



ELECTRONIC STAFF RECORD

RN579 Guide to Enhancements and Changes Release 62.3.0.0

Information classification: PUBLIC

Revision Date: NOVEMBER 2024

Contents

1	Introduction	3
	<u>ESR</u>	
2	New National Subjective Codes	4
	<u>SSHR</u>	
3	Filters on Compliance and Competency Page	5
	<u>ESRBI</u>	
4	Self Service Comments Available for Reporting in Real Time	6
	<u>PAY</u>	
5	Changes to Pay Details Processing	7

1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 62.3.0.0. 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 New National Subjective Codes

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


- NHS6335 - Bank Nurse Band 8a
- NHS6336 - Bank Nurse Band 8b
- NHS6337 - Bank Nurse Band 8c
- NHS6338 - Bank ASC Band 2
- NHS6339 - Bank ASC Band 3
- NHS6352 - Bank ASC Band 4
- NHS6341 - Bank ASC Band 5
- NHS6342 - Bank AHP Assistant Band 2
- NHS6343 - Bank AHP Assistant Band 3
- NHS6344 - Bank AHP Band 4
- NHS6345 - Bank AHP Band 5
- NHS6346 - Bank AHP Band 6
- NHS6347 - Bank Chaplain Band 5
- NHS6348 - Bank Chaplain Band 6
- NHS6349 - Bank Pharmacy Technician Band 2
- NHS6355 - Bank Pharmacy Technician Band 3
- NHS6356 - Bank Pharmacy Technician Band 4
- NHS6353 - Bank Occupational Therapist Band 8a
- NHS6354 - Bank Physiotherapist Band 8a
- NHS6357 - Midwife Band 5


3 Filters on Compliance and Competency Page

These changes affect the Compliance tab on the Compliance and Competency pages available in Self Service.

Users can now filter the data returned in this table by using the Query by Example icon at the top of the table, next to the Printable Page button:

Selecting the Query by Examp  icon will enable search boxes.

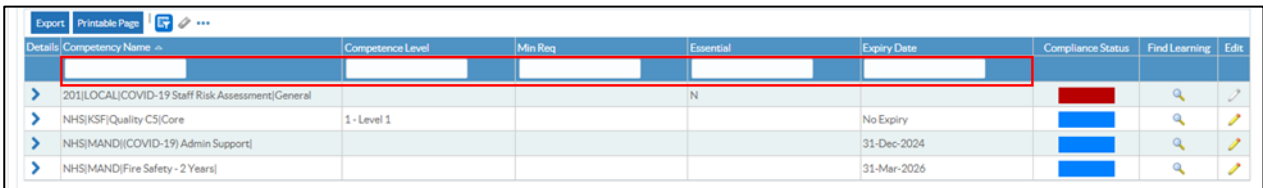
Selecting the Query by Examp  icon for a second time will disable the search.











Selecting the Erase  icon will clear the search results entered.

The following columns in the table have been enabled for querying:

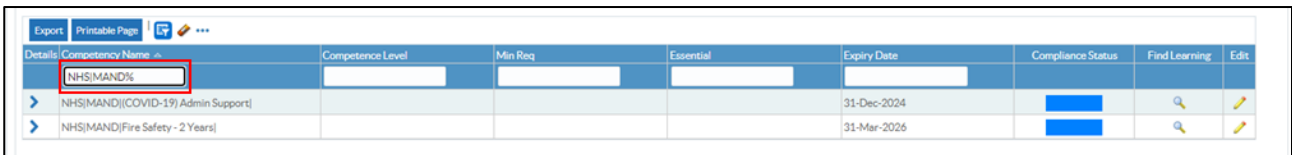
- Competency Name
- Competence Level
- Min req
- Essential
- Expiry Date







The user clicks on the icon and sees the following Query by Example fields appear under the column headers:



Export	Printable Page			...				
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	201 LOCAL COVID-19 Staff Risk Assessment General			N		 		
>	NHS KSF Quality C5 Core	1 - Level 1			No Expiry	 		
>	NHS MAND (COVID-19) Admin Support]				31-Dec-2024	 		
>	NHS MAND Fire Safety - 2 Years]				31-Mar-2026	 		

The user can enter some data into one or more of the query fields and, on pressing Enter, will see the data filtered appropriately:



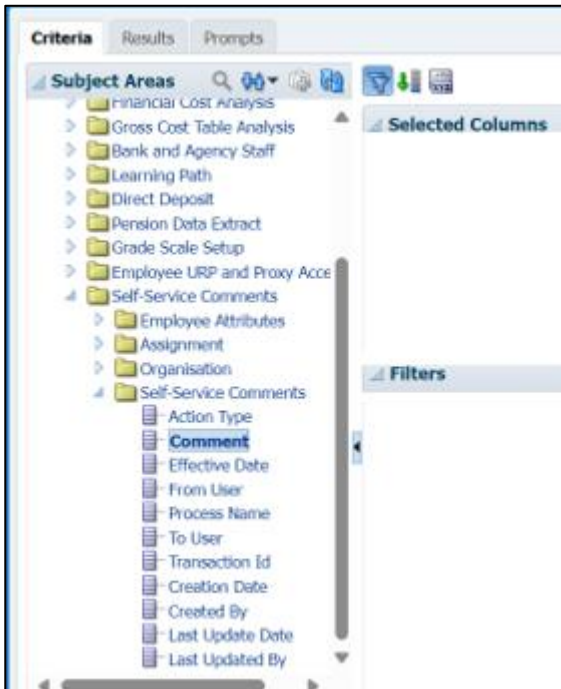
Export	Printable Page			...				
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
	NHS MAND %							
>	NHS MAND (COVID-19) Admin Support]				31-Dec-2024	 		
>	NHS MAND Fire Safety - 2 Years]				31-Mar-2026	 		

Search Rules

- Search terms are case sensitive
- The wildcard search term % can be used
- It is possible to search multiple columns, all criteria must be met to return results.
- Press Enter to execute the search.

4 Self Service Comments Available for Reporting in Real Time

Self-Service comments are now available for reporting in ESRBI in real time. A new folder called 'Self-Service Comments' is available within the 'Human Resources – Real Time Reporting' Business Area:



The folder contains four sub-folders, 'Employee Attributes', 'Assignment' and 'Organisation' which are there to provide reporting context and 'Self-Service Comments' which provides the actual details and consists of the following eleven data items:

- Action Type
- Comment
- Effective Date
- Process Name
- From User
- To User
- Transaction Id
- Creation Date
- Created By
- Last Update Date
- Last Updated By

5 Changes to Pay Details Processing

The following changes have been made to pay details processing.

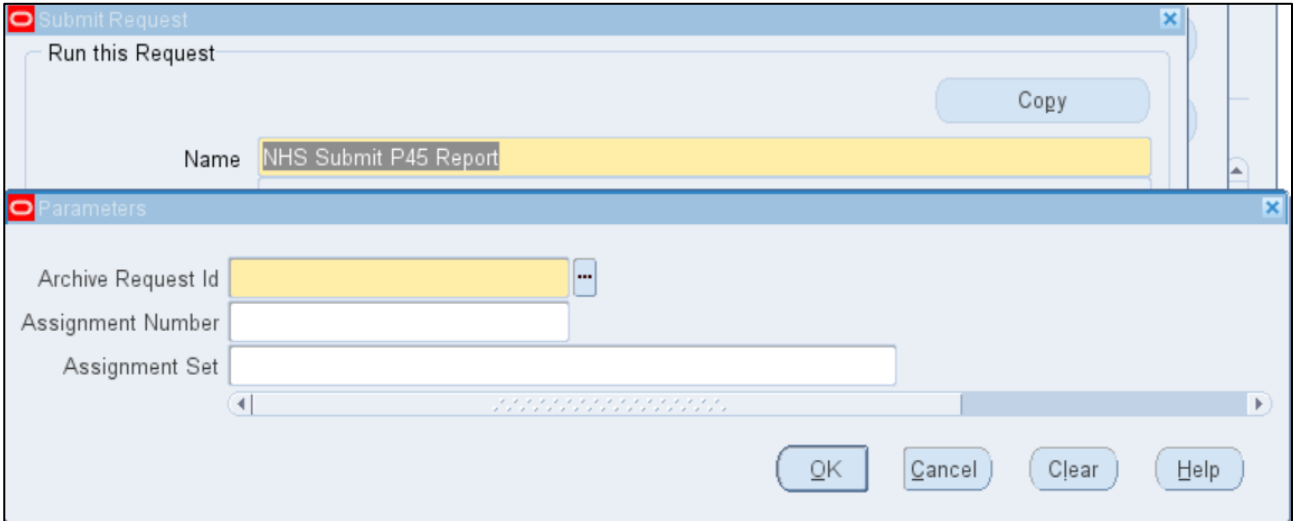
NHS Copy Pay Advice (Freq)

Users can use either the “Assignment” or “Assignment Set” parameter where required.

Payroll	Mandatory	Select the payroll which matches the frequency version you are using
Pay Period	Mandatory	Select the pay period you need to create the copy pay advice for
Payroll Run	Mandatory	Select the payroll run required. If there is more than 1 run available, then a list will appear, otherwise the details of the run will be populated
Assignment	Optional	To create a copy pay advice for a single assignment, enter the details here.
Group Home Addressed	Optional	
Assignment Set	Optional	If a specific set of employees are required, then an assignment set will need to be created and entered here.

NHS Submit P45 Report

Users can use either the “Assignment” or “Assignment Set” parameter. Only “static” assignments are allowed for both processes. If a “criteria” based assignment set is required, it will have to be converted to a “static” assignment set using the “NHS Dynamic to Static Assignment Set Conversion” concurrent process.



Archive Request Id	Select the archive request Id for the previously submitted NHS P45 Process (freq) archive process
Assignment	To create a PDF for a single assignment, then enter the details here.
Assignment Set	If a specific set of employee’s P45s are required, then an assignment set will need to be created and entered here.

Leavers Dashboard

In addition, the Leavers Dashboard has been enhanced to prevent P45's automatically being shown for employees who transfer to another trust via a MOCP transfer. If the P45 is required during a MOCP transfer, then the value on the "Suppress MOCP P45 view" will need to be changed from "Yes" to "No":

