



ELECTRONIC STAFF RECORD

RN550 Guide to Enhancements and Changes
Release 58.4.0.0

Information classification: PUBLIC

Revision Date: OCTOBER 2023

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 58.4.0.0. 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.

2 Notification and E-mail Text Changes

The following changes have been made to workflow and email notification’s wording.

1. The text ‘The Human Resources Management System’ has been removed from the following notifications:
 - Competence Expiry (all variations)
 - Fixed Term Contract Expiry (all variations)
 - Development Review Due (all variations)
 - Right to Work Expiry (all variations)
 - Registration Expiry (all variations)
2. The IAT Update Competence Message notification (Stat & Mand Competencies) has had the following text added:

*‘If no action is taken, the competences listed on this notification will not transfer to the applicant record in your organisation.
 To transfer all competences, select the Approve button above.
 To make changes to the competences listed below, select the Competence Update Form at the bottom of the page.’*

3. The Development Review Due notification sent to the employee will now display the review type within the body of the notification as follows:

‘It has been identified that you have a <Review Type> due by DD-MON-YYYY’.

Where the <> is shown the relevant review type will be displayed.

To make the notification more user friendly the following review types have had the word ‘Review’ appended to them:

Review Type	New Description
NMC Revalidation	NMC Revalidation Review
Preceptorship	Preceptorship Review
Scope for Growth	Scope for Growth Review
Supervision	Supervision Review

NOTE: The new description will be displayed on the notification only and will not be displayed in any other area of ESR.

4. The Right to Work Expiry notification (all variations) has been updated as follows:
 - The notification title has been updated to read ‘Right to Work Expiry – X Months’ (previously ‘Right to Work Document Expiry X Months’).

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- The column title 'Right to Work Source Document' within the notification has been updated to read 'Right to Work Source'.
 - The column title 'Source Document Checked' within the notification has been updated to read 'Source Checked'.
5. The reference to 'Junior Doctor' has been removed from the title of the pre-employment notifications and will now read as follows:
- *FYI Doctor In Training & Trainee Dentist Pre-Employment Notification For <Surname, Forename>*
 - *Failed - Doctor In Training & Trainee Dentist Pre-Employment Notification For <Surname, Forename>*

6. The reference to 'Oracle HRMS' has been removed from the New Starter notification and will now read as follows:

'The following New Starters have been entered onto ESR and are due to start on the date in the Latest Hire Date column in the table below. Please review the details of each individual and perform the appropriate actions.'

7. The reference to 'Oracle HRMS' has been removed from the Projected New Starter notification and will now read as follows:

'The following Projected New Starters have been entered onto ESR and will be joining in the next 14 days. Please review the details of each individual and perform the appropriate actions.'

8. The Payslip Availability email notification (all variations) has had an 'apostrophe' added to the word 'Organisations' and will now read as 'Organisation's'.
9. The text for the Registration Expiry notifications sent to employees, has been updated for the following registration bodies as follows:

General Dental Council

"It has been identified that your General Dental Council Professional registration, number XXXXXXXX, has had the expiry date updated at short notice to DD-MMM-YYYY.

Your Terms and Conditions of Service require you have a current registration in order to undertake your duties.

Please ensure that your registration is renewed prior to DD-MM-YYYY.

Your line manager has been notified."

General Medical Council

"It has been identified that the annual retention fee for your General Medical Council Registration, number XXXXXXXX is due on DD-MMM-YYYY.

Please ensure that your subscription is renewed prior to DD-MM-YYYY.

Your Line Manager has been notified."

Nursing and Midwifery Council

"It has been identified that your Nursing and Midwifery Council Professional Registration, number NNANNNA, has had the expiry date updated at short notice to DD-MMM-YYYY.

Your Terms and Conditions of Service require you have a current registration in order to undertake your duties.

Please ensure that your registration is renewed prior to DD-MM-YYYY.

Your line manager has been notified."

Health and Care Professional Council

"Your Health and Care Professions Council registration, number XXXXXXXX must be renewed by DD-MM-YYYY to maintain your ability to work at the pay band you are currently employed at.

Your line manager has been notified."

General Pharmaceutical Council

"It has been identified that your General Pharmaceutical Council Professional registration, number XXXXXXXX, has had the expiry date updated at short notice to DD-MMM-YYYY.

Your Terms and Conditions of Service require you have a current registration in order to undertake your duties.

Please ensure that your registration is renewed prior to DD-MM-YYYY.

Your line manager has been notified."

NOTE: The wording given above are examples and the text may vary dependent on the type of notification delivered. For example, 25 Days, 3 Month, or Short Notification etc.

10. A hyperlink has been added to the 'Review Your Personal Details' workflow and email notification called 'My Personal Information'. The link will direct users to the 'My Personal Information Portlet'.
11. A hyperlink has been added to the 'Review Your Equality and Diversity Information' workflow and email notification called 'My Equality and Diversity'. The link will direct users to the 'My Equality and Diversity Portlet'.

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12. The Exit Questionnaire workflow notification has been updated to include the following variable fields:
- Assignment Number
 - Position Title ('Position Title' segment from the Position string)
 - Assignment Organisation

The notification will now read as follows:

"Your employing organisation <Organisation Name> has indicated that you are leaving your position <Position Title> with assignment number < Assignment Number> in <Assignment Organisation Name> and as such would like to understand more about your experience whilst working for the organisation. We are asking you to complete a short exit questionnaire to gather information that will help to improve the working lives of staff in the NHS and to provide better care for patients.

Your organisation will be able to use the results of the survey to improve local working conditions and practices and to increase involvement and engagement with staff. Other organisations, including NHS England or NHS Wales for those employed in Wales, will make use of the non-identifiable and nationally aggregated results.

Please read each question carefully, but give your immediate response by selecting the answer which best matches your personal view.

If you have any queries about this questionnaire, or would like to undertake a face to face interview, please contact the HR/People department in your organisation."

13. The Exit Questionnaire email notification has been updated to include a 'masked' assignment number meaning the last 3 digits (plus if appropriate the – number) will be displayed, for example XXXXX464-2. The email notification will read as follows:

*"Your employing organisation <Organisation Name> has indicated that you are leaving **your assignment with the number ending XXXXX464** and as such would like to understand more about your experience whilst working for the organisation. We are asking you to complete a short exit questionnaire to gather information that will help to improve the working lives of staff in the NHS and to provide better care for patients.*

Your organisation will be able to use the results of the survey to improve local working conditions and practices and to increase involvement and engagement with staff. Other organisations, including NHS England or NHS Wales for those employed in Wales, will make use of the non-identifiable and nationally aggregated results.

To complete the questionnaire please check your ESR Worklist Notifications.

Please read each question carefully, but give your immediate response by selecting the answer which best matches your personal view.

If you have any queries about this questionnaire, or would like to undertake a face to face interview, please contact the HR/People department in your organisation."

3 Supplementary Roles Available

Two new Supplementary Roles are available in ESR as follows:

- Freedom to Speak Up Champion
- Estates/Facilities Authorised Person

Navigation Path:

XXX HR Administration > People > Enter & Maintain > Others > Supplementary Roles

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4 New National Subjective Codes

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

- NHS6206 Mental Health Practitioners Band 4
- NHS6207 Mental Health Practitioners Band 5
- NHS6208 Mental Health Practitioners Band 6
- NHS6209 Mental Health Practitioners Band 7
- NHS6197 Counsellor band 8A
- NHS6198 Counsellor bank 8A

5 **SAS Doctor Increment Rules Reinstated for Wales**

The rules regarding the Pay Progression of SAS Doctors in Wales have been re-instated with effect of 1st November 2023 and as a result the Appraisal review type of 'SAS Pay Progression Review' should now be used before progression can occur.

This change will take affect from the next run of the increment process in your trust and will affect all Assignments on the following grades:

- CYM|MC70|Specialist Grade
- CYM|MC75|Specialty Doctor 2021

SAS Pay Affecting notifications were paused at the end of April 2023 and will be reinstated from this release.

NOTE: Staff with Pay Affecting increments in November will not have had the warning notifications that the SAS Pay Progression review may be missing and that the increments may not happen.