ESR System Settings

Introduction

ESR has a number of settings which are designed to offer greater flexibility for how functionality is used and automate processes to make common transactions more efficient. This guidance focusses on some of the key settings that can be applied to ensure you maximise the benefits available.

Roles

Roles referenced in this guide are maintained by the XXX Local HRMS Systems and User Administration URP.

XXX Local HRMS Systems and User Administration - Maintain Roles

Home

Navigator

T01 Local HRMS Systems and User Administration	T01 Local HRMS Systems and User Administration
T01 Local Workstructures Administration	Setup Users
	Maintain Roles
	Maintain CRS Person UUID
	OLM Data Groups
	NHS User Level Override Setup

Further Information

Maintaining roles - Role Maintenance

Organisation Settings

Settings apply to the ESR Portal and also core functionality. Within the XXX Local Workstructures Administration URP these can be applied at two levels:

Trust Level

These will be applied throughout an organisation, in some cases the setting can be overridden. These cases are specified in this document.
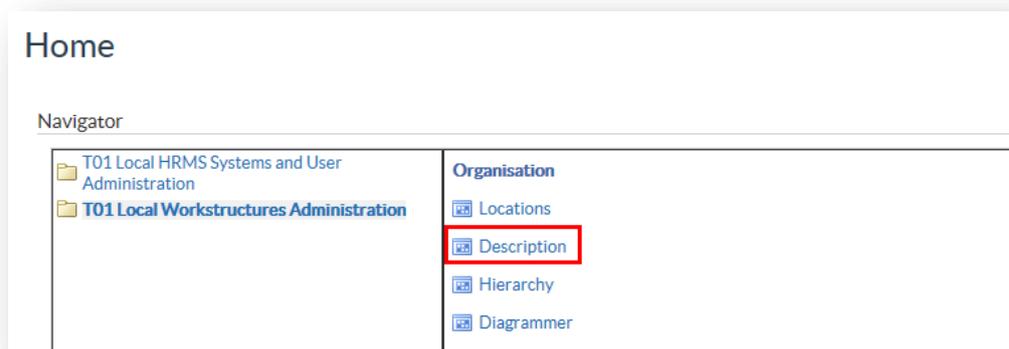
Organisation Level

All organisations from this point down in the organisation hierarchy will inherit this role unless another role is specified at a lower point in the hierarchy.

'Trust' Level Settings

URP and Navigation Path

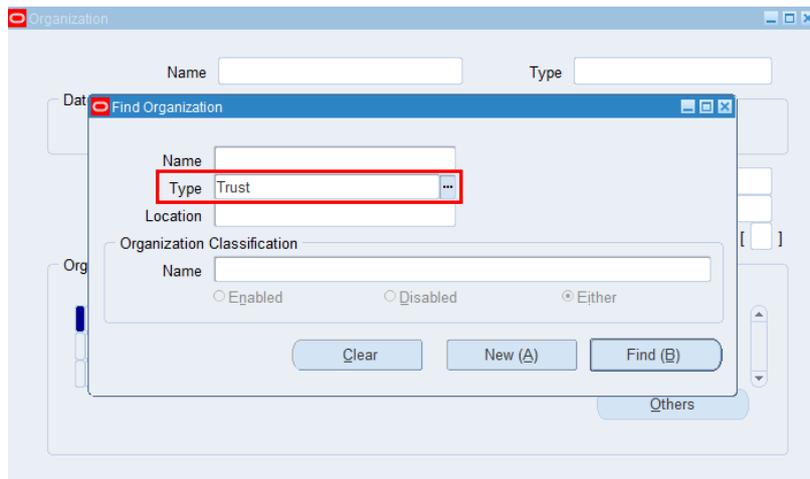Organisation settings are maintained by the XXX Local Workstructures URP.
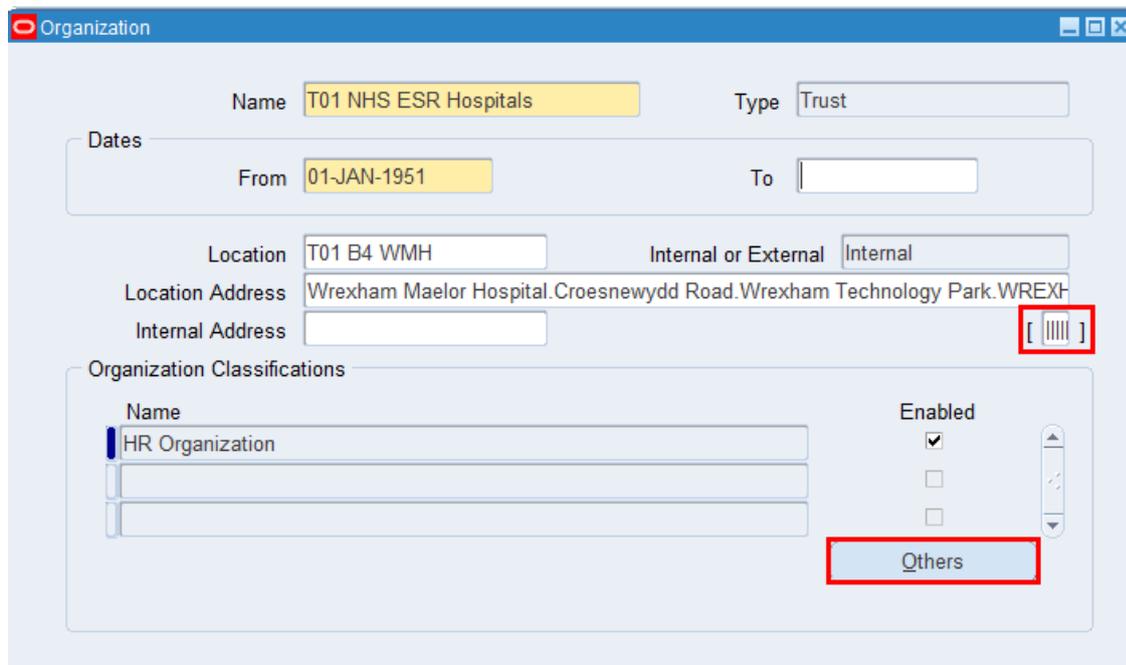
XXX Local Workstructures - Description

For settings applied at Trust level - Search for Type 'Trust'

Click the Descriptive Flex Field (DFF) or Others to access the lists of different options

Further Information

Applying settings to organisations - Organisation Trust Level Settings
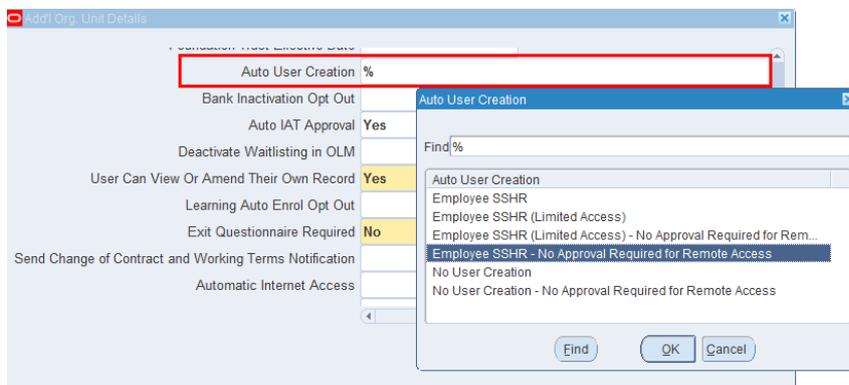
ESR System Settings

Auto User Creation

Gives organisations the ability to automatically create user accounts for New Hires and Applicants where their status has been set to 'Offer Accepted'.

Users will be assigned Employee SSHR or Employee SSHR (Limited Access) dependent on the settings selected.

It is recommended to use a 'No Approval Required for Remote Access' setting so that requests for Internet Access will be automatically approved for NHS CRS Smartcard users or users with accounts that were not created automatically.

Associated Roles

For accounts to be created, there must be a role holder for the Auto User Account Details role.

Accounts are created by an overnight process and details are sent to the role holder via a Notification.
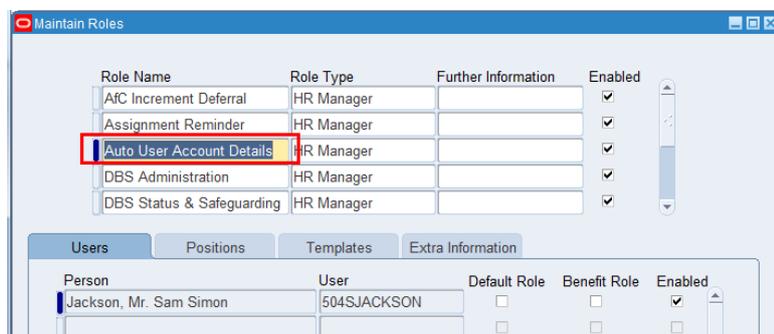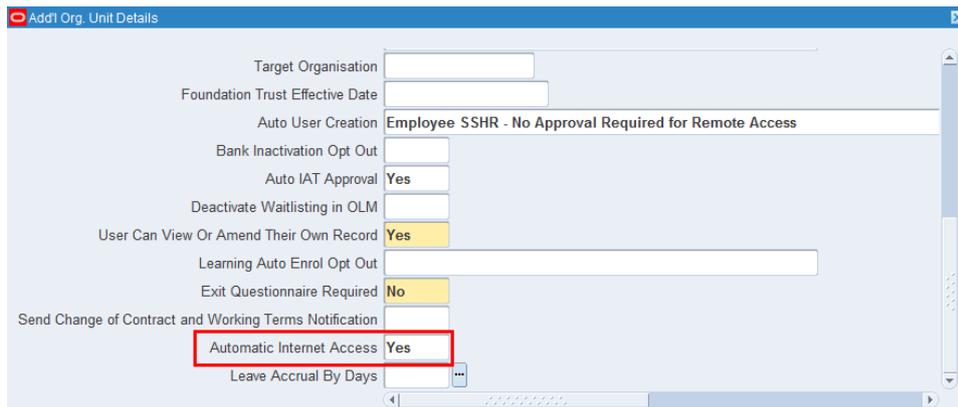
ESR System Settings

Automatic Internet Access

The recommended setting is 'Yes' as it removes the need for users to request Internet Access before being able to use ESR over the Internet.

This will give Internet Access to users with the following URPs where there isn't a NHS CRS Smartcard requirement:

- Employee Self Service
- Employee Self Service (Limited Access)
- External Learner

It must be used in conjunction with Auto User Creation settings, i.e. if no user account is automatically created, Automatic Internet Access will not be granted.

Further Information

Automated User Account Creation

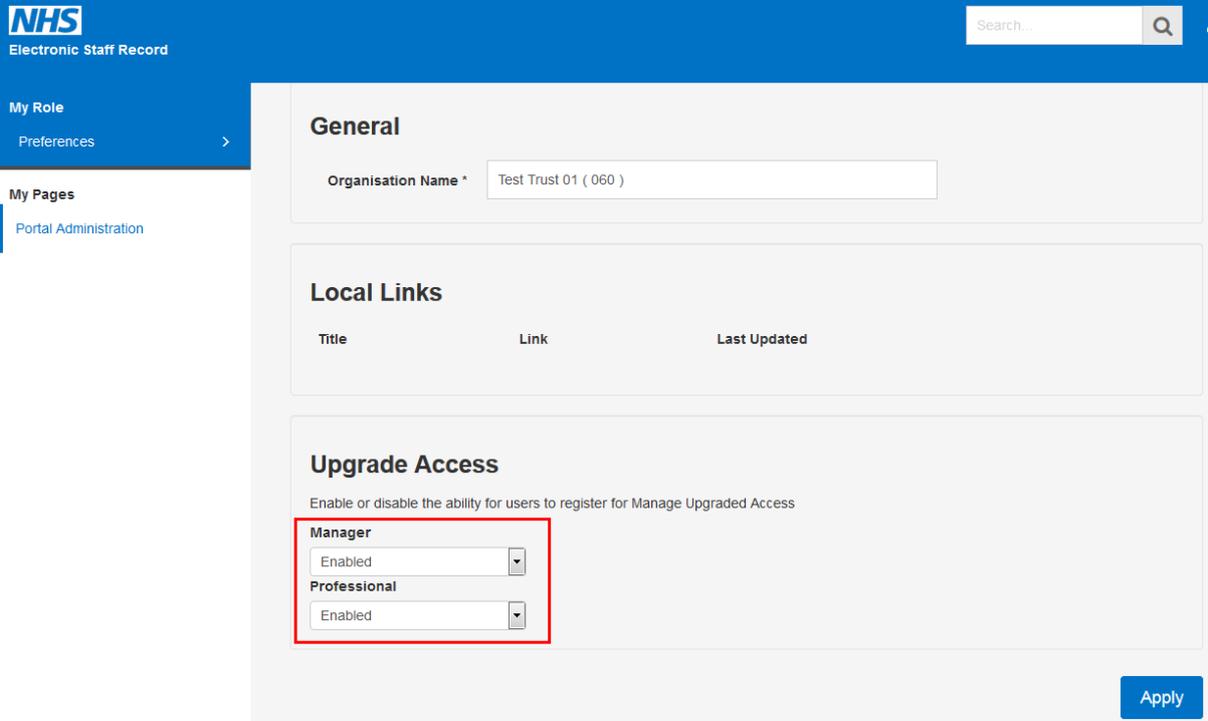# ESR System Settings

Enabling Manager Self Service/ESR BI over the Internet

It is possible for Managers to access the Manager Dashboard over the Internet and for professional users to access ESR BI over the Internet once they have upgraded their access.

To allow these users to upgrade their access, organisations must update their Portal settings changing the Upgrade Access setting for Managers and Professional users to Enabled. To access these settings the Portal Administration URP is required.

Further Information

How to enable Manager and ESR BI access over the Internet - Portal Site Administrator

Exit Questionnaire Required

Where this is set to 'Yes' exit questionnaires will be generated for any employee who either has an assignment terminated or is made a leaver by terminating the person record using the End Employment forms when a termination date is entered. This value can be overridden at assignment level.

Leavers will receive an FYI email informing them that the questionnaire has to be completed. The questionnaire is contained within the ESR notification and the recipient will need to login to ESR in order to complete and submit this.

Administrators can view individual employee responses on the Assignment Extra Information form. Responses can also be reported in ESR BI using the Staff Movements Monitoring Dashboard. The Staff Movements Dashboard provides details of the Exit Questionnaire value held against the assignment record.

Further Information – Initiating Exit Questionnaires

Send Change of Contract and Working Terms Notification

Where this setting is changed to 'Yes' employees will receive an FYI notification informing them of changes to their Contract and Working Terms.
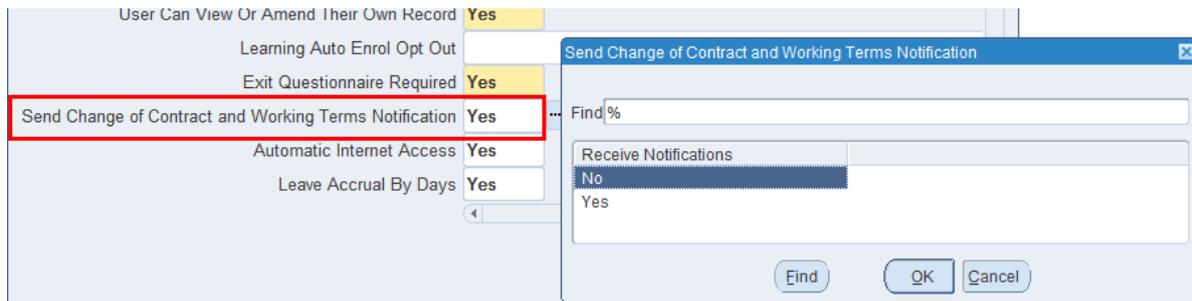
A notification will be sent where there is a change in:

- Position Title
- Grade
- Salary (pro rata)
- Contracted Hours

The notification is sent weekly and summarises all changes on an assignment basis.

ESR System Settings

Leave Accrual by Days

By changing this setting to Yes, an Organisation can decide to apply annual leave accrual by days so that an employee will not lose any entitlement for the part months in which they start or leave. The field is blank by default which is the equivalent to a 'No' setting.
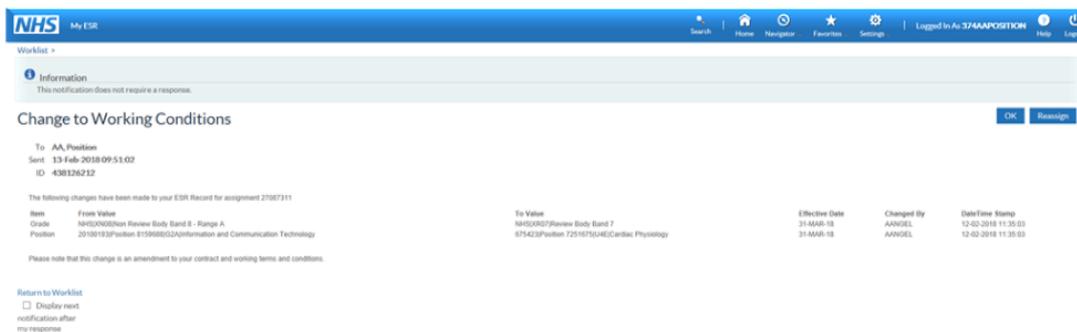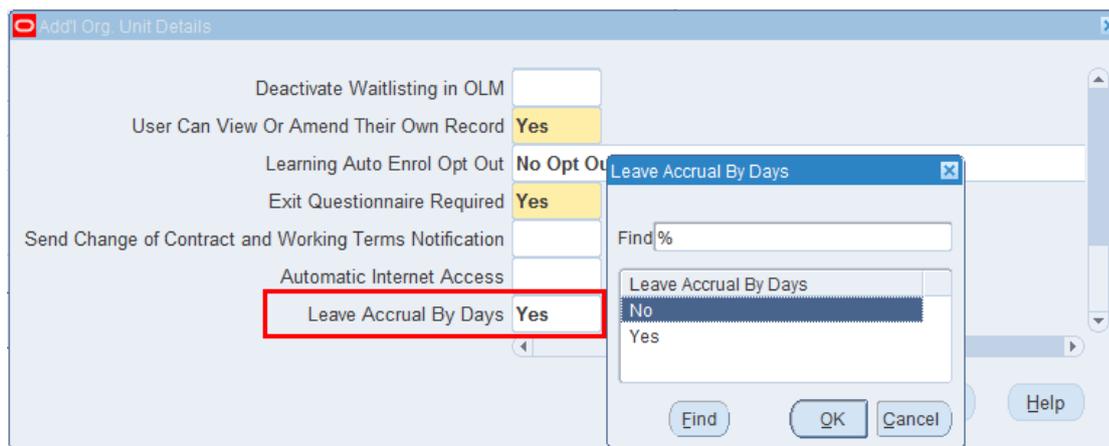

The tables below show how the setting works:

Employee Starts	Leave Accrual by Days	Leave Accrued From
14-OCT-2018	Yes	14-OCT-2018
14-OCT-2018	No	01-NOV-2018

Employee Leaves	Leave Accrual by Days	Leave Accrued To
14-OCT-2019	Yes	14-OCT-2019
14-OCT-2019	No	30-SEP-2019

The setting also has an impact on Annual Leave Hours plans

| Leave Accrual by Days - Yes	Leave Accrual by Days - No
For a mid-month starter, any bank holidays on or after their assignment start date in their first part month will be added to the assignment's accrual.	Bank holidays are not counted in the first and last part-periods for starters and leavers
Any bank holidays in the last part month for a mid-month leaver are added to the assignment's accrual	Banks holidays are added at the WTE in place on the start of the month in which the Bank holiday falls (which can be different to the WTE in place on the actual date of the Bank Holiday)
All banks holidays are added at the WTE in place on the date of the Bank holiday	

Annual Leave Accrual Plans

Enter Annual Leave

Auto IAT Approval

The default (and recommended) setting is Yes. Where an Auto IAT can be carried out, IAT requests can be managed by the Requesting Authority, removing any delays in waiting for notifications to be approved manually. It also enables the approval the PDS to be copied on the same day as the request for new employees and ensures that the pre IAT datasets relating to Occupational Health, Statutory and Mandatory and CSFT competencies, and Doctors in Training Contracts are transferred at the point of the Auto IAT approval.
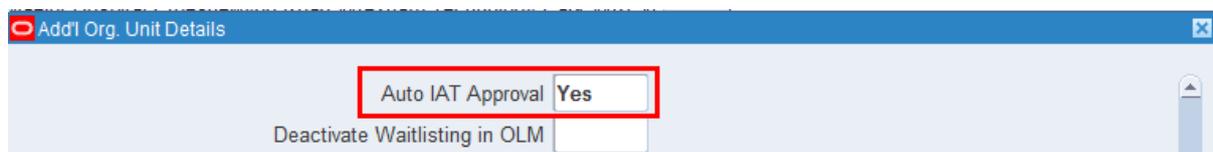
Further Information

[Automated IAT Process](#)

View or Amend Own Record

By default, professional users are prevented from viewing and amending their own record.

The recommended setting for this field is No and changing the value of the field to Yes will allow all professional users to view their own record.

This setting can also be applied at Person Level to allow individual users access to their own record in circumstances where this is deemed necessary.

Please note that this setting does not affect self-service access.
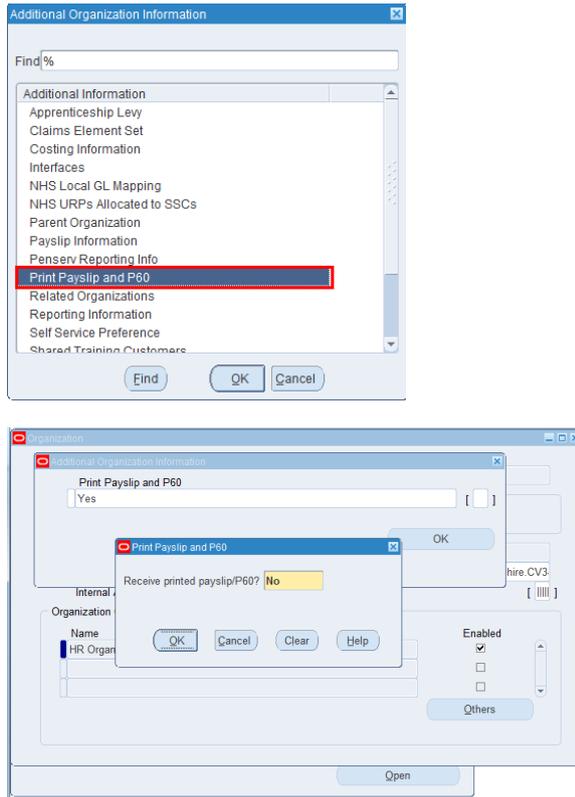
Further Information

User Cannot View or Amend Their Own Record

Print Payslip and P60

This setting can be used to turn off Printed Payslips and P60s for all employees.

Note:

This setting can be overridden for individuals at person level or via an Assignment Set parameter in the NHS Mass Update Print Payslip EIT process, available to the following URPs.

- XXX Payroll Super Administration
- XXX Payroll Administration
- XXX HR Administration
- XXX HR Administration (with RA)

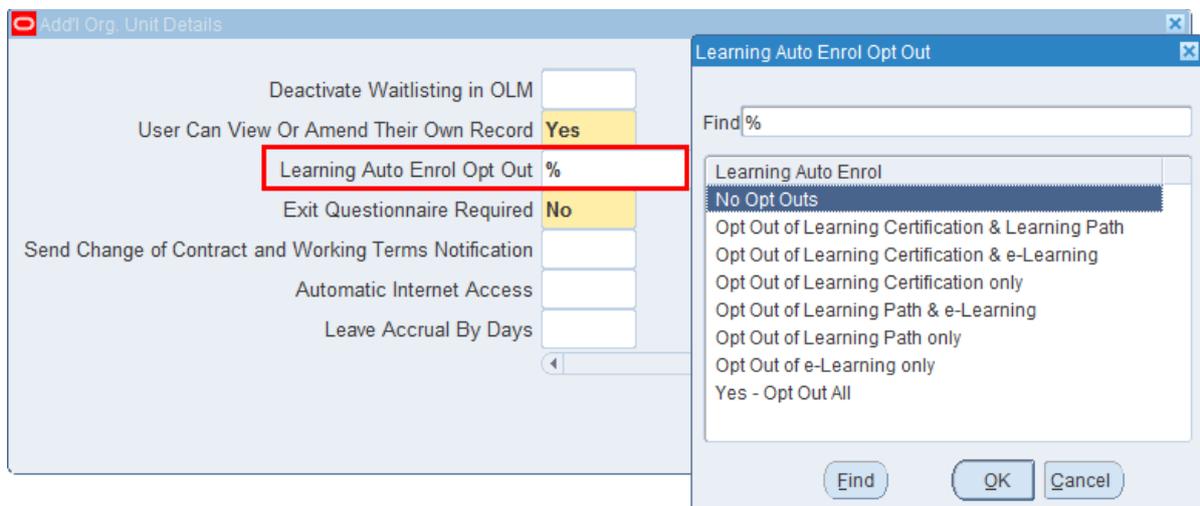## Further Information

How to Suppress Payslip/P60 Printing

Mass Update of Print Payslip EIT

ESR System Settings

Learning Auto Enrol Opt Out

The setting is Null by default which equates to No Opt Outs which is the recommended setting. This will ensure that employees will be assessed for automatic subscription and enrolment onto learning events based on their Competence Requirements.

It is recommended that Learning Administrators retain control of Auto Enrol Opt Out by using the setting available on Learning Certifications, Courses and Learning in the Learning Catalogue.

Deactivate Waitlisting

The field is Null by default which means that Waitlisting is enabled. This is the recommended setting.

Learning Administrators can retain control of Waitlisting by using the settings available on Courses and Offerings in the Learning Catalogue.
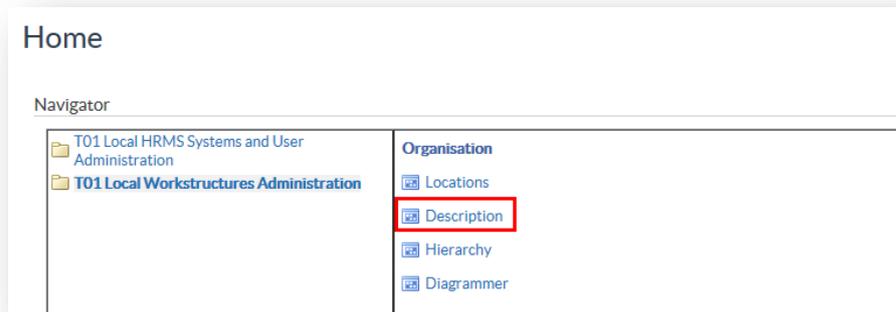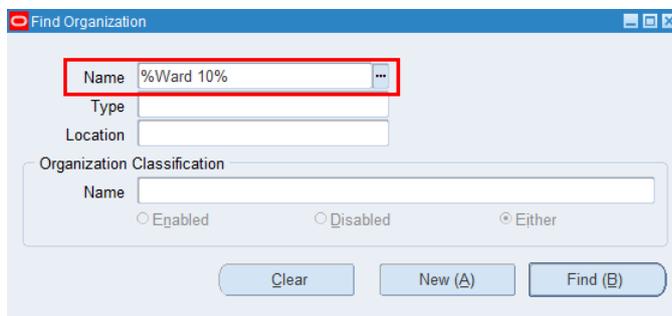
Organisation Settings and Local Roles

Organisation settings are maintained by the XXX Local Workstructures URP.
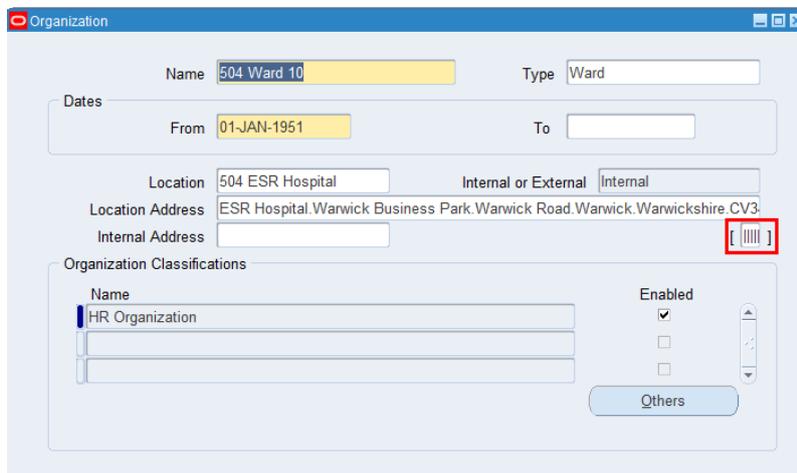
XXX Local Workstructures - Description

Search for the organisation by Name

Click the DFF

ESR System Settings

Local Roles

Organisations can use Local Roles if they wish to devolve responsibility for certain areas to specific individuals or teams.

They can be assigned to organisations for:

- SSHR Payroll Approvals
- Stat & Mand Competencies Ntf
- PDS Notification
- Reference Approver
- Pay Progression

Where local roles are assigned to organisations, notifications will go to the local role holder rather than the National role holder. Further details on the rules for cascading are provided below.
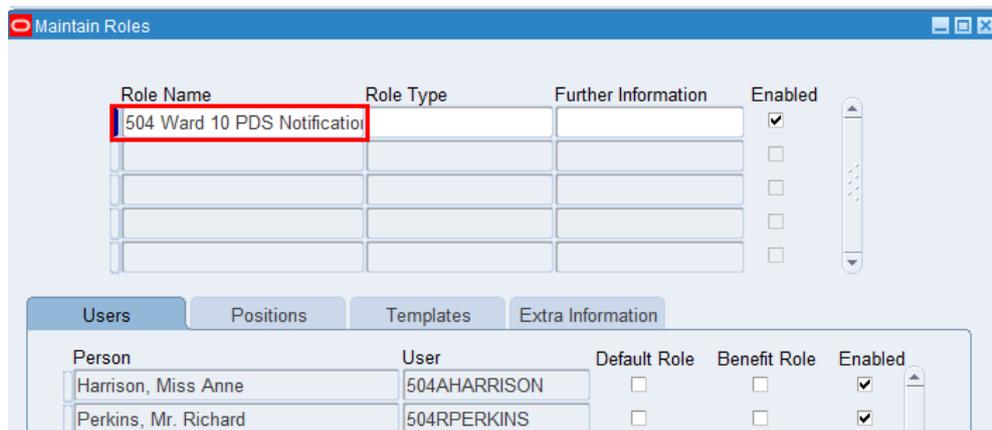
Can be assigned to person records (via Professional forms or Self Service) for:

- New Starter Notification
- Termination Notification

Where local roles are assigned to person records, notifications will be generated for the local roles where the new starter/leaver has the role identified on the Person Extra Information form. These can be used to inform specific departments (for example, an IT department to grant/revoke access to specific systems) that action is required for that person.

Naming Conventions

Local roles are created by XXX Local HRMS Systems and User Administration - Maintain Roles. People are added to this local role.

ESR System Settings

Locally created roles need to comply with the following rules:

- Must start with the three digit VPD identifier
- Keywords must be included in the Role Name - these are case sensitive
- Use spaces between words, not underscores

The character limit and keywords are outlined in the table below:

National Role	Character Limit	Keywords	Example
SSHR Payroll Approvals	30	Payroll Approval	123 Ward 10 Payroll Approval
Stat & Mand Competencies Ntf	30	Stat & Mand	123 Ward 10 Stat & Mand
PDS Notification	30	PDS Notification	123 Ward 10 PDS Notification
Reference Approver	45	Reference Approver	123 Ward 10 Reference Approver
New Starter Notification	30	New Starter	123 Car Park New Starter
Termination Notification	30	Termination	123 Car Park Termination

The 6i NHS User Roles report available to Local HRMS System & User Administration URP lists all users with roles along with the relevant employee details.

Once created they can be assigned to the appropriate organisation via the Organisation level DFF. Any person who has been added to the Local Role for the Organisation will receive associated notifications.
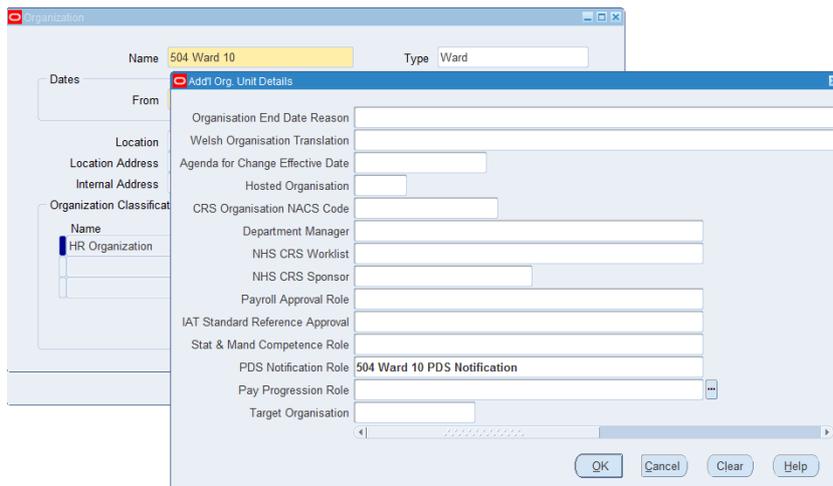
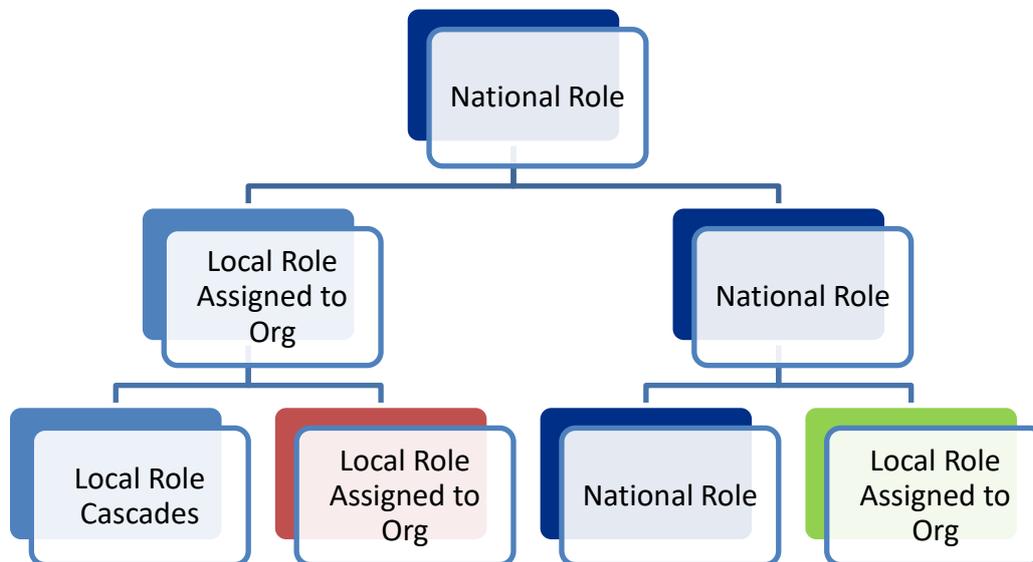## Further Information

[Local Payroll Approvals](#)

[New Starter or Termination Notifications](#)

ESR System Settings

Organisation Cascading

When assigned to an organisation, all organisations from this point down in the organisation hierarchy will also inherit this role unless another role is specified at a lower point in the hierarchy.

Where no local role is assigned, notifications generated will go to the National Role holder*.

National Role

Local Role Assigned to Org

National Role

Local Role Cascades

Local Role Assigned to Org

National Role

Local Role Assigned to Org

* If there is no one role holder associated with the national PDS Notification role then the PDS notification will continue to go to the IAT Initiator.