



ELECTRONIC STAFF RECORD

RN515 Guide to Enhancements and Changes Release 55.2.0.0

Information classification: PUBLIC

Revision Date: OCTOBER 2022

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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 55.2.0.0. 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 a revised 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.

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2 Sharing Options for Appraisals

When an Appraiser selects the 'Share with Appraisee' option in the appraisal page, the 'Update Appraisal' option within the 'Appraisee Permissions' section of the 'Share Appraisal Details with Appraisee' page is selected by default.



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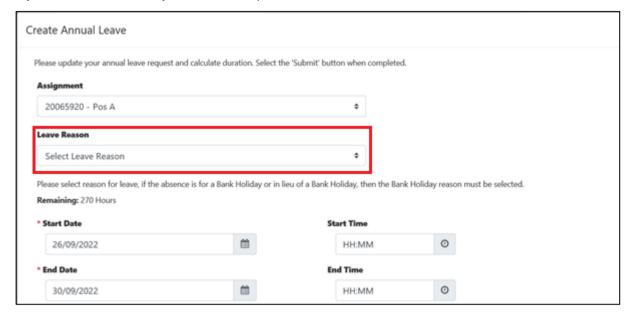
3 <u>Leave Reason Field Optional in Annual Leave Portlet</u>

The 'Leave Reason' field in the Annual Leave Portlet is now optional to complete.

This is consistent with absence entry across ESR.

Navigation Path:

My ESR Dashboard > My Annual Leave portlet > Create Annual Leave



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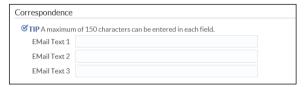
4 Additional Text for OLM Joining Instructions Email

Learning Administrators will be able to add more text to the Joining Instructions email allowing them to provide more detailed information. The change will also allow them to provide class specific instructions.

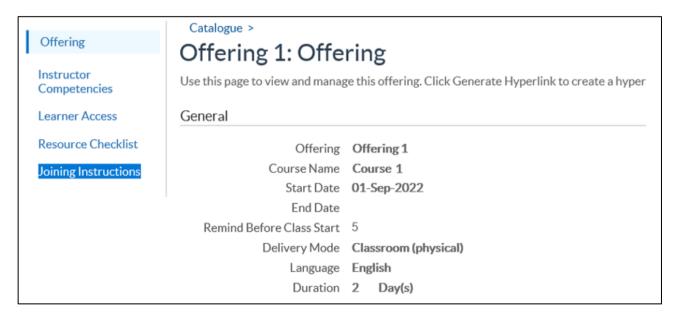
Offering Changes

The amount of text that can be added to an offering will increase from 450 to 2000 characters.

The existing email text fields in the Offering page will be removed.

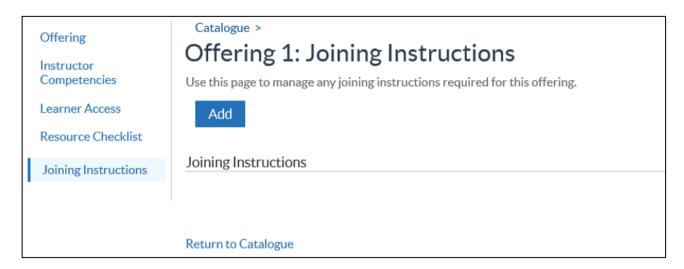


They will be replaced by a single Joining Instructions field in the Offering shield. The field will be HTML enabled.



Any data that was previously stored in the 3 email text fields for an Offering will be migrated into the new field at the time of release. If required, Learning Administrators should review the Offering Joining Instructions in the new page and amend.

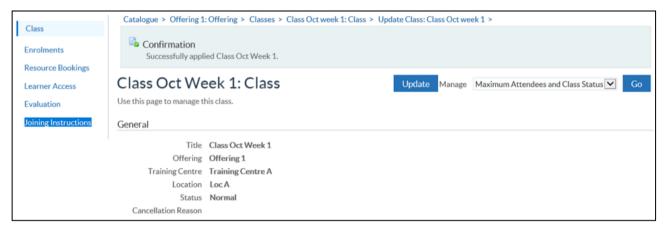
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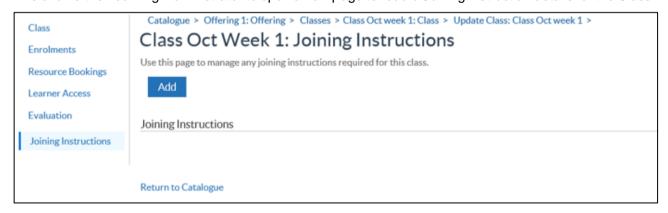
Where no text is held against the Offering, click **Add** to enter Offering specific instructions. These will be sent to all classes which are in the Offering. The field supports HTML formatting.

Class Changes

A new HTML enabled field Joining Instructions has been added to the Class shield, this can hold up to 2000 characters.



This allows the Learning Administrator to open a new page to record Joining Instruction details for the Class.



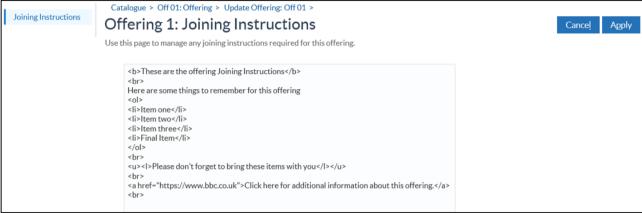
Click **Add** to enter up to 2000 characters of text. This enables organisations to provide additional details and provide bespoke emails related to specific classes, including the addition of unique hyperlinks for Microsoft Teams meetings.

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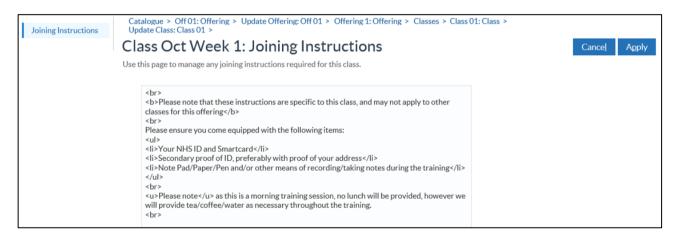
HTML

The Joining Instructions field at Offering and Class level supports HTML formatting. For example: $\frac{1}{2} \left(\frac{1}{2} \right) = \frac{1}{2} \left(\frac{1}{2} \right) \left(\frac{1}{2$

Offering:



Class:

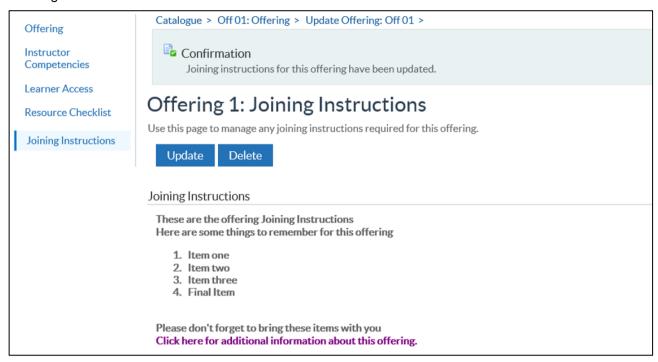


Click **Apply** to save these instructions against the Offering/Class.

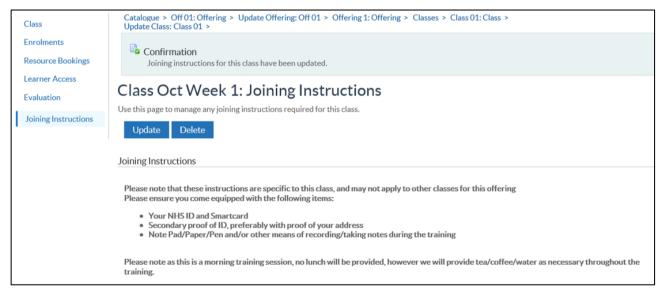
In most cases the HTML formatting can be reviewed in the view page displayed after applying the changes.

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Offering:



Class:



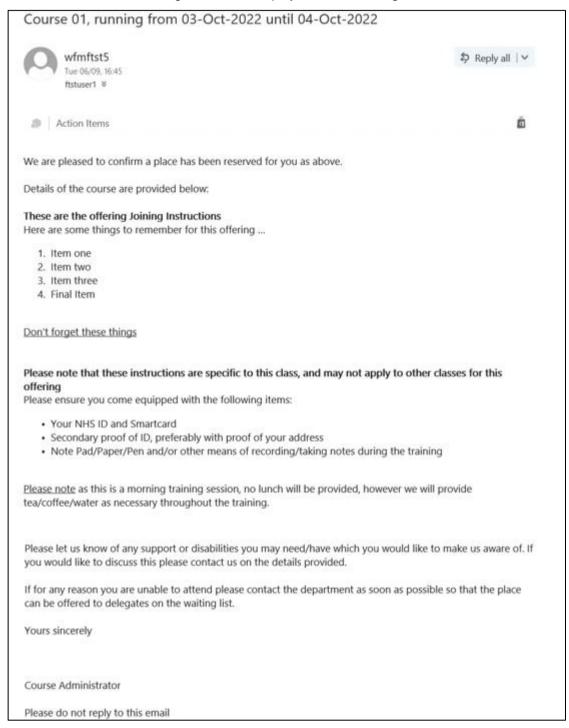
NOTE: In some cases, the instructions may not always be rendered completely in the view screen. Some formatting is not supported here such as table and some font changes. The instructions should still be rendered correctly in any associated emails.

For further information please see the Using HTML with ESR guidance within the ESR User Manual.

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Joining Instructions E-Mail

Both these fields, where entered, appear in the Joining Instructions email for the class, the Joining Instructions from the Offering field will be displayed before Joining Instructions that are entered for the Class.



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5 Reversal of National Insurance Percentage Rate Increase

Following the Chancellor's 'Mini Budget' on 23 September 2022, the increase to the employee and employer NI percentages will return to their original amounts from 06 November 2022.

The employee rates have been updated as follows:

Category	Rate April - Octo	ober	Rate November onwards		
	PT – UEL	Above UEL	PT – UEL	Above UEL	
A, F, V, H & M	13.25%	3.25%	12%	2%	
J,Z & L	3.25%	3.25%	2%	2%	
B&I	7.1%	3.25%	5.85%	2%	
C&S	0%	0%	0%	0%	

The employer rates have been updated as follows:

Category	Rate April – October			Rate November onwards				
	ST – UEL#	ST - VUST	ST – FUST	Above UEL*	ST – UEL#	ST – VUST	ST – FUST	Above UEL*
A, B, C & J	15.05%	N/A	N/A	15.05%	13.8%	N/A	N/A	13.8%
H, M & Z	0%	N/A	N/A	15.05%	0%	N/A	N/A	13.8%
V, F, I, L & S	N/A	0%	0%	15.05%	N/A	0%	0%	13.8%

this column includes UEL, UST & AUST

The rate of Class 1A for termination payments reported on an RTI return is the employers' rate that applies at the time of the payment of the general earnings or amount. As a result of this for any termination payments processed in ESR following 06 November 2022 the Class 1A NIC rate will reduce from 15.05% to 13.8% as detailed above. However all other Benefits in Kind will have a blended Class 1A percentage, full details of which will be supplied at the year-end along with the updated P11D functionality for 2022/23.

The payslip message that was enabled for use to inform employees about the Health & Social Care Levy is no longer required to be included from 06 November 2022.

^{*} this column includes UEL, UST, AUST, VUST & FUST