ELECTRONIC STAFF RECORD

RN527 Guide to Enhancements and Changes Release 56.2.0.0

Information classification: PUBLIC

Revision Date: JANUARY 2023

Contents

1 <u>Introduction</u>

The purpose of this document is to provide details of the enhancements to the ESR system in Release 56.2.0.0. 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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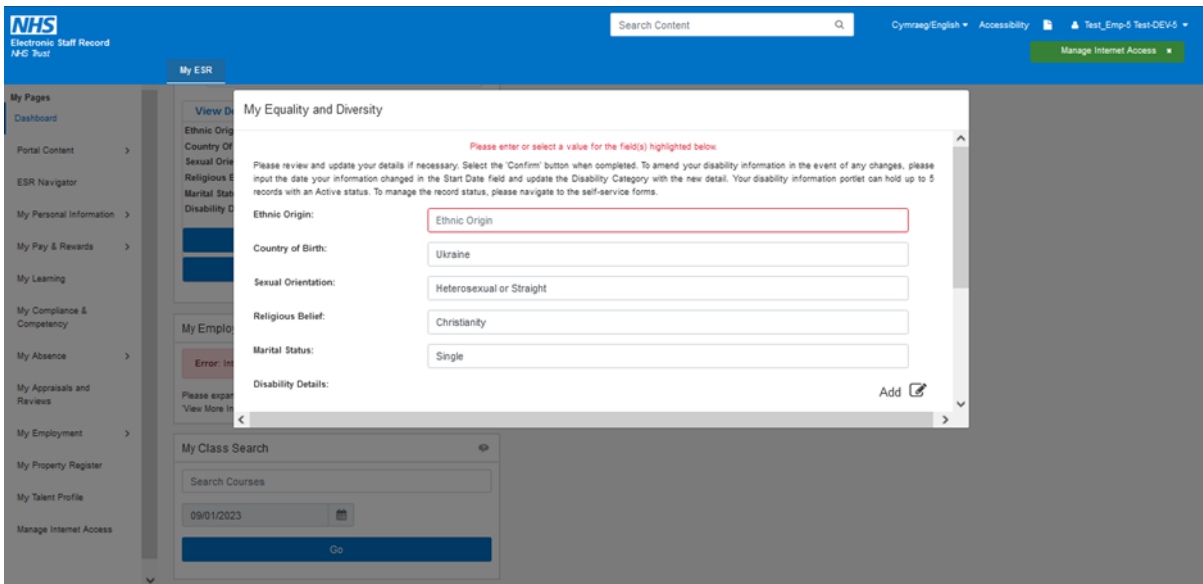# 2   Prevent Deletion of Protected Characteristics in Self Service

Th ability to update any of the following fields to Null has been removed for self service users:

- Ethnic Origin
- Sexual Orientation
- Religious Belief
- Marital Status

If a user attempts to do this for any of these fields in the My Equality and Diversity portlet, then they will be shown the error message 'Please enter or select a value for the field(s) highlighted below' and the relevant fields will be highlighted in red.

Where a user no longer wants to declare their Equality and Diversity information then they should choose the relevant value from the List of Values. For example, for Ethnic Origin – 'Z Not Stated'.

My Equality and Diversity Portlet

If the user attempts this for the corresponding fields in Self Service, they will be shown the error message 'ORA-20001 Please enter a value'.

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3   Updates to Appraisal Setup Details

The following field names have been renamed on the Self Service, Create/Update Appraisal: Setup Details pages:

- 'Appraisal Date' has been changed to 'Meeting Date'
- 'Next Appraisal Date' has been changed to 'Next Meeting Date'

NOTE: The changes are only being made on this page. These changes have no impact on any other area of ESR.

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4   <u>Changes to the Apprenticeship EIT Information</u>

The following Framework/Standard values have been added to the Apprenticeship Details EIT at the following navigation path:

XXXX HR Admin => People => Enter and Maintain => Assignment => Others => Extra Information => Apprenticeship Details (EIT) => Framework / Standard (segment)

New Value
Advanced Sports Turf Technician
Applications Support Lead
Arboriculturist
Archivist and Records Manager
Audiovisual Technician
Aviation Customer Service Operative
Aviation Ground Handler
Aviation Movement Specialist
Community Health and Wellbeing Worker
Construction Support Technician
Data Protection and Information Governance Practitioner
Doctor (Degree)
Dog Groomer
Domestic Electrician
Early Years Lead Practitioner
Express Delivery Sortation Hub Operative
Forest Craftsperson
Game Programmer
Geotechnical Engineer (Integrated Degree)
Horticulture And Landscaping Technical Manager
Journalist
Lead Engineering Maintenance Technician
Lifting Equipment Technician
Lightning Protection Operative

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Medical Statistician
Mine Management
Mortuary Technician
Officer Of The Watch (Near Coastal)
Outdoor Learning Specialist
Peer Worker
Port Agent
Post Production Engineer
Print Operative
Professional Arboriculturist
Professional Forester (Integrated Degree)
Project Controls Professional
Small Vessel Chief Engineer
Stained Glass Craftsperson
Transport and Warehouse Operations Supervisor
Urban Driver
Vfx Artist Or Technical Director
Water Industry Network Technician
Water Industry Treatment Process Technician
Youth Worker

The following EPA Centre values have been added to the Apprenticeship Details EIT at the following navigation path:

XXXX HR Admin => People => Enter and Maintain => Assignment => Others => Extra Information => Apprenticeship Details (EIT) => EPA Centre (segment)

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New Code	New Value
EPA0889	A2A Training Ltd
EPA0648	Bournemouth University
EPA0873	BPS Assessments and Awards Limited
EPA0843	Chartered Institution of Wastes Management
EPA0630	Dental Team Qualifications Limited
EPA0775	IPET Network Limited
EPA0935	IPP Education Limited
EPA0899	ITC First
EPA0836	King's College London
EPA0711	National EPA
EPA0670	Northeastern University London
EPA0762	South Devon College
EPA0790	Spencer Academies Trust
EPA0479	The Chartered Institute of Building
EPA0470	The University Of Reading
EPA0807	University College Of Estate Management
EPA0778	University of Cambridge
EPA0898	University of Leicester
EPA0767	Wigan and Leigh College
EPA0904	York St John University
EPA0064	AIM Qualifications and Assessment Group
EPA0141	Army EPAO
EPA0106	Colchester Teacher Training Consortium
EPA0178	Elite Awarding Ltd
EPA0395	EngEPA Ltd
EPA0042	Highfield Awarding Body for Compliance
EPA0234	Institute of Sales Professionals
EPA0108	TEACH Poole

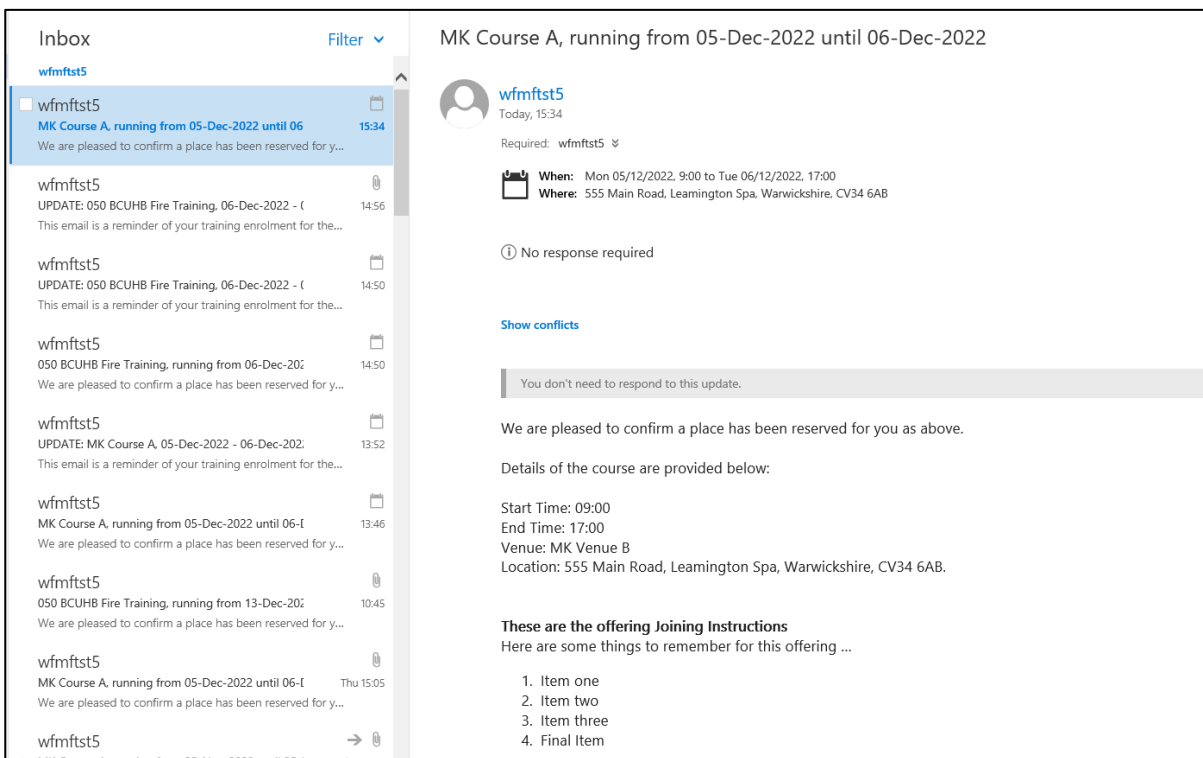_____

The following EPA Centre values have been renamed:

Current Value	Current Code	New Value
AIM Awards	EPA0064	AIM Qualifications and Assessment Group
Headquarters Infantry	EPA0141	Army EPAO
Colchester County High School for Girls	EPA0106	Colchester Teacher Training Consortium
Elite Schools Programmes Ltd	EPA0178	Elite Awarding Ltd
LG RWC Ltd	EPA0395	EngEPA Ltd
Highfield Qualifications	EPA0042	Highfield Awarding Body for Compliance
Association of Professional Sales	EPA0234	Institute of Sales Professionals
Poole SCITT	EPA0108	TEACH Poole

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5   OLM Joining Instructions Emails Changed to Meeting Requests

The OLM Joining Instructions sent as an email for a class enrolment, will be changed to be sent as a meeting request.

The time for the meeting will be populated from the Start Date and Time and End Date and Time of the Class.

All the existing details that were in the enrolment emails will be included in the body of the meeting request and can be automatically saved to the delegate's calendar.

The other OLM emails will also be changed to work as follows:

* Update of Class Details - Change to a Meeting Update of the original meeting request
* Class Cancellation - Change to a Meeting Cancellation of the original meeting request
* Class Withdrawal - Change to a Meeting Cancellation of the original meeting request

Please note - the meeting is created locally in the delegate's calendar and there is no link backwards from this calendar meeting to the original delegate booking in ESR. If the delegate updates the meeting times locally, or deletes the meeting, then this will have no effect on the original booking in ESR.

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Meeting reminder

The meeting request will have a default reminder of 1 day before the class, which can be overridden at Offering or Class level by entering a value in the Remind Before Class Start field.

- This value should be entered as a whole number of days
- Where a value of zero is used the meeting reminder will be at the class start date.
- Where a value less than zero is used (for example -1) then no reminder will be sent for the meeting.
- A value set at Class level will take precedence over a value set at Offering level.

On the Update Offering Page:

On the Update Class Page:

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6   <u>Updated Subjective Codes</u>

The following new Subjective Codes have been created in ESR:

- NHS6500 - Anaesthesia Associates Band 6
- NHS6502 - Anaesthesia Associates Band 7
- NHS6503 - Anaesthesia Associates Band 8a

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