ELECTRONIC STAFF RECORD

RN577 Guide to Enhancements and Changes Release 62.2.0.0

Information classification: PUBLIC

Revision Date: OCTOBER 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 62.2.0.0. 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   Enhancement to the Leavers Dashboard where a Late Pay Award is Implemented

To ensure that leavers are not disadvantaged, in the event of a late pay award, a national process will run that will provide access to the Leavers Dashboard for 90 days from when the payment is made.

Terminated staff due Pay Award arrears from October 2024, will be able to access their pay details for a period of 90 days via the Leavers Dashboard on or after 28th October 2024.

The following criteria will apply:
* The terminated employee is on a payscale being uplifted for a Pay Award and is being paid Pay Award arrears.
* Where the terminated employee previously had access to the Leavers Dashboard, but this has now ended, access will be re-instated for 90 days.
* Where the terminated employee currently has access to the Leavers Dashboard with less than 90 days access when payment is made, this will be extended for 90 days.
* If the terminated employee has never had access to the Leavers Dashboard, access will be granted for 90 days.

It should be noted that the above access will only be available once the development has been implemented. Any terminated employees paid prior to the 28th October 2024 without access to the Leavers Dashboard, will not be able to view their online payslip until the 28th October 2024 when access is made available via the national process.

The process will not be available to run at local level.

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3   GMC Regulation of Physician Associates and Anaesthesia Associates

From December 2024 the General Medical Council (GMC) will begin to regulate Physician Associates (PAs) and Anaesthesia Associates (AAs):

Further information can be found on the General Medical Council website:

Future regulation of PAs and AAs - GMC (gmc-uk.org)

To facilitate this, the following changes will be made to the Registration and Memberships Extra Person Information EIT > GMC Registration/Membership Body so that registration information for these professions can be recorded in ESR.

Registration Number Format

The validation applied to the GMC Number field has been amended to allow the entry of a preceding 'A' to accept registration numbers for PAs and AAs.

Users will be permitted to enter values with the following formats:

- 7 numeric characters in length

OR

- precedes with an 'A' and is followed by 7 numerical characters

If any input other than the format described above is entered (see the following examples) then an error message will be displayed:
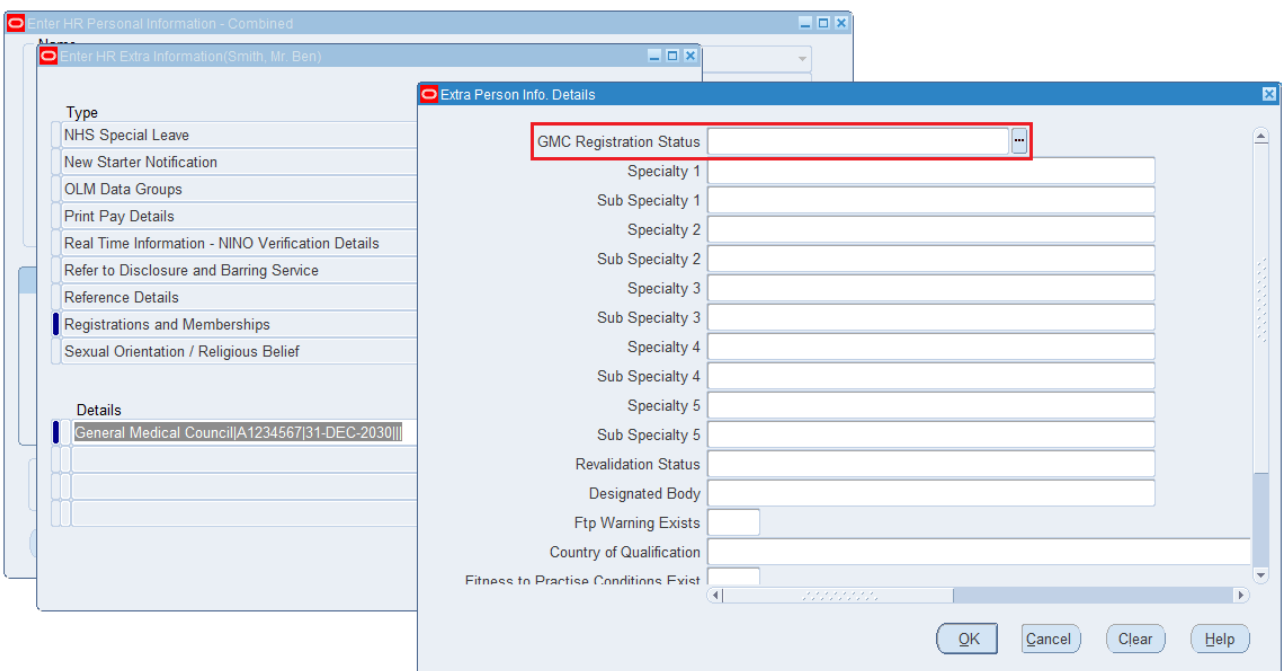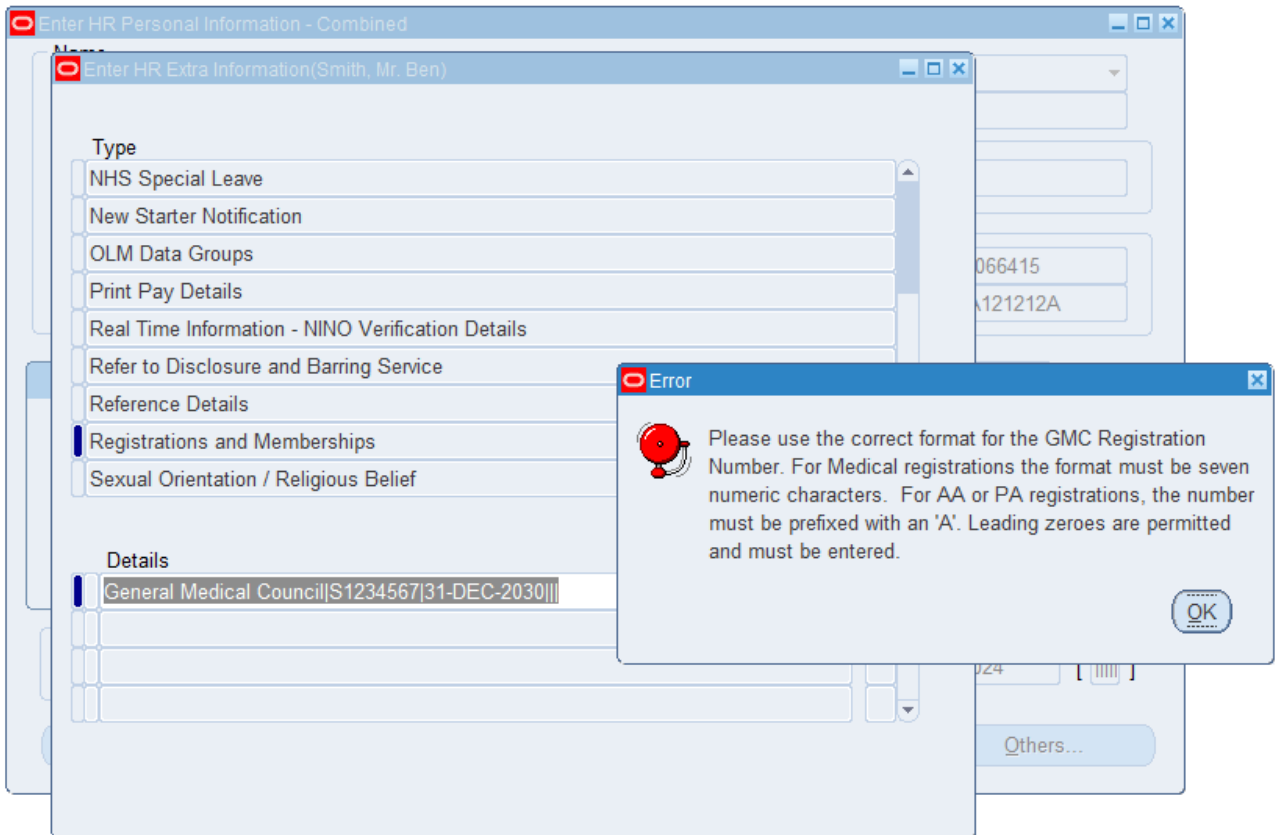
- If length of entered registration number is not equals to 7 and all the digits are numeric
- If length of entered registration number is not equals to 8 and all the passed value is alphanumeric
- If entered registration number has not started with 'A' and its rest of the digits are numeric
- If entered registration number is having all numeric digits from 2 position onwards but the total length of the entered number from position 2 to end is not equals to 7
- If entered registration number has started with 'A' but there is a character value present among the last 7 digits

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Navigation Path:

XXX HR Administration

People > Enter & Maintain

Others > Extra Information > Registrations and Memberships

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Registration Status

The following values will also be added to the current GMC Registration Status list of values:

Value
Registered
Not Registered - Removed After Fitness to Practice Process
Not Registered - Removed Conviction for Listed Offence
Not Registered - Removed Deceased
Not Registered - Removed Registration Procured Fraudulently
Not Registered - Removed Registration Made Incorrectly
Not Registered - Removed Did not Meet Revalidation Standards
Not Registered - Registrant Requested Removal
Not Registered - Removed Did not Comply with a Fitness to Practice Assessment
Not Registered - Removed Non-Compliance with Revalidation Assessment Procedure
Not Registered - Removed Non-Payment of Annual Fee
Not Registered - Removed Inappropriate or Inadequate Indemnity Arrangement and/or Insurance Policy
Not Registered - Removed Ineffective Means of Contact
Not Registered - Removed Did not Provide Information Following Statutory Request from Regulator
Not Registered - Removed Did not Comply with Condition on Registration

The new registration statuses will be available for reporting in ESRBI.

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4   Withdrawal of Processes for Central Printing

The following changes will be applied to ESR to disable processes that are used for submitting Payslip/P60/P45/P11D files to third party suppliers for printing:

- The concurrent programs will no longer be available for the users to submit:
    - NHS Pay Advice (Weekly)
    - NHS Pay Advice (Monthly)
    - NHS Pay Advice (Lunar)
    - NHS Pay Advice (Fortnightly)
    - NHS RTI P60 Report Process

- The 'Defer Printing' parameter on the NHS P45 Process (Frequency) concurrent programs has been renamed to 'Defer PDF Output'. Also, the default value for this parameter has been updated to 'Yes'.

    - If 'Defer PDF Output' value is set to 'Yes', then the 'NHS Submit P45 Report' process will not be submitted following completion of NHS P45 Process (Frequency) process to generate the PDF file with P45 Reports.

    - If 'Defer PDF Output' value is set to 'No', then the 'NHS Submit P45 Report' process will be submitted following completion of NHS P45 Process (Frequency) process to generate the PDF file. The PDF file will not be submitted for central printing but may be used to print locally or email to the relevant ex-employees.

- The parameter 'Send P45 File to OPUS Printing' on the 'NHS Submit P45 Report' has been removed.

- The 'Print P11D's' flag available in the 'NHS_TRUST_CENTRAL_PRINTERS' lookup has been removed. The 'NHS P11D Report Print (PDF)' process will now only be available for local printing.

Printing Locally

Organisations may use the following options where there is a need to print any of the Payslips/P45s/P60/P11Ds locally.

Pay Advice

The NHS Copy Pay Advice (Frequency) programs may be used to produce the printable output either for a single assignment or for all assignments in a selected payroll run OR

XXX Payroll Super Administration > View Payslip function can be used to download the online payslip for a selected assignment in PDF format.

P60

XXX Payroll Super Administration > Online-P60 function can be used to download the Online P60 PDF in format.

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P45

The 'NHS Submit P45 Report' process can be used to produce the PDF output of P45 for a selected assignment or for all assignments in a selected P45 Archive.

P11D

The 'P11D Reports (PDF Substitute)' process can be used to produce the PDF output of P11D and working sheets for a selected Employee or Assignment Set or for all Employees in a selected P11D Archive.

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

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

- NHS6334 - BANK CORE TRAINEE (CT)

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6 <u>Update to Supplementary Roles</u>

A new Supplementary Role 'Medical Examiner' is available in ESR.

Navigation Path:

XXX HR Administration

People > Enter & Maintain

Others > Supplementary Role

It will also be available for reporting purposes in ESR BI.

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7   <u>Flexible Working Change in BI</u>

The 'Human Resources - Real Time Reporting subject area > Employee Relations' folder in ESR BI has been updated as follows:

Field added:

- Relevant Supporting Information if you would like to provide it

Fields renamed (prefixed with Historical):

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

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