



ELECTRONIC STAFF RECORD

RN592 Guide to Enhancements and Changes Release 64.3.0.0

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 64.3.0.0. 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 Updates to Identity Checks List of Values

In alignment to changes to NHS Employers Employment Check Standards, a new value has been added to the List of Values for the Verification of ID - Photographic ID as below:

- Online Evidence of Immigration Status issued by the Home Office

Navigation Path:

XXX HR Administration > Person record > Others > Mandatory NHS Employment Checks > ID Checked - Recruitment Stage > View Details > Verification of ID on Recruitment

XXX HR Administration > Person record > Others > Mandatory NHS Employment Checks > ID Checked - Hire Stage > View Details > Verification of ID on Hire

The new value is available in the following fields:

- Photographic ID 1
- Photographic ID 2

Two values have been updated within the List of Values for the Verification of ID - Photographic ID:

Old Value	New Value
Biometric Residence Permit (formerly known as Identity Cards for Foreign Nationals) UK	Uk Biometrics Residence Permit (BRP) card* (expired)
EEA/EU Government issued identity card that comply with Council Regulation (EC) No 2252/2204	EEA government issued identity cards that comply with Council Regulation (EC) No 2252/2004, containing a biometric

3 Change to Data Warehouse Login Page

A link to the ESR Strategic Data Warehouse (SDW) Terms and Conditions page has been added to the ESR Data Warehouse Login Page and ESR Data Warehouse Reset Password Page.

ESR Data Warehouse

ESR Data Warehouse

Log in with your Data Warehouse credentials

Fields with an asterisk (*) are required fields

Username*

(Example 9990MTH40)

Password*

[Reset Password](#)

[Log in](#)

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.

[Terms and Conditions](#)

The ESR Strategic Data Warehouse (SDW) Terms and Conditions can be viewed at <https://my.esr.nhs.uk/dashboard/web/esrweb/esr-strategic-data-warehouse-sdw-terms-and-conditions>.

4 Change to the Inter Authority Transfer – Portable Data Set Request Authorisation Notification

The Cancel button has been removed from the Inter Authority Transfer - Portable Data Set Request Authorisation Notification.

The screenshot shows the NHS 'Requests' portal for 'Inter Authority Transfer - Portable Data Set Request Authorisation AS Employee'. The page includes a header with the NHS logo, a search bar, and navigation links (Home, Favorites, Settings, Help, Logout, Portal). The user is logged in as '105AGUL01'. The main content area displays the request details, including the recipient 'XXHR_IAT_ADHOC_INITIATOR11452139', the date '09-May-2025 12:22:57', and the ID '1309820730'. It also shows the 'Inter Authority Transfer - Portable Data Set Request Authorisation AS Employee' status, the appointee name 'ASEmployee', and employee number '21000881'. A message states that 293 Organisation 284547 has given approval for the copy of the Portable Data Set for the following person to take place. The 'Basic Person' section lists personal details: Last Name: Employee, First Name: AS, Known As: MRS., Date Of Birth: 22-MAR-1981, NI Number: JK123456C, Professional Registration No: 13300484, and Unique NHS Identifier: 13300484. The 'DBS/CoGS Details' section is marked as '(For information only - not part of PDS)' and shows a table with columns for various checks, all of which are currently empty. The 'Statutory Benefits Entitlement' section is also visible at the bottom.

Inter Authority Transfer - Portable Data Set Request Authorisation AS Employee

Perform Portable Data Set Copy Request Information

To: XXHR_IAT_ADHOC_INITIATOR11452139
Sent: 09-May-2025 12:22:57
ID: 1309820730

Inter Authority Transfer - Portable Data Set Request Authorisation AS Employee

Appointee Name: ASEmployee
Employee Number: 21000881

293 Organisation 284547 have given approval for the copy of the Portable Data Set for the following person to take place.

Basic Person

Last Name: Employee
First Name: AS
Known As: MRS.
Title: MRS.
Date Of Birth: 22-MAR-1981
NI Number: JK123456C
Professional Registration No: 13300484
Unique NHS Identifier: 13300484

DBS/CoGS Details

(For information only - not part of PDS)

Type of DBS Disclosure	Date DBS/CoGS Received	Date DBS Disclosure Issued	Date DBS Unique Number	Date DBS Check Outcome	Children's Barred List Check Requested	Adults Barred List Check Requested
No Values						

Statutory Benefits Entitlement