



ELECTRONIC STAFF RECORD

RN567 Guide to Enhancements and Changes Release 61.2.0.0

Information classification: PUBLIC

Revision Date: JUNE 2024

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1 Introduction

The purpose of this document is to provide details of the enhancements to the ESR system in Release 61.2.0.0. 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.

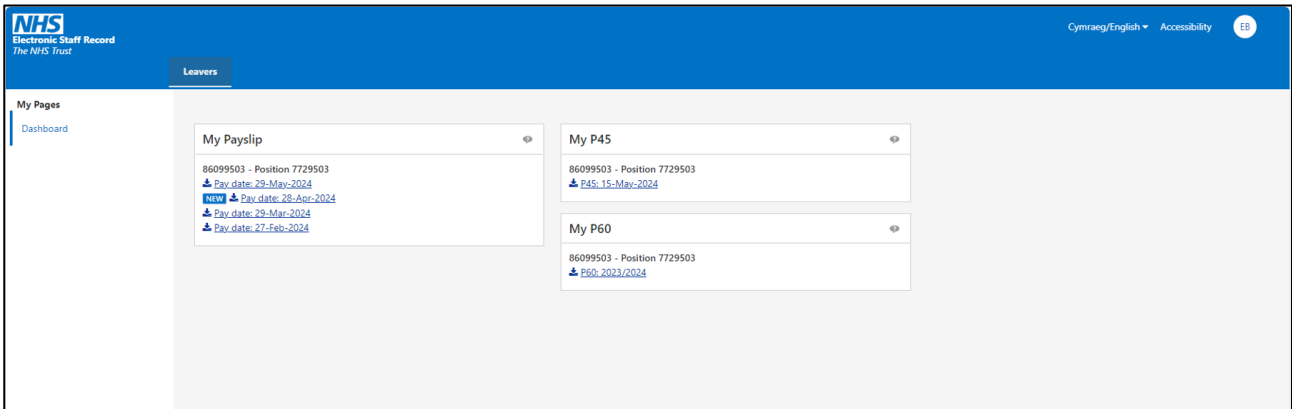
2 Leavers Dashboard

As advised in UN3410 - ESR Printed Output Provision Update, the ESR nationally printed output for payslips, P60s and P45s is being withdrawn from the service on 31st August 2024.

A Leavers Dashboard is being introduced that will allow ex-employees to access their Payslips, P60s and P45s for a limited time after they have left employment.

On logging in as a Leaver with access to the Leavers Dashboard, the user will be taken straight to the dashboard and no other option will be available.

In the Dashboard they will see three portlets, My Payslip, My P45 and My P60 arranged as shown below. Columns 1 and 2 will be fixed including the Portlets sitting on them. Column 3 will not be fixed, and Web Content Display Portlet(s) can be added, which can be managed by the Site Administrators.



In the Payslip region the Leaver will see the last 4 payslips for their most recent assignment and for any other assignments that have been active in the last 13 months.

Similarly, they should see the latest P60 and P45 for all assignments that have been active in the last 13 months.

The Dashboard will allow them to view and download these Pay Details locally.

All trusts will be automatically opted in for this functionality from this release with Leavers being assigned the Leavers Dashboard URP for the maximum access term of 90 days after termination date.

The URP will be assigned automatically as part of the overnight process that currently end dates access to other URPs that were assigned to the leaver.

Where a reverse termination occurs after the Leavers URP has been assigned to a user, then the URP will be end-dated again by the next run of the overnight process.

Organisations can change the number of days that leavers have access to the Leavers Dashboard. If they want to opt out of this process, then they should change the new Leavers Access (Days) option on the organisation DFF for their trust.

Exit Questionnaire Required No

Send Change of Contract and Working Terms Notification

Automatic Internet Access Yes

Leave Accrual By Days

Competence Expiry Notifications Opt Out

Leavers Access (Days)

OK Cancel Clear Help

Changing this value will affect the length of time that leavers will be assigned the Leavers Dashboard URP. Setting this value to zero or to null will opt the trust out of this process and leavers will no longer be assigned access to the Leavers Dashboard URP.

This value will also be added into BI for reporting purposes and will be available from all Subject Areas that have access to the Organisation folder.

NOTE: Changing this value will not affect the end date of access to the Dashboard for any current leavers, it will only affect the length of time that leavers, who left after the date the value was changed, will be assigned access for. Changing the end date of access for Leavers with current access to the dashboard (including removing access) would need to be done manually through the user admin form. Users cannot assign this URP manually to leavers, but they can change the access dates once it has been assigned by the overnight process.

The new Leavers Dashboard URP will also be available for reporting purposes within the BI folder Employee URP and Proxy Access (Real-Time subject area).

Leaver and Applicant

In some scenarios a Leaver could also be a current applicant in ESR. In this scenario the user may have access to both the Applicant Dashboard and to the Leavers Dashboard at the same time.

In this case when they log in, they would automatically be in the Applicant Dashboard (as they are a current applicant) however there will also be a tab option to navigate to the Leavers Dashboard if they choose.

NHS Electronic Staff Record The NHS Trust

Cymraeg/English Accessibility RF

Applicant **Leavers**

My Pages Dashboard

My Payslip

- 00052877-2 - Position 8257765
NEW Pay_date: 29-May-2024
- NEW Pay_date: 28-Apr-2024
- Pay_date: 29-Mar-2024
- NEW Pay_date: 27-Feb-2024

00052877 - Position 8209144

- NEW Pay_date: 26-Feb-2021
- NEW Pay_date: 29-Jan-2021
- NEW Pay_date: 18-Dec-2020
- NEW Pay_date: 28-Nov-2020

My P45

- 00052877-2 - Position 8257765
No P45 available
- 00052877 - Position 8209144
No P45 available

My P60

- 00052877-2 - Position 8257765
P60: 2023/2024
- 00052877 - Position 8209144
No P60 available

Leavers Access

Access to the Leavers Dashboard can be via username and password or Smartcard but as the person has left the trust their smartcard may or may not still be active.

Where access is by username and password alone then it is recommended that users will have been granted Internet Access and will have signed up for MFA access prior to leaving the trust.

While they do not need MFA to access the Leavers dashboard, they may need it if they need access to request a password in future.

2.1 Associated developments


Reset password

To ensure that leavers can reset their password without the reliance on access to a work email address, the Forgotten | Request Username/Password | Unlock Account functionality has been updated to allow for a password reset using Multi-Factor Authentication (MFA).

This functionality will be available to all users who have enabled MFA for their account.

NOTE: Leavers will need to enable MFA for their account prior to leaving to access this functionality. They will not be able to update the registered device after leaving.

The form has been updated to make MFA the primary method for resetting passwords, the option to reset via email is unchanged.

**Electronic Staff Record**
NHS Electronic Staff Record

NHS Electronic Staff Record

Reset Password via Multi-factor Authentication (MFA)

Enter the username associated with your account and your date of birth to reset your password via multi-factor authentication.

Username*

Date of Birth*

Date Month Year

[Reset Password](#)

Tip: If you have enabled Multi-factor Authentication for your account, you will be prompted to enter the 6-digit code from your Microsoft Authenticator App when you select 'Reset Password'. If you have not enabled Multi-factor Authentication, then please reset your password using the form below.

Forgotten | Request Username/Password | Unlock Account

Enter the email address associated with your account and your date of birth, your login details will then be emailed to you.

Email*

(Example : first.last@domain.com)

Date of Birth*

Date Month Year

Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only.

Username

[Submit](#)

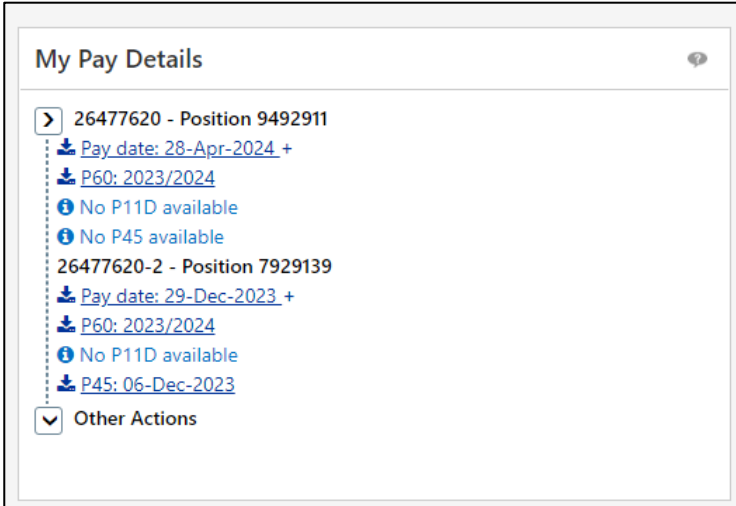
You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

My Pay Details

P45s

The My Pay Details portlet will now allow P45s to be viewed and downloaded for any assignments with payroll activity in the last 13 months that have had a P45 produced.

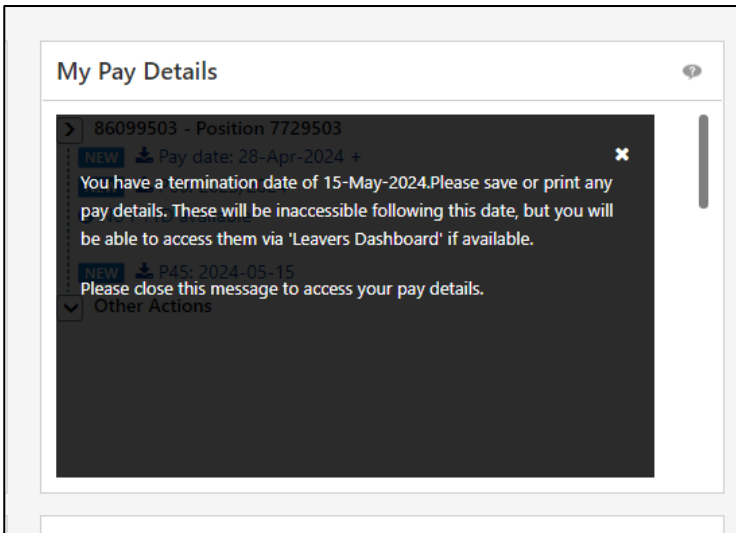


The name of the P45 PDF document will contain the termination date and the assignment number in the following format: P45 YYYY-MM-DD 12345678-2.pdf

For example, P45 2024-06-20 12345678-2.pdf for a P45 with a termination date of 20-Jun-2024 for assignment 12345678-2.

Termination Message


The Termination message in the My Pay Details portlet displayed where the current period of service for the person has a termination date set has been updated to advise that they may still have access to pay details via the Leavers Dashboard.



ESR Payslip Now Available Email

The wording of the Payslip Now Available email has been updated in line with the other My Pay Details changes. This now instructs the user to download pay details from the portal prior to leaving, rather than explicitly listing each type of file that is available.

ESR Payslip Now Available

Workflow Mailer <esr.wfm@nhs.net>
To: ESR (NHS ELECTRONIC STAFF RECORD)

Reply Reply All Forward 📧 ⋮

Thu 20/06/2024 11:52

Dear Elizabeth

Your latest ESR Payslip from Hospital NHS Trust for assignment number ending XXXXX019 is now available. To view and download, login to your ESR account.

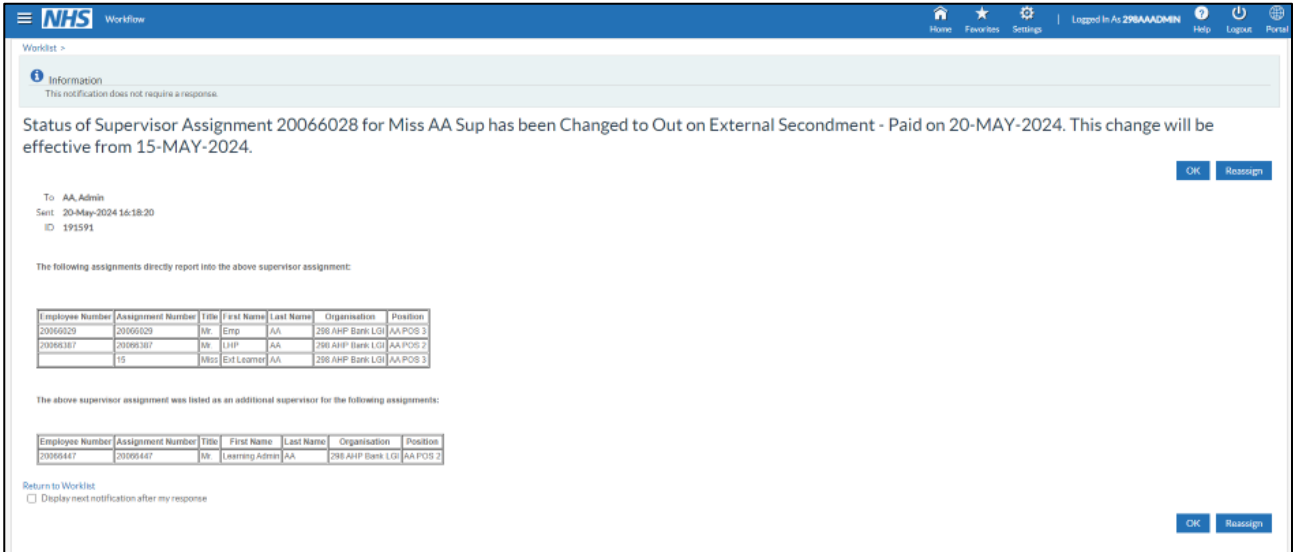
If you are due to leave Hospital NHS Trust please remember to download any previous pay details in advance of your leaving date.

If you have recently left Hospital NHS Trust and are unable to login to ESR you will need to contact the Organisation's Payroll or Human Resource Department to find out how to gain access to this payslip.

Thank you.

3 Supervisor Status Change Notifications

The effective date has been added to the title of the Supervisor Status Change Notification as shown below:



This will make it clearer to users when the changes will be effective from, helping to streamline local processes and increase efficiencies.

4 New National Subjective Codes

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

- NHS6316 Bank Pharmacist Band 8a
- NHS6317 Bank Pharmacist Band 8b
- NHS6318 Bank Pharmacist Band 8c
- NHS6319 Bank STR Worker Band 4
- NHS6325 Bank STR Worker Band 3
- NHS6326 Aspirant Nurse Band 4
- NHS6327 Assistant Practitioner Apprentice
- NHS6328 Student Nursing Associate

5 National Workforce Dataset – ESR Amendments

NHS England have made a submission to the Data Alliance Partnership Board (DAPB) requesting changes to value sets within the National Workforce Dataset. As a result of these requests being approved, the following changes to values within ESR have been made and are outlined below.

1. Job Role / Staff Group

The following **17 Staff Group / Job Roles** have been created:

Main Staff Group	Job Role	Capacity Code	Date From
Allied Health Professionals	Clinical Director	4	01-JAN-1951
Administrative and Clerical	Digital and Transformation Lead (Primary Care only)	4	01-JAN-1951
Healthcare Scientists	Clinical Director	4	01-JAN-1951
Healthcare Scientists	Consultant Healthcare Science Practitioner	4	01-JAN-1951
Healthcare Scientists	Consultant Biomedical Scientist	4	01-JAN-1951
Healthcare Scientists	Biomedical Scientist Advanced Practitioner	4	01-JAN-1951
Healthcare Scientists	Biomedical Scientist	4	01-JAN-1951
Healthcare Scientists	Specialist Biomedical Scientist	4	01-JAN-1951
Additional Professional Scientific and Technical	Optometrist Consultant	4	01-JAN-1951
Additional Professional Scientific and Technical	Optometrist Advanced Practitioner	4	01-JAN-1951
Additional Professional Scientific and Technical	Optometrist Specialist Practitioner	4	01-JAN-1951
Additional Clinical Services	General Practice Assistant (Primary Care only)	4	01-JAN-1951
Additional Clinical Services	Trainee General Practice Assistant (Primary Care only)	4	01-JAN-1951
Additional Clinical Services	Trainee Optometrist	4	01-JAN-1951

Additional Clinical Services	Trainee Biomedical Scientist	4	01-JAN-1951
Medical and Dental	Trust Grade Dentist - Dental Core Level	4	01-JAN-1951
Nursing and Midwifery	Extended Role Practice Nurse (Primary Care only)	4	01-JAN-1951

The following **18 Staff Group / Job Roles** have been renamed:

Main Staff Group	Old Job Role	New Job Role	Date From
Additional Professional Scientific and Technical	Child and Adolescent Psychological Therapist/Psychotherapist	Child and Adolescent Psychotherapist	01-JAN-51
Additional Professional Scientific and Technical	Trainee Child/Adoles Psychological Therapist/Psychotherapist	Trainee Child and Adolescent Psychotherapist	01-JAN-51
Medical and Dental	Trust Grade Doctor - Foundation Level	Trust Grade Doctor or Dentist - Foundation Level	01-JAN-51
Medical and Dental	Trust Grade Doctor - Specialty Registrar	Trust Grade Doctor or Dentist - Specialty Registrar	01-JAN-51
Medical and Dental	GP Partner or Provider	GP Partner or Provider (Primary Care only)	01-JAN-51
Medical and Dental	GP Retainer	GP Retainer (Primary Care only)	01-JAN-51
Medical and Dental	GP Senior Partner	GP Senior Partner (Primary Care only)	01-JAN-51
Nursing and Midwifery	Practice Nurse	Practice Nurse (Primary Care only)	01-JAN-51
Nursing and Midwifery	Practice Nurse Dispenser	Practice Nurse Dispenser (Primary Care only)	01-JAN-51
Nursing and Midwifery	Practice Nurse Partner	Practice Nurse Partner (Primary Care only)	01-JAN-51
Nursing and Midwifery	Practice Research Nurse	Practice Research Nurse (Primary Care only)	01-JAN-51
Students	Students Student Practice Nurse	Students Student Practice Nurse (Primary Care only)	01-JAN-51

Administrative and Clerical	Non Executive Director	Non-Executive Director	01-JAN-51
Healthcare Scientists	Consultant Healthcare Scientist	Consultant Clinical Scientist	01-JAN-51
Healthcare Scientists	Healthcare Scientist Advanced Practitioner	Clinical Scientist Advanced Practitioner	01-JAN-51
Healthcare Scientists	Specialist Healthcare Scientist	Specialist Clinical Scientist	01-JAN-51
Healthcare Scientists	Healthcare Scientist	Clinical Scientist	01-JAN-51
Additional Clinical Services	Trainee Healthcare Scientist	Trainee Clinical Scientist	01-JAN-51

Existing Positions with the 'old' value will have it replaced with the 'new' or 'renamed' one.

However, as part of the testing process, a small number of positions have been identified that have existing errors preventing the data fix being successful. These positions will retain the old value until they are manually resolved by users and will be flagged to organisations using the "Job Role is no longer valid or is blank" validation within the ESR BI Data Quality Dashboard.

Click on the following link for further guidance on how to resolve these issues: [Position Error Guidance](#)

2. Area of Work

The following **16 Area of Work** values have been created:

Area of Work (Pri/Sec/Ter)	Date From
Healthcare Science Healthcare Science Healthcare Science	01-JAN-1951
Clinical Support Optometry Optometry	01-JAN-1951
Clinical Support Cancer Support Radiotherapy Patient Review	01-JAN-1951
Clinical Support Cancer Support Radiotherapy Pre-Treatment or Planning	01-JAN-1951
Clinical Support Cancer Support Radiotherapy Research	01-JAN-1951
Clinical Support Clinical Support Radiotherapy Quality Management or Qual Assurance	01-JAN-1951
Corporate Digital, Data and Technology Digital, Data and Technology	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Product and Delivery	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – IT Operations	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – User Centred Design	01-JAN-1951

Corporate Digital, Data and Technology Digital and Data – Quality Assurance Testing	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Software Development	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Architecture	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Information Governance	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Cyber Security	01-JAN-1951
Corporate Digital, Data and Technology Digital and Data – Data and Analytics	01-JAN-1951

The following **11 Area of Work** values have been updated or re-named:

Old Area of Work (Pri/Sec/Ter)	New Area of Work (Pri/Sec/Ter)
Imaging Clinical Radiology Clinical Radiology	Clinical Radiology Clinical Radiology Clinical Radiology
Imaging Clinical Radiology Ultrasound	Imaging Imaging Ultrasound
Imaging Clinical Radiology CT	Imaging Imaging CT
Imaging Clinical Radiology MRI	Imaging Imaging MRI
Imaging Clinical Radiology Mammography	Imaging Imaging Mammography
Imaging Clinical Radiology Angiography	Imaging Imaging Angiography
Corporate Informatics Informatics Strategy and Development	Corporate Digital, Data and Technology Digital and Data – Strategy and Development
Corporate Informatics Informatics Education and Training	Corporate Digital, Data and Technology Digital and Data – Education, Training and Dev
Clinical Support Clinical Informatics Health Records	Clinical Support Clinical Informatics Patient Record and Coding Services
Mental Health Mental Health Primary Care Mental Health Primary Care – IAPT	Mental Health Mental Health Primary Care Mental Health Primary Care – NHS Talking Therapies
Clinical Support Orthoptics/Optics Orthoptics/Optics	Clinical Support Orthoptics Orthoptics

The highlighted areas represent the changed values.

Existing Positions with the ‘old’ tertiary values have had them updated with the new/renamed values.

However, as part of the testing process, a small number of positions have been identified that have existing errors preventing the data fix being successful. These positions will retain the old value until they are manually resolved by users and will be flagged to organisations using the “Area of Work is no longer valid or is blank” validation within the ESR BI Data Quality Dashboard.

Click on the following link for further guidance on how to resolve these issues: [Position Error Guidance](#)

The following **5 Area of Work** values have been Closed:

Area of Work (Pri/Sec/Ter)	Date To
Primary Care Walk-in Centre Walk-in Centre	30-JUN-2024
Corporate Informatics Information and Communication Technology	30-JUN-2024
Corporate Informatics Information Management	30-JUN-2024
Corporate Informatics Programmes and Projects	30-JUN-2024
Clinical Support Clinical Informatics Coding	30-JUN-2024

3. Occupation Codes

The following **32 Occupation** Codes have been added:

Occupation Code	Description	Date From
UBE	Consultant Healthcare Science Practitioner in Cardiac Vascular Respiratory and Sleep Sciences	01-JAN-1951
UBF	Consultant Healthcare Science Practitioner in Neurosensory Sciences	01-JAN-1951
UBG	Consultant Healthcare Science Practitioner in Gastrointestinal and Urodynamic Sciences	01-JAN-1951
UBH	Consultant Healthcare Science Practitioner in Medical Physics	01-JAN-1951
UBJ	Consultant Healthcare Science Practitioner in Clinical Engineering	01-JAN-1951
UBK	Consultant Healthcare Science Practitioner in Clinical Bioinformatics	01-JAN-1951
UBL	Consultant Healthcare Science Practitioner in Social Sciences	01-JAN-1951
UBM	Consultant Healthcare Science Practitioner in Environmental Sciences	01-JAN-1951
UCA	Consultant Biomedical Scientist in Blood Sciences	01-JAN-1951
UCB	Consultant Biomedical Scientist in Infection Sciences	01-JAN-1951
UCC	Consultant Biomedical Scientist in Cellular Sciences	01-JAN-1951
UCD	Consultant Biomedical Scientist in Genetics	01-JAN-1951
UDA	Specialist Biomedical Scientist in Blood Sciences	01-JAN-1951
UDB	Specialist Biomedical Scientist in Infection Sciences	01-JAN-1951

UDC	Specialist Biomedical Scientist in Cellular Sciences	01-JAN-1951
UDD	Specialist Biomedical Scientist in Genetics	01-JAN-1951
UEA	Biomedical Scientist in Blood Sciences	01-JAN-1951
UEB	Biomedical Scientist in Infection Sciences	01-JAN-1951
UEC	Biomedical Scientist in Cellular Sciences	01-JAN-1951
UED	Biomedical Scientist in Genetics	01-JAN-1951
UFA	Trainee Biomedical Scientist in Blood Sciences	01-JAN-1951
UFB	Trainee Biomedical Scientist in Infection Sciences	01-JAN-1951
UFC	Trainee Biomedical Scientist in Cellular Sciences	01-JAN-1951
UFD	Trainee Biomedical Scientist in Genetics	01-JAN-1951
S7G	Tutor in Radiography (therapeutic)	01-JAN-1951
SAW	Consultant Therapist/Scientist in Optometry	01-JAN-1951
S0W	Manager in Optometry	01-JAN-1951
S2W	Scientist in Optometry	01-JAN-1951
S4W	Technician in Optometry	01-JAN-1951
S5W	Assistant Practitioner in Optometry	01-JAN-1951
S8W	Student / Trainee in Optometry	01-JAN-1951
S9W	Assistant in Optometry	01-JAN-1951

The following **57 Occupation** Codes have been renamed:

Occupation Code	Old Occ Code Description	Occ Code Description
SAD	Consultant Therapist/Scientist Orthoptics/Optics	Consultant Therapist/ Scientist in Orthoptics
S0D	Manager Orthoptics/Optics	Manager in Orthoptics
S1D	Therapist Orthoptics/Optics	Therapist in Orthoptics
S2D	Scientist Orthoptics/Optics	Scientist in Orthoptics
S4D	Technician Orthoptics/Optics	Technician in Orthoptics
S5D	Assistant Practitioner Orthoptics/Optics	Assistant Practitioner in Orthoptics
S7D	Tutor Orthoptics/Optics	Tutor in Orthoptics

S8D	Student/Trainee Orthoptics/Optics	Student/Trainee in Orthoptics
S9D	Assistant Orthoptics/Optics	Assistant in Orthoptics
UAA	Consultant Healthcare Scientist in Blood Sciences	Consultant Clinical Scientist in Blood Sciences
UAB	Consultant Healthcare Scientist in Infection Sciences	Consultant Clinical Scientist in Infection Sciences
UAC	Consultant Healthcare Scientist in Cellular Sciences	Consultant Clinical Scientist in Cellular Sciences
UAD	Consultant Healthcare Scientist in Genetics	Consultant Clinical Scientist in Genetics
UAE	Consultant Healthcare Scientist in Cardiac Vascular Respiratory and Sleep Sciences	Consultant Clinical Scientist in Cardiac Vascular Respiratory and Sleep Sciences
UAF	Consultant Healthcare Scientist in Neurosensory Sciences	Consultant Clinical Scientist in Neurosensory Sciences
UAG	Consultant Healthcare Scientist in Gastrointestinal and Urodynamic Sciences	Consultant Clinical Scientist in Gastrointestinal and Urodynamic Sciences
UAH	Consultant Healthcare Scientist in Medical Physics	Consultant Clinical Scientist in Medical Physics
UAJ	Consultant Healthcare Scientist in Clinical Engineering	Consultant Clinical Scientist in Clinical Engineering
UAK	Consultant Healthcare Scientist in Clinical Bioinformatics	Consultant Clinical Scientist in Clinical Bioinformatics
UAL	Consultant Healthcare Scientist in Social Sciences	Consultant Clinical Scientist in Social Sciences
UAM	Consultant Healthcare Scientist in Environmental Sciences	Consultant Clinical Scientist in Environmental Sciences
U1A	Specialist Healthcare Scientist in Blood Sciences	Specialist Clinical Scientist in Blood Sciences
U1B	Specialist Healthcare Scientist in Infection Sciences	Specialist Clinical Scientist in Infection Sciences
U1C	Specialist Healthcare Scientist in Cellular Sciences	Specialist Clinical Scientist in Cellular Sciences
U1D	Specialist Healthcare Scientist in Genetics	Specialist Clinical Scientist in Genetics
U1E	Specialist Healthcare Scientist in Cardiac Vascular Respiratory and Sleep Sciences	Specialist Clinical Scientist in Cardiac Vascular Respiratory and Sleep Sciences
U1F	Specialist Healthcare Scientist in Neurosensory Sciences	Specialist Clinical Scientist in Neurosensory Sciences

U1G	Specialist Healthcare Scientist in Gastrointestinal and Urodynamic Sciences	Specialist Clinical Scientist in Gastrointestinal and Urodynamic Sciences
U1H	Specialist Healthcare Scientist in Medical Physics	Specialist Clinical Scientist in Medical Physics
U1J	Specialist Healthcare Scientist in Clinical Engineering	Specialist Clinical Scientist in Clinical Engineering
U1K	Specialist Healthcare Scientist in Clinical Bioinformatics	Specialist Clinical Scientist in Clinical Bioinformatics
U1L	Specialist Healthcare Scientist in Social Sciences	Specialist Clinical Scientist in Social Sciences
U1M	Specialist Healthcare Scientist in Environmental Sciences	Specialist Clinical Scientist in Environmental Sciences
U2A	Healthcare Scientist in Blood Sciences	Clinical Scientist in Blood Sciences
U2B	Healthcare Scientist in Infection Sciences	Clinical Scientist in Infection Sciences
U2C	Healthcare Scientist in Cellular Sciences	Clinical Scientist in Cellular Sciences
U2D	Healthcare Scientist in Genetics	Clinical Scientist in Genetics
U2E	Healthcare Scientist in Cardiac Vascular Respiratory and Sleep Sciences	Clinical Scientist in Cardiac Vascular Respiratory and Sleep Sciences
U2F	Healthcare Scientist in Neurosensory Sciences	Clinical Scientist in Neurosensory Sciences
U2G	Healthcare Scientist in Gastrointestinal and Urodynamic Sciences	Clinical Scientist in Gastrointestinal and Urodynamic Sciences
U2H	Healthcare Scientist in Medical Physics	Clinical Scientist in Medical Physics
U2J	Healthcare Scientist in Clinical Engineering	Clinical Scientist in Clinical Engineering
U2K	Healthcare Scientist in Clinical Bioinformatics	Clinical Scientist in Clinical Bioinformatics
U2L	Healthcare Scientist in Social Sciences	Clinical Scientist in Social Sciences
U2M	Healthcare Scientist in Environmental Sciences	Clinical Scientist in Environmental Sciences
U6A	Trainee Healthcare Scientist in Blood Sciences	Trainee Clinical Scientist in Blood Sciences
U6B	Trainee Healthcare Scientist in Infection Sciences	Trainee Clinical Scientist in Infection Sciences
U6C	Trainee Healthcare Scientist in Cellular Sciences	Trainee Clinical Scientist in Cellular Sciences
U6D	Trainee Healthcare Scientist in Genetics	Trainee Clinical Scientist in Genetics

U6E	Trainee Healthcare Scientist in Cardiac Vascular Respiratory and Sleep Sciences	Trainee Clinical Scientist in Cardiac Vascular Respiratory and Sleep Sciences
U6F	Trainee Healthcare Scientist in Neurosensory Sciences	Trainee Clinical Scientist in Neurosensory Sciences
U6G	Trainee Healthcare Scientist in Gastrointestinal and Urodynamic Sciences	Trainee Clinical Scientist in Gastrointestinal and Urodynamic Sciences
U6H	Trainee Healthcare Scientist in Medical Physics	Trainee Clinical Scientist in Medical Physics
U6J	Trainee Healthcare Scientist in Clinical Engineering	Trainee Clinical Scientist in Clinical Engineering
U6K	Trainee Healthcare Scientist in Clinical Bioinformatics	Trainee Clinical Scientist in Clinical Bioinformatics
U6L	Trainee Healthcare Scientist in Social Sciences	Trainee Clinical Scientist in Social Sciences
U6M	Trainee Healthcare Scientist in Environmental Sciences	Trainee Clinical Scientist in Environmental Sciences

4. Nationality

One Nationality has been Renamed:

Old Nationality	New Nationality	Date From	Change
Bisau-Guinean	Bissau-Guinean	01-JAN-1951	RENAME

5. Reason for Leaving

One Reason for Leaving has been Renamed:

Old Reason for Leaving	New Reason for Leaving	Date From	Change
Voluntary resignation – Better Reward Package	Voluntary Resignation – Pay and Reward Related	01-JAN-1951	RENAME

6. Reporting

The above changes have also been reflected in ESR BI and the DW.

6 Addition to NHS Organisation List of Values

The 'Southern Health and Social Care Trust' value has been added to the 'NHS Organisation' field which is available via the following path:

XXX HR Administration > People > Enter & Maintain > Additional Personal Details

Recruitment Source: NHS Organisation

7 Addition to Qualification List of Values

The Qualification Type 'Higher Technical Qualification ' has been added to ESR and is also reportable in ESR BI.

8 Flexible Working Changes in BI

As part of the previous release, R60.2.0.0, changes have been made to the Employee Self Service Flexible Working Request Form.

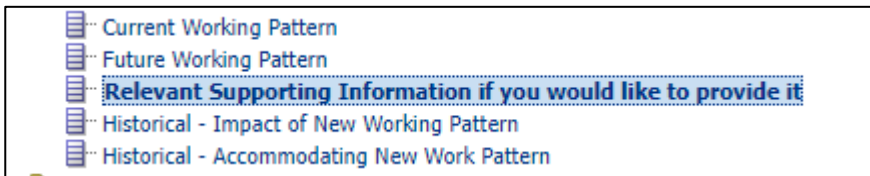
Two of the existing free text fields have been removed as follows:

- Impact of the new working pattern
- Accommodating the new working pattern

A new field has been introduced named:

- Relevant Supporting Information if you would like to provide it

These changes have now been reflected within the Human Resources - Person EIT Details > EIT Flexible Working area in BI. The two original fields will remain in this reporting area to allow for historic reporting of these values.



9 'Prevent from Unsubscribing' to Learning Certifications available in BI

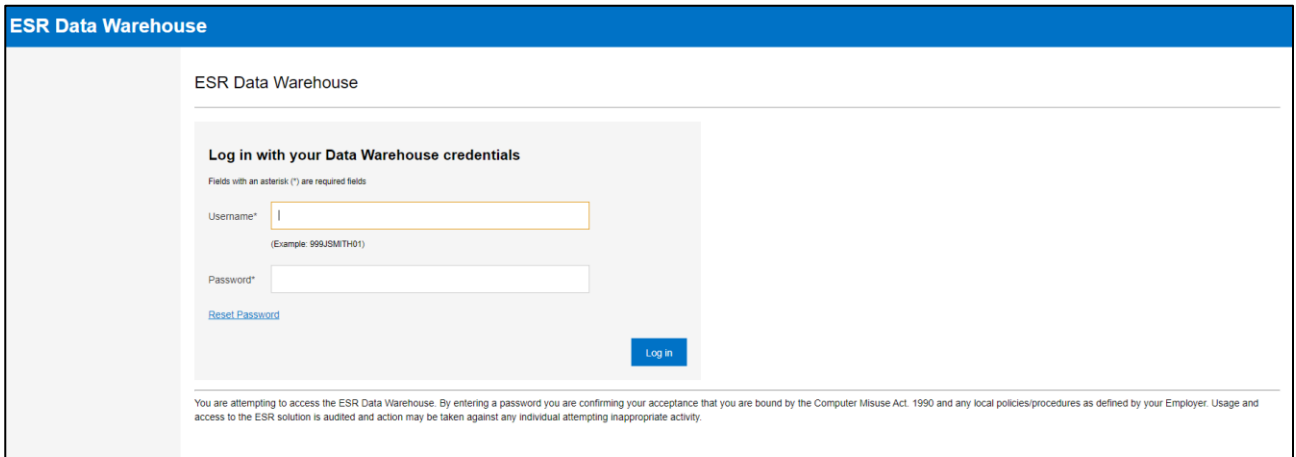
The field 'Prevent from Unsubscribing' that was added in R61.0.0.0 is now available for reporting in ESR BI via the following navigation:

Subject Area: HR - Learning Certifications

Folder: Certification Details

10 Update to Data Warehouse Log In Form

The Data Warehouse log in form is being updated as part of the ESR BI Reporting Upgrade.



The screenshot shows the ESR Data Warehouse login interface. At the top, there is a blue header with the text "ESR Data Warehouse". Below this, the page title "ESR Data Warehouse" is repeated. The main content area is titled "Log in with your Data Warehouse credentials". A note states "Fields with an asterisk (*) are required fields". There are two input fields: "Username*" and "Password*", both with asterisks indicating they are required. An example username "999JSMITH01" is provided below the username field. A "Reset Password" link is located below the password field. A blue "Log in" button is positioned at the bottom right of the login form. At the bottom of the page, there is a disclaimer: "You are attempting to access the ESR Data Warehouse. By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity."

To access the Data Warehouse, users should continue to use the current URL and their existing Data Warehouse username and password credentials.

11 HMRC Advisory Fuel Rates for 01-JUNE-2024

HMRC has published new advisory fuel rates for company cars effective 01 June 2024 and these rates are now in use in ESR.

For one month from the date of change, employers may use either the previous or new current rates, as they choose. Employers may therefore make or require supplementary payments if they so wish but are under no obligation to do either.

The revised rates are as follows:

Engine Size	Petrol	LPG
1400cc or less	14p	*11p
1401cc to 2000cc	16p	*13p
Over 2000cc	26p	*21p

Engine Size	Diesel
1600cc or less	13p
1601cc to 2000cc	15p
Over 2000cc	20p

Engine Size	Electric
1400cc or less	8p
Over 1400cc	8p

* No change has been made to these rates. These are stated for information only.

Action

Please note that mileage payments are not processed when Retropay is run, so any changes to amounts already paid will need to be made manually.