ELECTRONIC STAFF RECORD

RN575 Guide to Enhancements and Changes Release 62.0.0.0 & 62.1.0.0

Information classification: PUBLIC

Revision Date: SEPTEMBER 2024

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Contents

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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 62.0.0.0 and 62.1.0.0. 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   Update Bank Account Details on the Internet

Following the introduction of Multi-Factor Authentication (MFA) and the additional security it applies to user accounts, it is now possible for users to update their bank details on the Internet where they have registered for MFA.
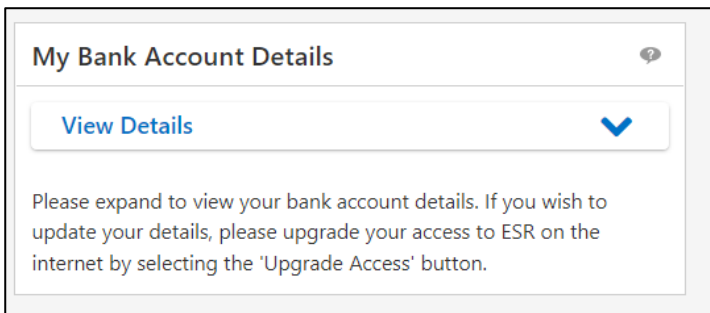
Employee Self Service

My ESR – My Bank Account Details

When logging in to ESR on the Internet and after entering the code from the Authenticator app, the user will be able to update their bank account details in the same way as they can on HSCN.
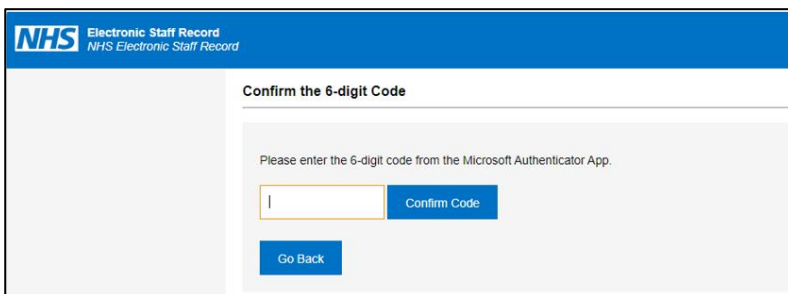
Where a user has selected the 'Remember Device' checkbox option as part of MFA login process, they will not be able to update their bank account details until they have entered a code from the Authenticator app.

In this scenario a new message advising users of their next steps will be displayed on the My Bank Account Details portlet as below:

- *Please expand to view your bank account details. If you wish to update your details, please upgrade your access to ESR on the internet by selecting the 'Upgrade Access' button.*

If the user wants to update their bank account details, then they must select the "Upgrade Access" button in the global header bar and enter the code from Microsoft Authenticator App.

Following this, the "Update My Bank Details" button within My Bank Account Details Portlet will be enabled.

Where a user has not enabled MFA for their account, they will not be able to update their bank account details until they have registered for MFA on HSCN.

In this scenario a message advising the user of their next steps will be displayed on the My Bank Account Details portlet as below:

-   *Please expand to view your bank account details. If you wish to update your details, please register to use Multi-Factor Authentication by logging into ESR on a device that is connected to the NHS Network.*

My Applicant Dashboard - My Bank Account Details

When logging in to ESR on the Internet and after entering the code from the Authenticator app, the user will be able to update their bank account details in the same way as they can on HSCN.

Where a user has selected the 'Remember Device' checkbox option as part of the MFA login, they will not be able to update their bank account details until they have entered a code from the Authenticator app.

In this scenario a new message advising the user of their next steps will be displayed on the My Bank Account Details portlet as below:

-   *Please review your bank account details. If you wish to update your details, please upgrade your access to ESR on the internet by selecting the 'Upgrade Access' button.*
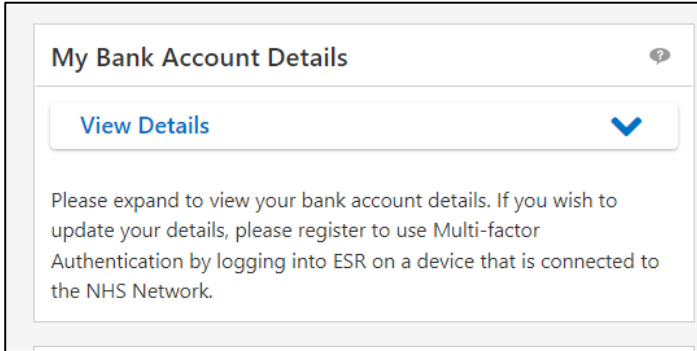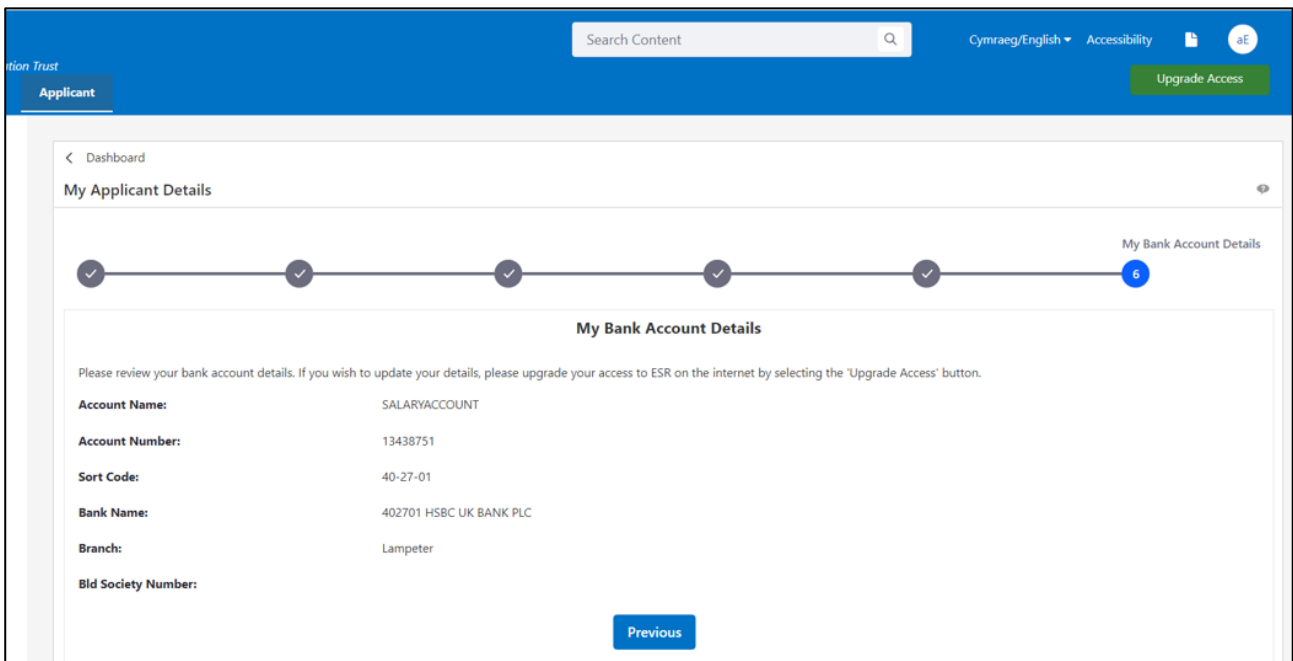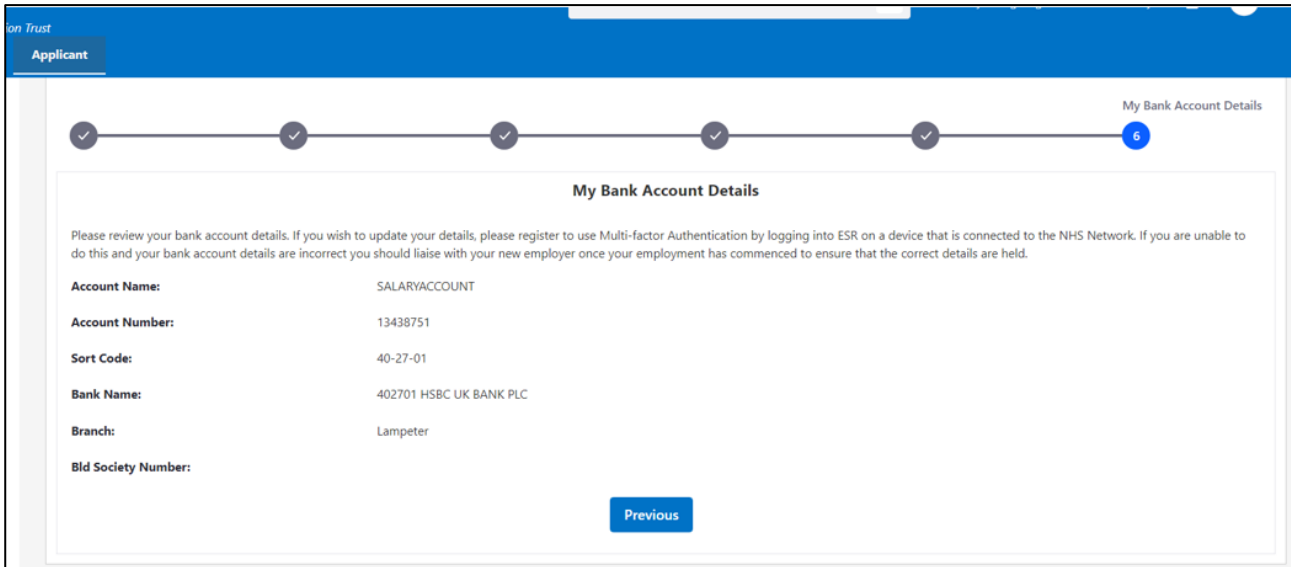
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If the user wants to update their bank account details, then they must select the "Upgrade Access" button in the global header bar and enter the code from Microsoft Authenticator App.

Following this, the "Edit" icon within My Bank Account Details tab will be enabled.

Where a user has not enabled MFA for their account then they will not be able to update their bank account details until they have registered for MFA on HCSN.

In this scenario a new message advising the user of their next steps will be displayed on the My Bank Account Details portlet as below:

-   *Please review your bank account details. If you wish to update your details, please register to use Multi-factor Authentication by logging into ESR on a device that is connected to the NHS Network. If you are unable to do this and your bank account details are incorrect you should liaise with your new employer once your employment has commenced to ensure that the correct details are held.*

NOTE: Applicants will not be able to edit bank account details unless an Inter Authority Transfer (IAT) has been initiated for their record.

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3   <u>New National Subjective Codes</u>

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

- NHS7199 - Art/Drama/Music Therapist Bank Band 7
- NHS7202 - Nursery Nurse Band 2
- NHS7203 - Nursery Nurse Band 3
- NHS7204 - Nursery Nurse Band 4
- NHS7205 - Bank Nursery Nurse
- NHS7196 - Nurse band 5 - Anaesthetics Trainee
- NHS7197 - Nurse band 5 - Anaesthetics Trained
- NHS7198 - Nurse band 6 - Anaesthetics Trained

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4 <u>Change to Reference Details EIT</u>

The free text field 'Employer' which is found within the Reference Details EIT has been increased to 150 characters. This was previously 40 characters.

5   <u>New External Learning Training Type</u>

The Training Type list of values within the create External Learning page has been updated to include 'Virtual'.

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6   <u>Change to Matching Criteria for the National e-Recruitment Interface</u>

The e-Recruitment and Deanery Recruitment interfaces have been updated to include the Date of Birth in the initial matching criteria of applicants to an ESR person record, in addition to the Trust Identifier and National Insurance Number (NINO).

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7   <u>Update to Contribution Rates for GMB</u>

The following GMB rates have been updated with an effective date of the 01 October 2024:

Column Name	New Rate	Old Rate for Reference	From
Full Time Standard Weekly	**3.42**	3.35	01-Oct-2024
Full Time Opt Out Weekly	**3.27**	3.21	01-Oct-2024
Full Time Standard Monthly	**14.88**	14.57	01-Oct-2024
Full Time Opt Out Monthly	**14.21**	13.93	01-Oct-2024
Part Time Standard Weekly	**1.95**	1.93	01-Oct-2024
Part Time Opt Out Weekly	**1.87**	1.85	01-Oct-2024
Part Time Standard Monthly	**8.48**	8.40	01-Oct-2024
Part Time Opt Out Monthly	**8.11**	8.04	01-Oct-2024
Promotional Weekly**	**1.00**	1.00	01-Oct-2015
Promotional Monthly**	**4.34**	4.34	01-Oct-2015
Full Time Opt In Weekly	**3.43**	3.36	01-Oct-2024
Full Time Opt In Monthly	**14.92**	14.61	01-Oct-2024
Part Time Opt In Weekly	**1.96**	1.94	01-Oct-2024
Part Time Opt In Monthly	**8.53**	8.44	01-Oct-2024
Promotional Opt In Weekly**	**1.01**	1.01	01-Mar-2018
Promotional Opt In Monthly**	**4.39**	4.39	01-Mar-2018
Apprentice Standard Weekly**	**0.69**	0.69	01-Oct-2019
Apprentice Opt In Weekly**	**0.70**	0.70	01-Oct-2019
Apprentice Standard Monthly**	**3.00**	3.00	01-Oct-2019
Apprentice Opt In Monthly**	**3.05**	3.05	01-Oct-2019

** No change to these rates.

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8   <u>Update to Pension NHS Element</u>

The 'Reason for Opt Out' list of values on the 'Pension NHS' element has been updated to include 'Partial Retirement 2nd Assignment'.

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9   HMRC Advisory Fuel Rates for 01-SEPTEMBER-2024

HMRC has published new advisory fuel rates for company cars effective 01 September 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	13p	*11p
1401cc to 2000cc	15p	*13p
Over 2000cc	24p	*21p

Engine Size	Diesel
1600cc or less	12p
1601cc to 2000cc	14p
Over 2000cc	18p

Engine Size	Electric
1400cc or less	7p
Over 1400cc	7p

* 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.