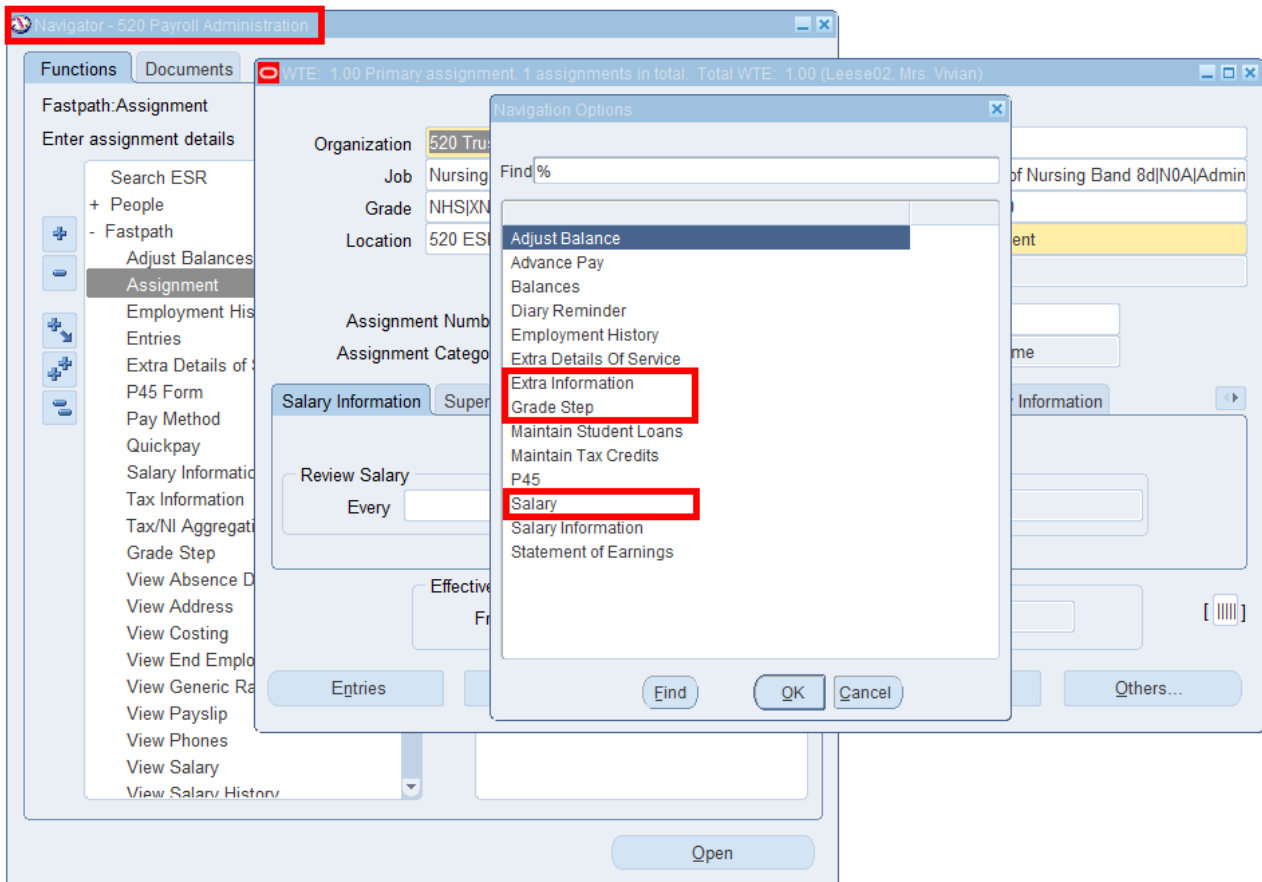
Navigation paths are as follows:

Fastpath > Assignment > Others > Grade Step

Fastpath > Assignment > Others > Salary

Fastpath > Assignment > Others > Extra Information

XXX Payroll Administration:



Extra Information:

Extra Assignment Information(Leese02, Mrs. Vivian)

Type

- Apprenticeship Details
- Employee Additional Supervisor
- GB Pension Exclusion Rules
- RTI Information
- RTI Migration Information
-
-
-
-

Details

-
-
-
-

Grade Step:

Grade Step Placement(Leese02, Mrs. Vivian)

Grade Scale

Grade: NHS|XN11|Non Review Body Band 8 - Range D

Ladder: [Empty]

Pay Scale: NHS Pay Scale Letter XN

Ceiling: 630

Point: 630

Step: 11

Grade Step Placement

Point: 550

Step: 1

Reason: [Empty]

Further Information: [Empty]

Auto-Increment

Increment Number: [Empty]

Effective Dates

From: 01-JAN-2010

To: [Empty]

Progression Point Values

Rate	Value	Units	From	To
NHS Pay Scale Letter XN	63862.00	Money	01-APR-2021	

Salary:

The screenshot shows a window titled "Salary Administration (Leese02, Mrs. Vivian)". It contains several sections:

- Previous Proposal:** Fields for Date, Currency, Bases/Year, Conversion Rate, Salary Basis, Last Value, Annual Salary, and Converted Salary.
- Salary Proposal:** Fields for Change Date, Change Value, Change %, Reason, Ranking, Currency, New Value, Annual Salary, Next Review, Performance Review, and an Approved checkbox.
- Grade Salary Limits:** Fields for Grade, Currency, Min Salary, Max Salary, and Comparatio.
- Salary Information:** Fields for Salary Basis, Pay Basis, and Bases/Year.
- Proposal Components:** A table with columns for Reason, Change Value, Change %, and Approved.

XXX Payroll Super Administration:

The screenshot shows a window titled "Navigator - 520 Payroll Super Administration". A "Navigation Options" dialog box is open over the main window. The dialog box has a search field and a list of options:

- Adjust Balance
- Advance Pay
- Balances
- Diary Reminder
- Employment History
- Extra Details Of Service
- Extra Information
- Grade Step
- Maintain Student Loans
- Maintain Tax Credits
- P11D Entries
- P11D Entry History
- P45
- Reverse Run
- Salary
- Salary Information
- Statement of Earnings

The "Salary" option is highlighted with a red box. The background window shows fields for Organization (520 Tr), Job (Nursin), Grade (NHSIX), Location (520 E), and Assignment Num.

Extra Information:

Extra Assignment Information(Leese01, Mrs. Vivian)

Type

- Apprenticeship Details
- Employee Additional Supervisor
- GB Pension Exclusion Rules
- RTI Information
- RTI Migration Information
-
-
-
-

Details

-
-
-
-

Grade Step:

Grade Step Placement(Leese01, Mrs. Vivian)

Grade Scale

Grade: NHS|XN11|Non Review Body Band 8 - Range D

Ladder: []

Pay Scale: NHS Pay Scale Letter XN

Ceiling: 630

Point: 650

Step: 11

Grade Step Placement

Point: 650

Reason: []

Step: 1

Further Information: []

Auto-Increment

Increment Number: []

Effective Dates

From: 01-JAN-2010

To: []

Progression Point Values

Rate	Value	Units	From	To
NHS Pay Scale Letter XN	63862.00	Money	01-APR-2021	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

Salary:

Salary Administration (Leese01, Mrs. Vivian)

Previous Proposal		Salary Basis	
Date	<input type="text"/>	Salary Basis	<input type="text"/>
Currency	<input type="text"/>	Last Value	<input type="text"/>
Bases/Year	<input type="text"/>	Annual Salary	<input type="text"/>
Conversion Rate	<input type="text"/>	Converted Salary	<input type="text"/>

Salary Proposal		Grade Salary Limits	
Change Date	<input type="text"/>	Grade	<input type="text"/>
Change Value	<input type="text"/>	Currency	<input type="text"/>
Change %	<input type="text"/>	Min Salary	<input type="text"/>
Reason	<input type="text"/>	Max Salary	<input type="text"/>
Ranking	<input type="text"/>	Comparatio	<input type="text"/>
	<input type="checkbox"/> Approved	Salary Information	
Next Review	<input type="text"/>	Salary Basis	<input type="text"/>
Performance Review	<input type="text"/>	Pay Basis	<input type="text"/>
		Bases/Year	<input type="text"/>

Proposal Components			
Reason	Change Value	Change %	Approved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[] []

7 Removal of Gender References from Level 2 Sickness Reasons

The following Level 2 Sickness Reasons have been amended as follows:

Current Sickness Reason Value	New Sickness Reason Value
S26001 Epididymitis (M only)	S26001 Epididymitis
S26002 Orchitis (M only)	S26002 Orchitis
S26003 Prostatic (prostrate) problems (M only)	S26003 Prostatic (prostrate) problems
S26004 Testicular problems (M only)	S26004 Testicular problems
S26005 Cervical problems (F only)	S26005 Cervical problems
S26006 Endometriosis (F only)	S26006 Endometriosis
S26007 Fibroids (F only)	S26007 Fibroids
S26008 Hysterectomy (F only)	S26008 Hysterectomy
S26009 Uterine problems (F only)	S26009 Uterine problems
S26010 Vaginal problems (F only)	S26010 Vaginal problems
S26011 Menstrual problems (F only)	S26011 Menstrual problems
S26012 Pelvic inflammatory disease (F only)	S26012 Pelvic inflammatory disease
S26013 Problems with fallopian tubes (F only)	S26013 Problems with fallopian tubes
S26014 Ovarian problems (F only)	S26014 Ovarian problems

Navigations Paths:

- XXX Absence Administration > Absence > Type: Sickness > Level 2 Reason
- XXX Manager/Admin/Supervisor Self Service > Absence > Type: Sickness > Level 2 Reason

These changes have also been reflected in ESR BI, the SDW and the Generic Outbound interface.