NHS ELECTRONIC STAFF RECORD

ESR-NHS0058 ESR FINANCE USER GUIDE

Information Classification: Public

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Creation Date:	22/07/2010
Last Updated:	1/07/2024
Version:	6.0
Approvals:	

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1. DOCUMENT CONTROL

1.1. ....Change Record

Date	Author	Version	Change Reference
22/07/2010	David Booth	0.1	First Draft
04/10/2010	David Booth	0.2	Updated with feedback from National Finance SIG
01/11/2010	David Booth	0.3	Updated year end section plus other small changes.
22/12/2010	David Booth	0.5	Updated sections on Discoverer Reports and Year End
28/02/2011	Sadhana Mittal	0.6	Updated all new screen shots for ESR
03/03/2011	Emily McLauchlan	0.7	Further updates of new ESR screen shots
20/03/2011	Sadhana Mittal	0.8	Appendix D screenshots updated
27/06/2011	Julie Bickerton	0.9	Internal review
05/08/2011	David Booth	0.10	Updated following National Finance SIG review.
31/08/2011	David Booth	0.11	Updated following National Finance SIG final review
05/09/2011	David Booth	1.0	Move to version 1.0
07/10/2011	David Booth	1.1	Corrected the number in sections 14 & 15
03/01/2012	David Booth	1.2	Corrected alignment in various screenshots
14/03/2012	Sadhana Mittal	1.3	Updated to provide an explanation of the 'Allow Release' option (Page 72)
14/03/2012	Sadhana Mittal	2.0	Move to version 2.0
23/11/2012	Sadhana Mittal	2.1	Updated to resolve section numbering issue
27/11/2012	Claire Roelich	2.2	Embedded documents removed and added as screenshots
13/12/2012	Julie Bickerton	3.0	Final document
07/02/2014	Zebunnisa Ahmed	3.1	Update formatting. Add sections 9.7, 12.6 and Appendix G
05/03/2014	Zebunnisa Ahmed	3.2	Update following review
08/05/2014	Zebunnisa Ahmed	3.3	Update following review
14/05/2014	Zebunnisa Ahmed	3.4	Update following review
27/05/2014	Zebunnisa Ahmed	3.5	Update following formal review
10/06/2014	Zebunnisa Ahmed	4.0	Move to version 4.0 (WITHDRAWN)
21/10/2014	Zebunnisa Ahmed	4.1	Updated to include section 5.7 Business Intelligence and further updates from the Finance NSIG Updated section 9.8 screenshot Updated ESR Supplier references (originally numbered as 3.6)
29/09/2015	Zebunnisa ahmed	4.2	New reviewers added National Finance Sig Group removed (originally numbered as 3.7
30/12/2015	Zebunnisa Ahmed	4.3	Update following review (originally numbered as 3.8)
02/11/2022	Tom Pollard	4.4	Internal Review
27/04/2023	Tom Pollard	4.5	Internal Review
27/04/2023	Tom Pollard	4.6	Internal Review
19/06/2023	Tom Pollard	4.7	Internal Review
30/06/2023	Tom Pollard	5.0	Update Following Review
1/07/2024	Julie Bickerton	6.0	Approver updated

1.2. ....Reviewers

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1.3. ....Distribution

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1	Library Master	NHS Document Library

2. CONTENTS

3. INTRODUCTION

3.1. ....P urpose of this Document

The purpose of this document is to present ESR from a finance perspective and draw together information which is currently held across an array of media and spread throughout a number of departments. It should act as a guide to show how the best can be gained from ESR functionality.

The basic principles are laid out in an easy to read format with high level explanations. References are given for the detailed manuals which explore the system in far greater detail.

Functionality which may need to be used is given in a high amount of detail, as this information is not easily found in other documents.

Organisations have different ways of working and different departments will have different roles, for example the maintenance of positions, cost centres and hierarchies may be the responsibility of Finance, Human Resources or Workforce Information. This document covers all aspects of ESR that are relevant to the finance function, including areas where the work may be covered by other departments where there is an impact on Finance.

3.2. ....N aming Abbreviations

The following naming abbreviations will be used throughout the document:

- Electronic Staff Record (ESR)
- National Health Service (NHS)
- NHS England
- Human Resources (HR)
- Virtual Private Database (VPD)
- User Responsibility Profile (URP)
- Oracle Learning Management (OLM)
- Full-Time Equivalent (FTE)
- General Ledger (GL)
- File Transfer Protocol (FTP)

4. THE BASIC PRINCIPLES

In order to use ESR as an effective tool there are a number of basic principles which users need to understand.

4.1. ....T he Database

Each Trust is only able to access its own data. This is achieved by dividing the Database into separate areas for each Trust. These divisions are known as **Virtual Private Databases** (**VPD**s). Each VPD is given a unique three digit number which is used to prefix data throughout the system.
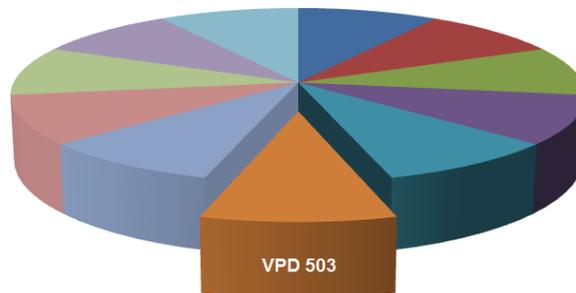
The VPD number is used as a prefix on everything from user names to Cost Centres and Subjective Codes. It is mandatory that it is used.

4.2. ....T he Modules

ESR is a modular system with functionality relating to each module held on the menu e.g. HR Administration, Payroll, Work structures.

It is not possible to personalise menus, therefore if a certain functionality of a module is required, access will be given to all menu options for that module.

Each module has a User Responsibility Profile associated with them; the access available within the most commonly used modules for finance are described in section 5.

Certain functionality does not sit in the most obvious module, for example in the HR module there may be items which logically sit with payroll.

4.3. ....D ate Tracking

Date Tracking is one of the most important concepts of ESR.

Users will be prompted to select a date when there is a requirement by the system. Details of how to do this are included in Appendix A of this manual.

Dates in ESR must be entered in the following format: **DD-MMM-YYYY**

An example of the use of date tracking:
To determine the cost centre to which an employee was being charged at 1st April 2023, the effective date must be entered as 01-Apr-2023.

When inquiring on records of former employees the only record which can be accessed is the leaver's record. Information from this record can only be accessed if the effective date entered for 'date tracking' is a date prior to the employee's leaving date.

4.4. ....W ork Structures

Work Structures are fundamental to how data is organised in ESR so it is essential that users understand how they work.

Before anyone can be paid in ESR the organisational structure of the Trust must be set up in the system.

The first aspect of this is the Management Structure.

> This should be set up to mirror the Management Structure set up in the Financial Ledger. As a result reports looking at expenditure in a particular area of the Trust can be directly compared with payroll information for the same area; e.g. for a particular cost centre or a whole Directorate.

The Management structure starts from a single point i.e. 'The Trust' and branches out until the individual departments at cost centre level are reached. The naming conventions and number of levels within the hierarchy will vary from Trust to Trust.

> Confusingly, ESR recognises all levels of the hierarchy as 'Organisations'. Most of the time users are working on ESR; the term "organisation" refers to a cost centre. Users are only likely to use the other organisations when running reports.

> Wherever possible, the organisation name in ESR should bear the same name as the cost centre title in the Financial Ledger

4.4.1. Locations

Each organisation in the hierarchy set up as a 'Department' has two addresses attached to it. The first address is the official address of the service and the second is the payslip delivery address. Where services operate out of several different sites it is possible to allocate each member of staff a different payslip delivery address.

Locations are also set up by type. An HR organisation is one with staff attached; most of our organisations are this type. An organisation may also be a training organisation; this type allows courses to be attached to it when using the learning management (OLM).

4.4.2. Positions

A position is the ESR name for a job e.g. Support Worker, Band 3. It is really a collection of attributes that are relevant to a specific Job Role, i.e. Pay Band, Job Type, Full Time Hours and Occupation Health requirements. A position can have multiple post holders assigned to it.

Positions are the next level down in the hierarchy from Organisations which contain the cost centre. A position can only exist if it is attached to an organisation. Positions can be assigned to any Organisation within the hierarchy, even if it is not at the bottom level – if positions are allocated higher up the hierarchy there will be an impact on the reporting as reports run at different levels. Best practice would be to assign positions to the bottom level of the hierarchy.

A lot of information is held at position level including job title, job type, and occupation code and most importantly from a Finance point of view this is where the Subjective Code is held.

FTE budgets can be entered against positions and can be used in reporting e.g. a detailed report on vacancies can be produced. **(See the Staff in Post Dashboard in ESR Business Intelligence).**
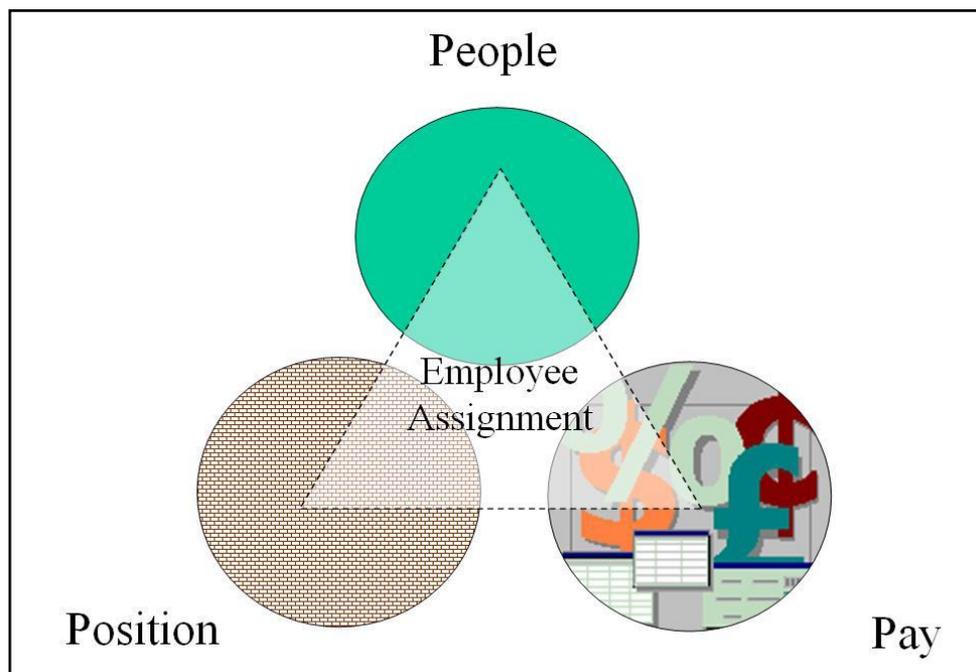
4.4.3. Assignments

An assignment is created when a member of staff is attached to a position. Staff cannot be paid on ESR unless they are assigned to a position. If they hold more than one post they may be assigned to more than one position e.g. they may have an assignment to a substantive post and to a bank post. They may also hold two separate part time posts in which case they would hold two assignments.

> **Note:** An employee will receive one payslip for each assignment.

As the assignment is created after the hierarchy and positions have been set up, the full financial code will be created automatically by adding together the default cost centre from the organisation and the default subjective code from the position.


ESR has the functionality to code at the assignment level. This should not be used as standard practice as this coding overrides the position costing. This means that when a person changes position the full financial code allocated to that assignment will not change to reflect the new position and the employee will be miscoded. The only time coding at assignment level should be used is when an employee is split funded.

Some Employing Organisations will handle split coding or split funding of assignments outside of ESR, using their own reconciliation software or databases.

5. USER RESPONSIBILITY PROFILES (URP)

5.1. ....B ackground

ESR uses a concept of User Responsibility Profiles (URPs) to control access to various parts of the system.
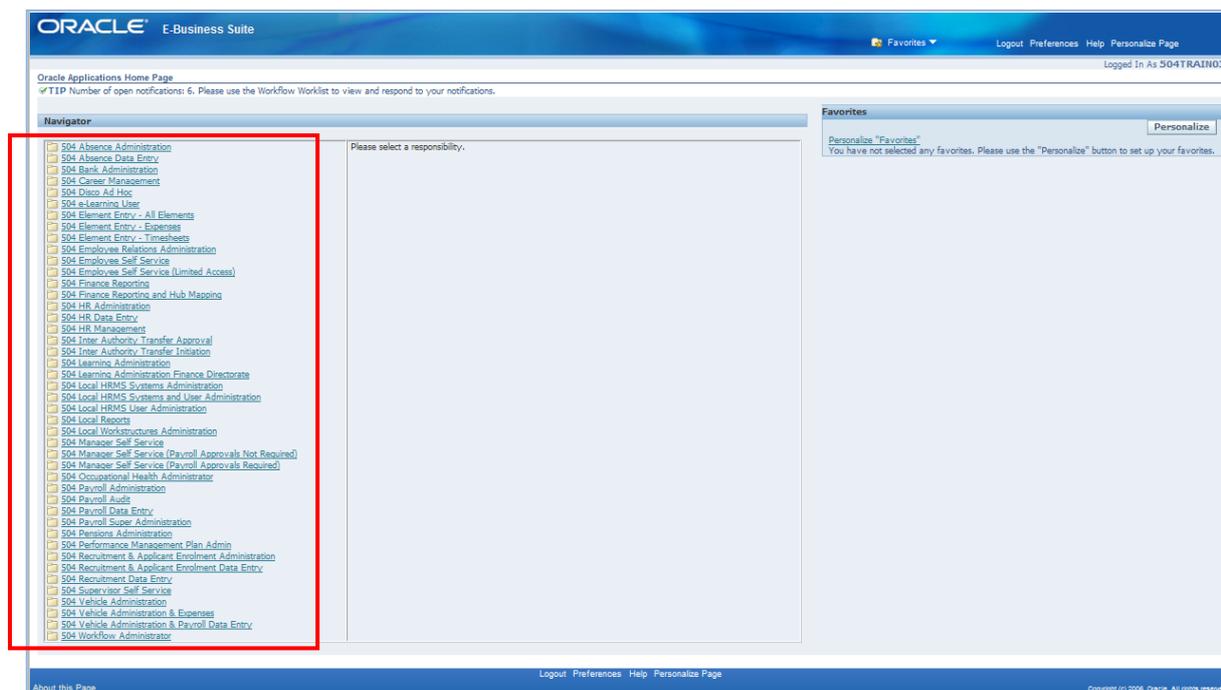
The following URPs are typically used by the Finance Community:-

- Finance Reporting
- Finance Reporting and Hub Mapping
- Payroll Audit
- Local Workstructures Admin
- Business Intelligence Administration

5.2. ....F inance Reporting URP

The Finance Reporting URP provides access to view information relevant to the finance functions such as viewing positions, workstructure and information relating to assignments such as costing and payment history.

5.3. ....F inance Reporting and Hub Mapping URP

The Finance Reporting and Hub Mapping URP provides similar functionality to the Finance Reporting URP with the addition that it provides access to the Hub Mapping form (ESR Mapping Table). The Hub Mapping form allows the user to determine what account codes specific ESR Elements should be costed to.

5.4. ....P ayroll audit URP

The Payroll Audit URP provides "view only" access to many of the areas that a Payroll Clerk normally has access to.

5.5. ....L ocal Workstructures Admin URP

The Local Workstructure Admin URP allows users to manage the workstructures within ESR including setting up new Organisations and Positions.

5.6. ....B usiness Intelligence Administration URP

ESR Business Intelligence (BI) is a comprehensive, next generation reporting platform that allows users to not only report in detail on most aspects of ESR, but also to present the data in intuitive and interactive dashboards. The key to ESR BI is the speed at which it can return data due to being based on a separate (to ESR Production) data warehouse. This means the data is 24 hours behind the ESR Production Environment and is refreshed nightly.

The ESR BI Admin URP are given create/edit privileges to enable new reports to be written or edit existing reports. ESR BI includes many NHS Standard Dashboards which are available for users to copy and modify as required, using the BI Administration URP.
ESR BI provides a User with access to most of the data items available in ESR and are listed in the BI Data Dictionary held on The ESR Hub: www.my.esr.nhs.uk

Using ESR BI Administration will have no impact on the data items held in the application so it is not possible to corrupt source data using ESR BI. The allocation of the ESR BI Administration URP is at the discretion of the NHS Organisation although it is strongly recommended that the user acquires the competence level required by attending the appropriate Training Course. For Finance Users, the Financial Cost Analysis report ESR BI.

6. WORKSTRUCTURES

6.1. ....I ntroduction

The concept of 'Workstructures' relates to the hierarchical organisation set up in ESR linking cost centres, positions and assignments. The structure should be the same as the organisational structure in the General Ledger to ensure consistent reporting between ESR and the General Ledger.

The consequences of not setting up the hierarchy properly within ESR are:

- Establishment control cannot be implemented
- Error recycle* will have a higher number of entries to be corrected by the finance team.
- A large number of staff may be miscoded and will have to be manually corrected by the finance team as part of the month end process.
- There will be differences in the reporting of headcount, FTE and pay cost between the ledger and ESR
- Divisional reports on sickness absence rates will be inconsistent

*   Error recycle refers to the generic process that handles the rejections from the process that loads the Interface file into the General Ledger because the general ledger code generated by ESR is not valid in the general ledger system.

Setting up work structures properly saves time in the long run.

Positions are attached to organisations and assignments are attached to positions.

6.2. ....S etting up the Organisational Hierarchy

The work structures hierarchy has several levels. Level 1 is the whole organisation and the bottom level is the cost centre. As with the General Ledger, if the hierarchy is set up properly it is possible to report at different levels e.g. a hospital or division.

When setting up the hierarchy and the cost centres it is best practice to have the same names in ESR and the General Ledger – this makes it easier for all staff to understand. In addition at the cost centre level, having the General Ledger cost centre code in the description allows recruitment to check that they have the correct position number to recruit to.

6.2.1. Creating an Organisation

There are 3 steps to setting up an organisation:

1. The Cost Centre must be set up via the 'Value Sets'
2. The location of the team / department must be set up via 'Organisation Location'
3. The team / department must be set up via 'Organisation Description'

Step 1: Create the Cost Centre value

- Click on the 'Local HRMS System Administration' URP; next select Flexfield Values.
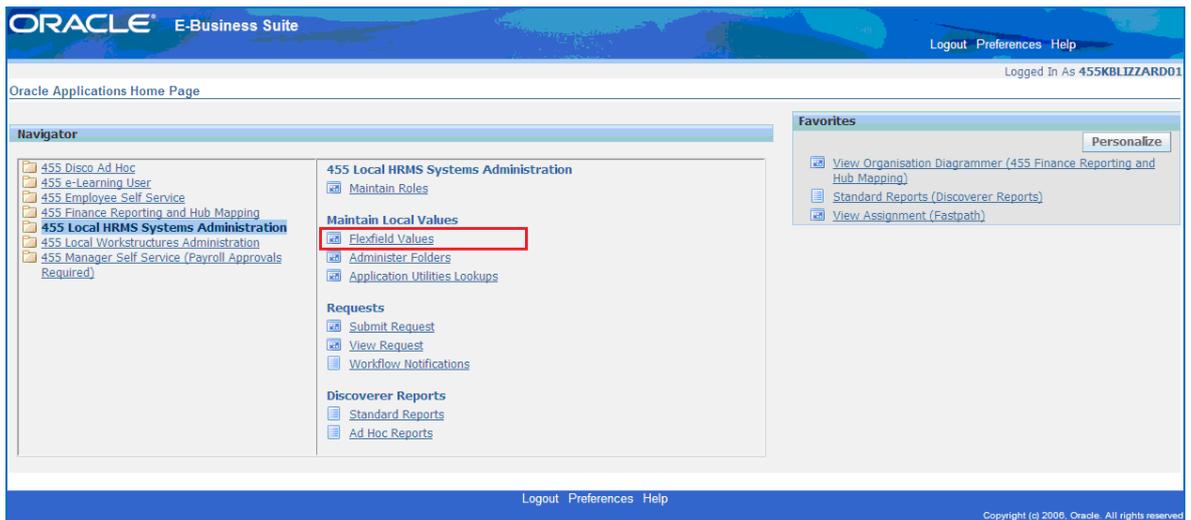
- The following screen will appear, select 'Value Set' (highlighted below)
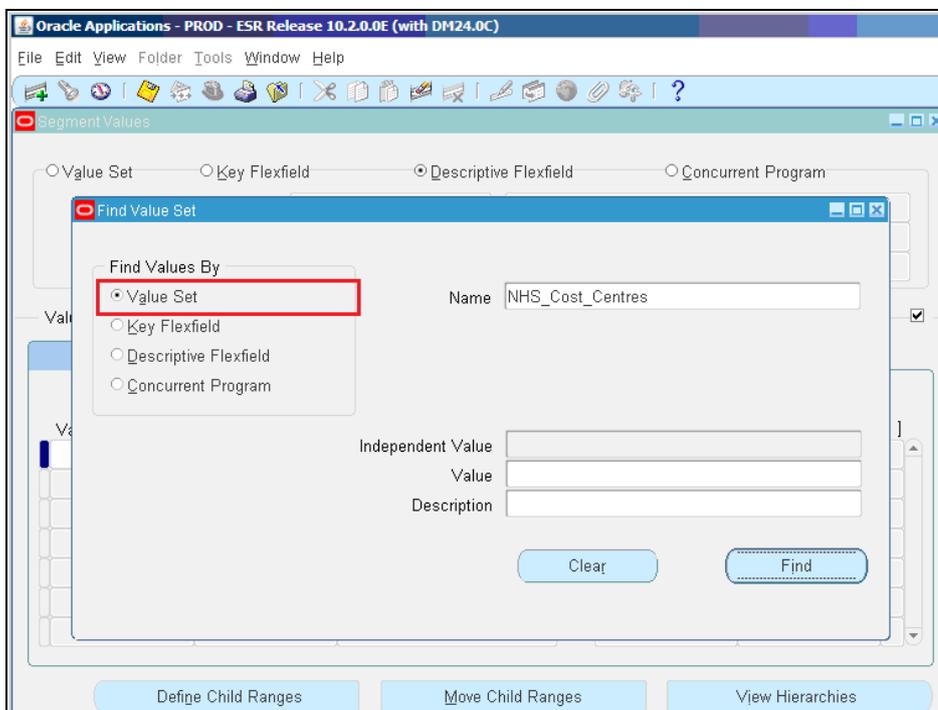
- Type NHS_Cost_Centres in the text field next to "Name" and press 'find'.

- The 'Segment Values' screen will appear (as shown below), place the cursor in one of the 'Value' fields, then click on to File and select 'New'.

An empty record will be displayed; type in the required cost centre (this must begin with your individual trust code), next, tab through to description, fill in as required, then tab through to the 'From' field, the general rule is to use 01-JAN-1951 as the start date (ensure the enabled box is ticked).

- Tab through again to the 'Qualifiers' box
- Select 'Yes' for "Allow Budgeting" and "Allow Posting"
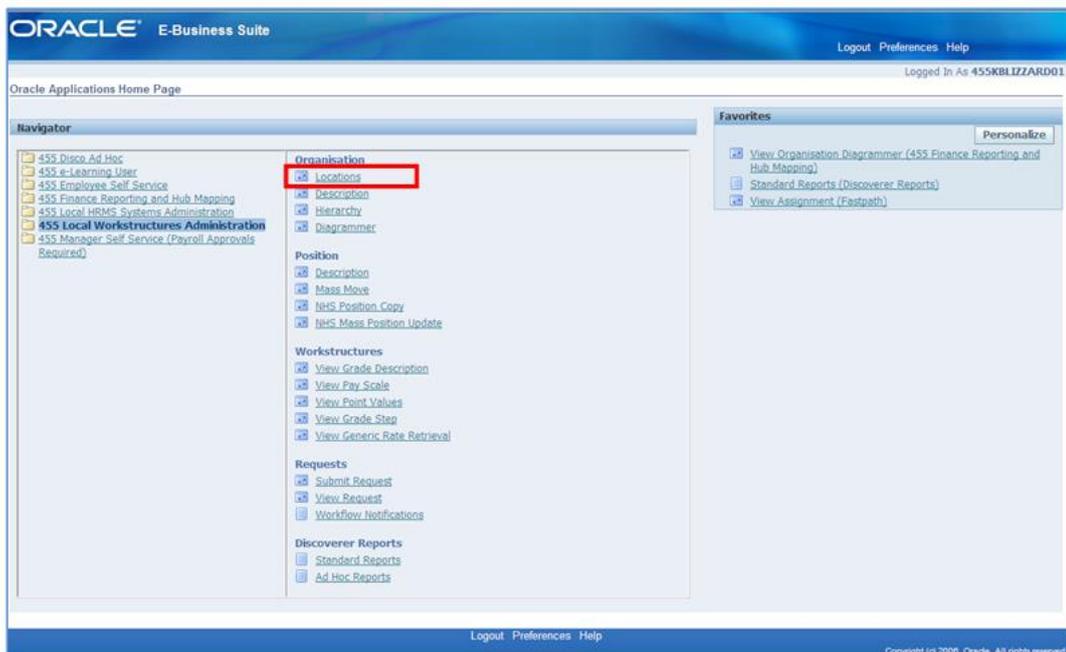- Click on 'OK'.
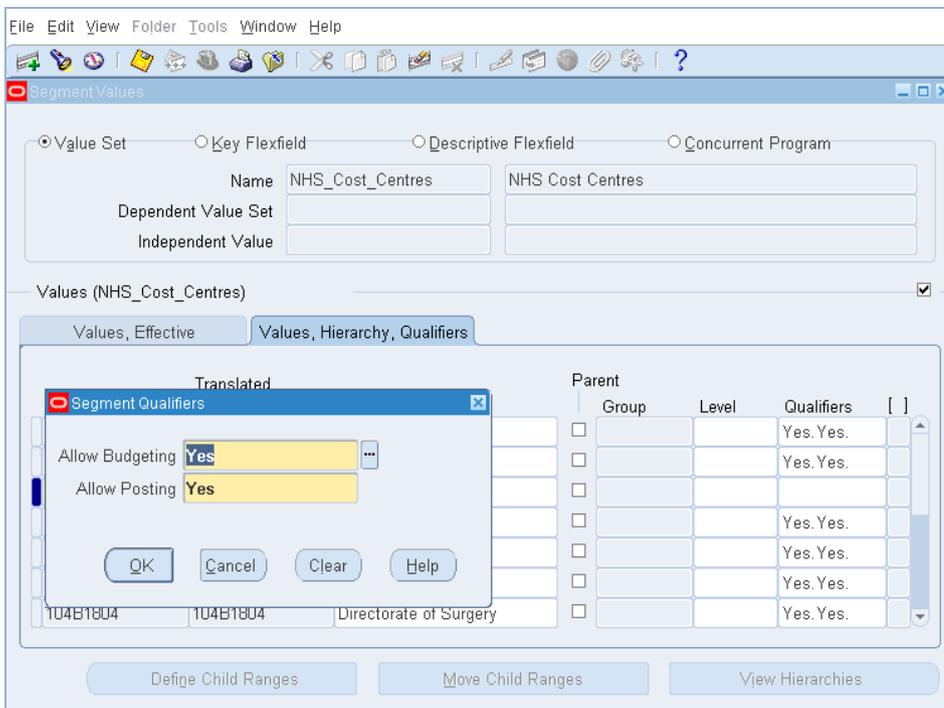
- Click the save button and the cost centre set up is complete.
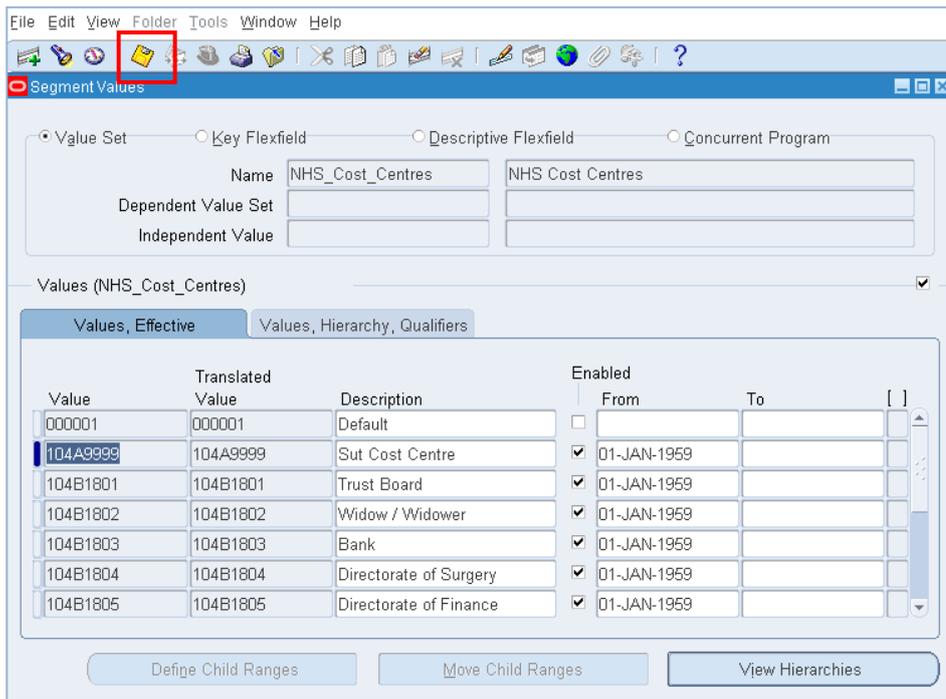
Step 2 : Create the Location.

- Click on the 'Local Workstructures Administration' URP
- Next, select Locations

- The following 'Location' screen will appear. All the fields highlighted on the diagram below must be filled in, once done so, click the save button and the location is set up. If it prompts to say the location already exists, this is fine, simply exit this module.
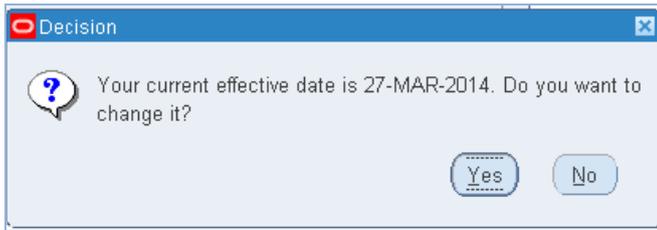
Step 3: Create the Organisation

Note: At various stages the system will ask you to save your work to that point, you must do so to proceed.

- Select the 'Local Workstructures Administration' URP
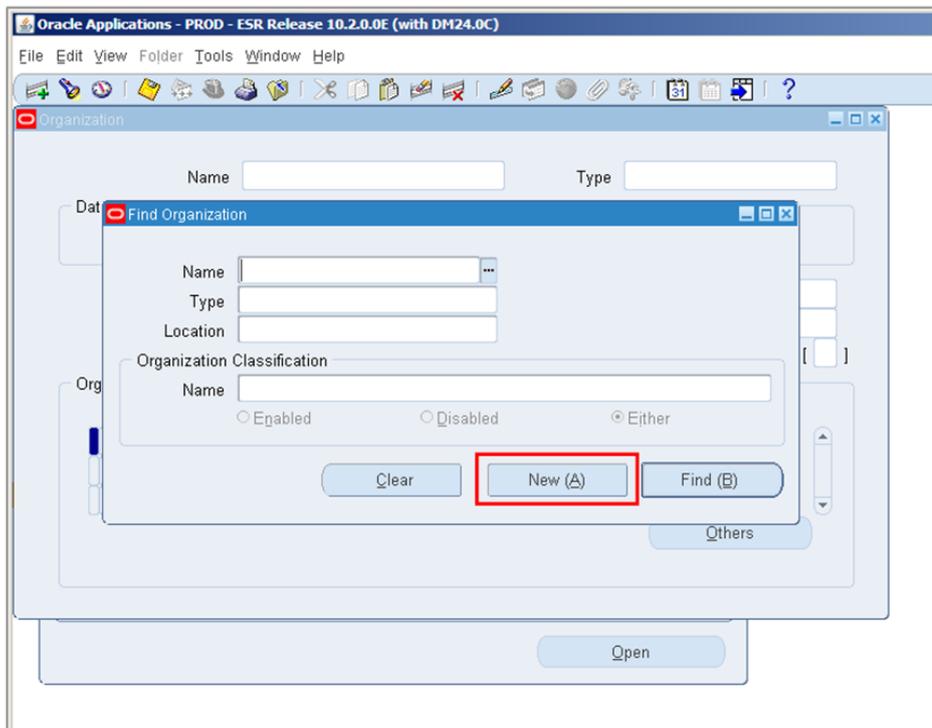- Next, select Description.
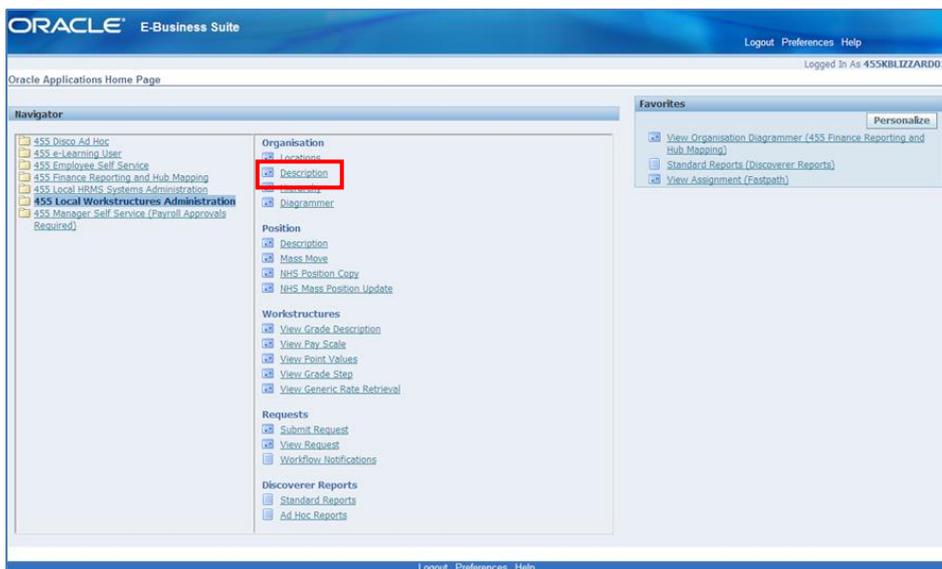
When the 'Description' screen has loaded, a prompt box will appear to change the effective date.
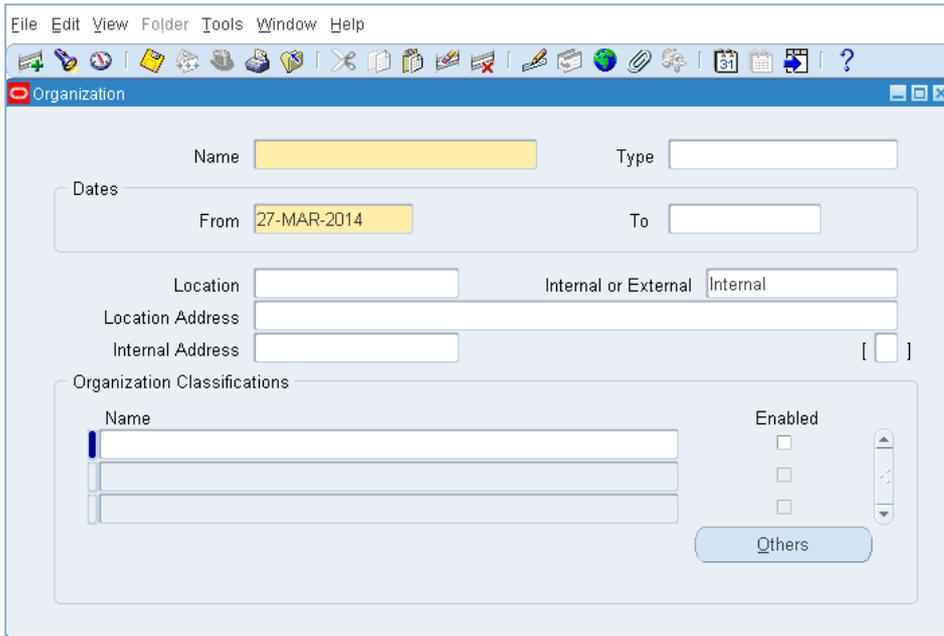
- Select 'Yes' or 'No'.

- On the next screen, select the 'New (<u>A</u>)' button (shown below).

- Any yellow fields must be completed. In the 'Name' text field type in the name of the organisation / department (this must begin with your individual VPD number).

- Tab through to the text field labelled 'Type' and enter 'Department' (this is the most commonly used Type).

- Tab through to the 'Location' box and find the appropriate location for the organisation you are setting up, once selected the system will auto fill the required boxes.
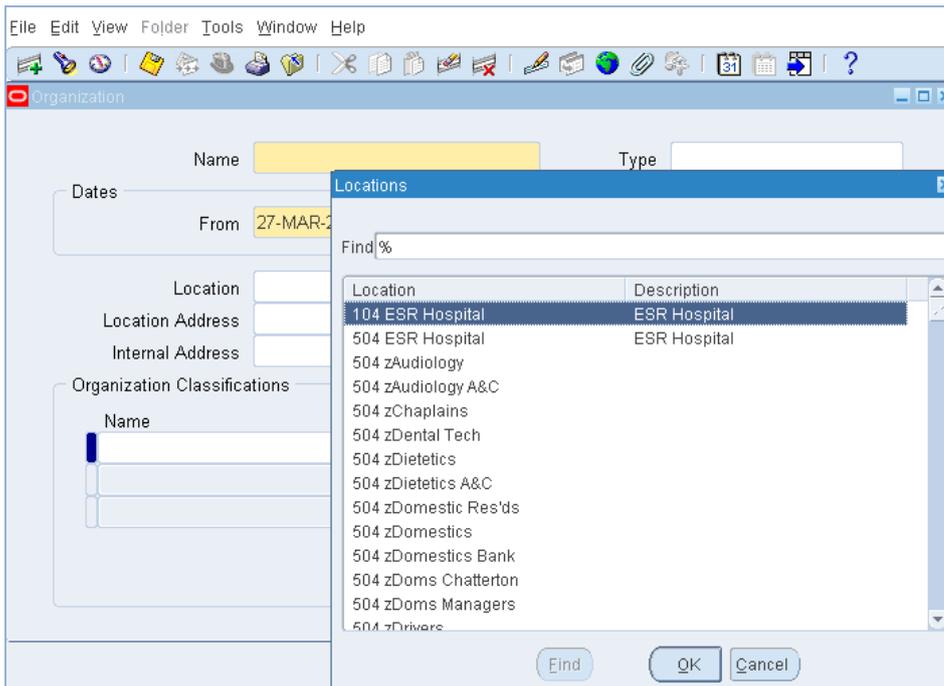
- Next, click into the 'Name' text field), and select 'HR Organization', ensuring the Enabled box is ticked.
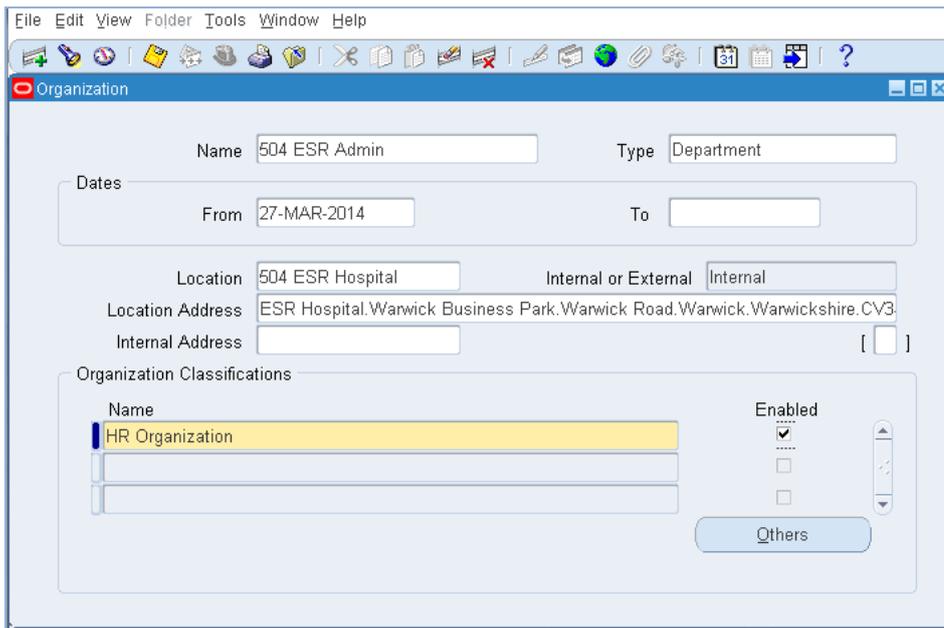
- Select the 'Others' box in the bottom right hand corner and select 'Costing Information' from the list.
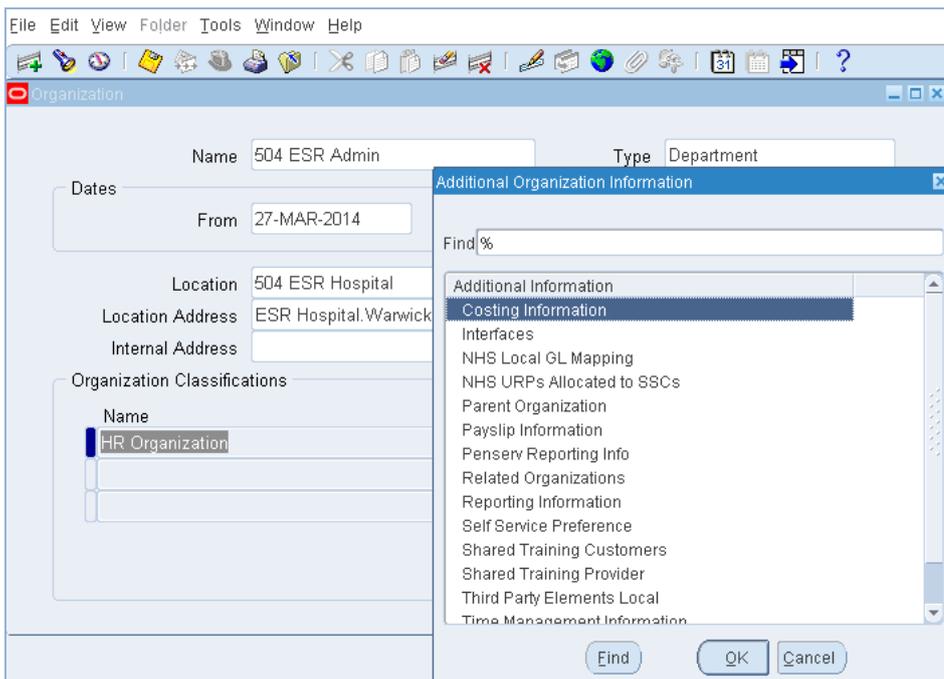
- On the next screen, place the cursor in the text field and click; another screen will appear labelled 'NHS Cost allocation Flex field'.
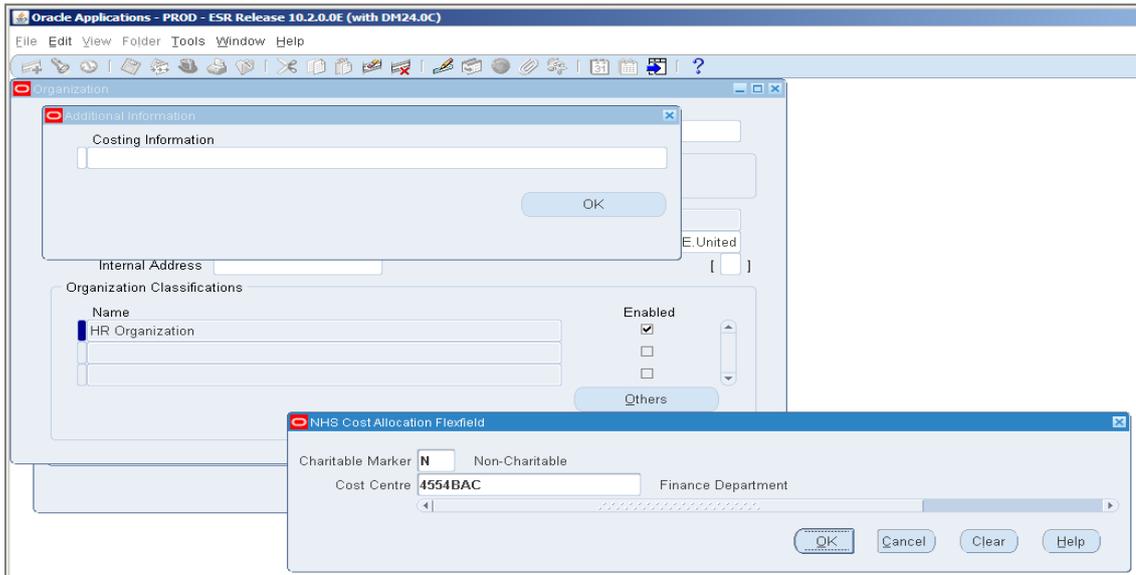
- In this section, type in the required cost centre (as typed in from Step 1) or locate via the look up function. If it is valid, it will auto fill the description to the right hand side (see diagram above).
- Click OK to continue and then OK again.
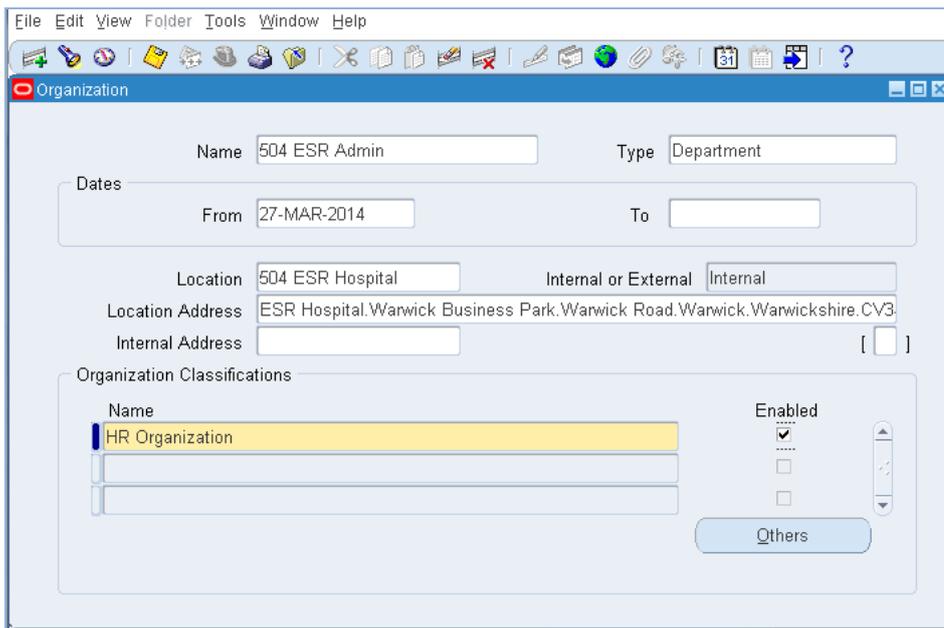
- This will take you back to the ''Organization' screen, click on the 'Others' button, next, select 'Parent Organization'
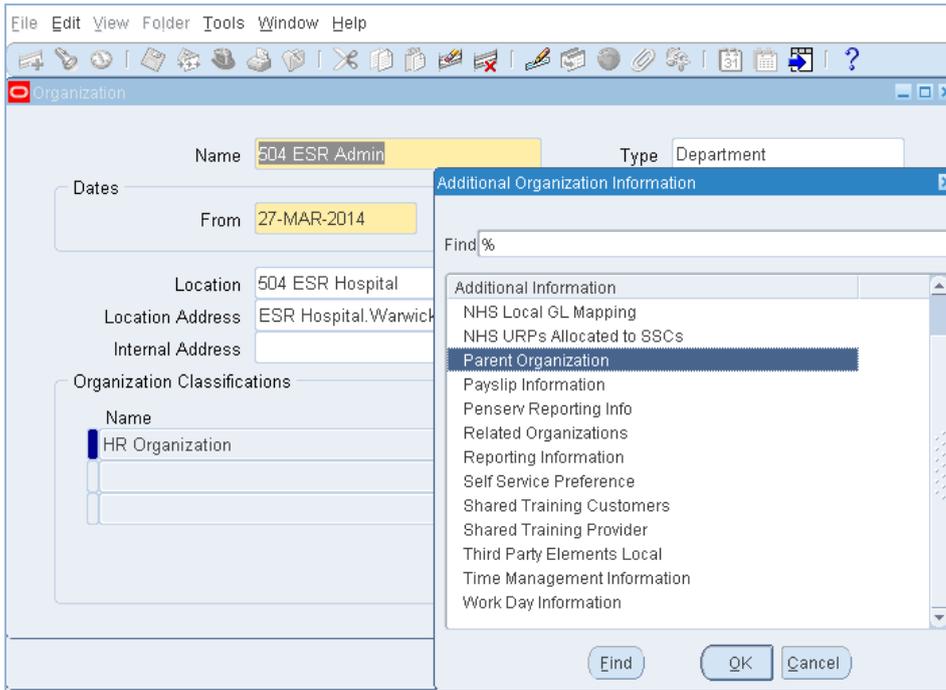
- In the next screen, under the title 'Hierarchy' click on the lookup function field with the three dots – this will auto fill with your Trust's name.
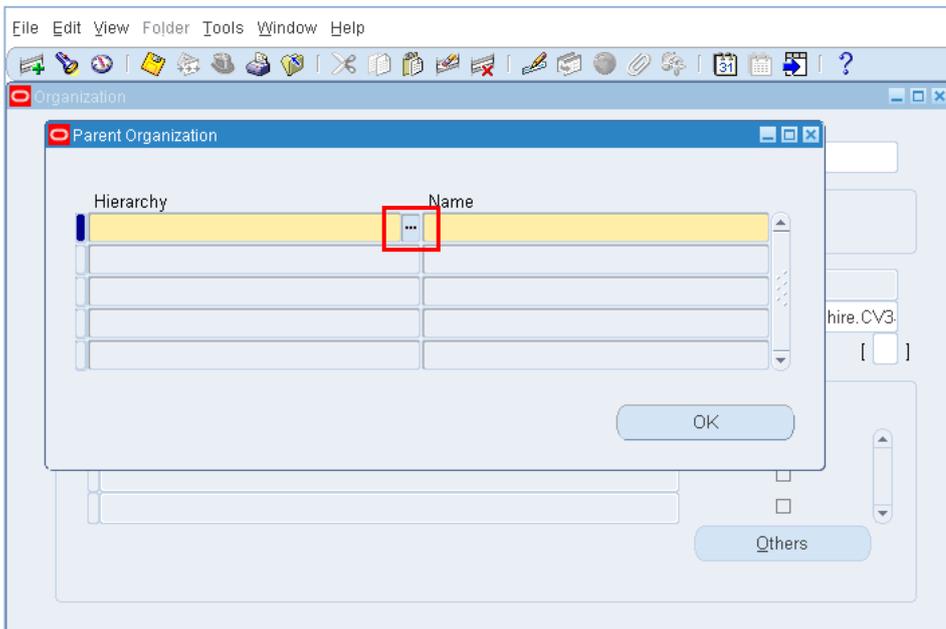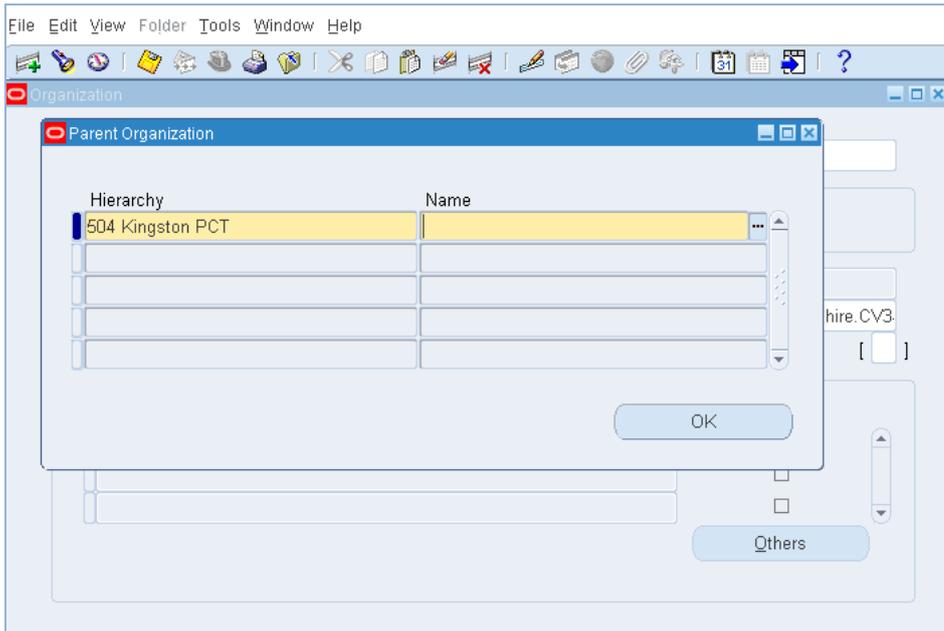
- Tab into the next text field under the title 'Name' where you will need to select the parent organisation for the department (organisation you are setting up) which it needs to link to.

  This will vary per Trust as not all hierarchies are the same.

  For example using Level 7 for cost centre level, therefore here you would need to select a Level 6 Parent from the look up function (little box with the three dots).
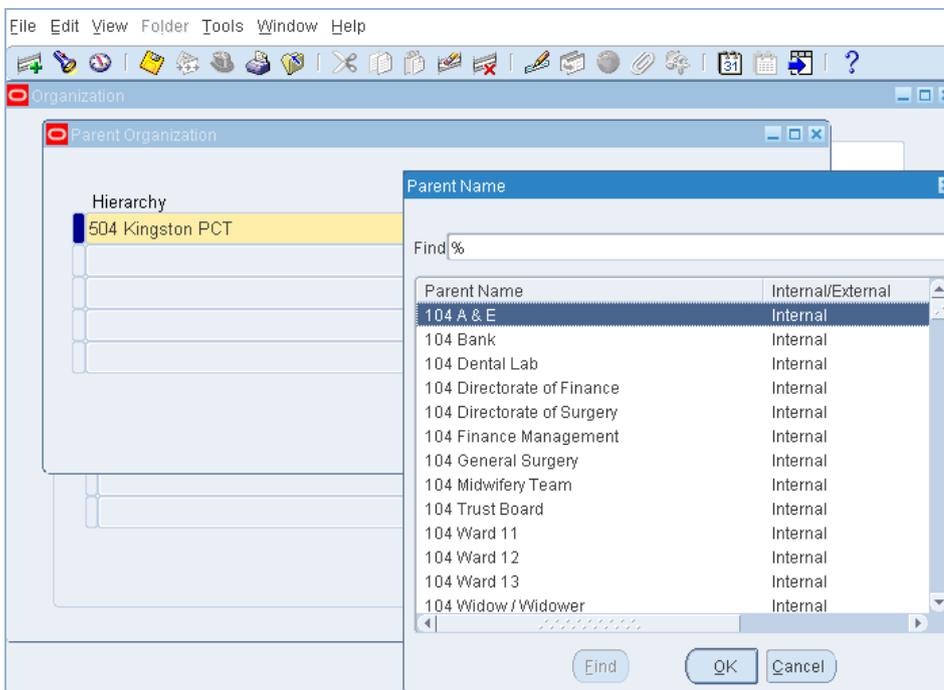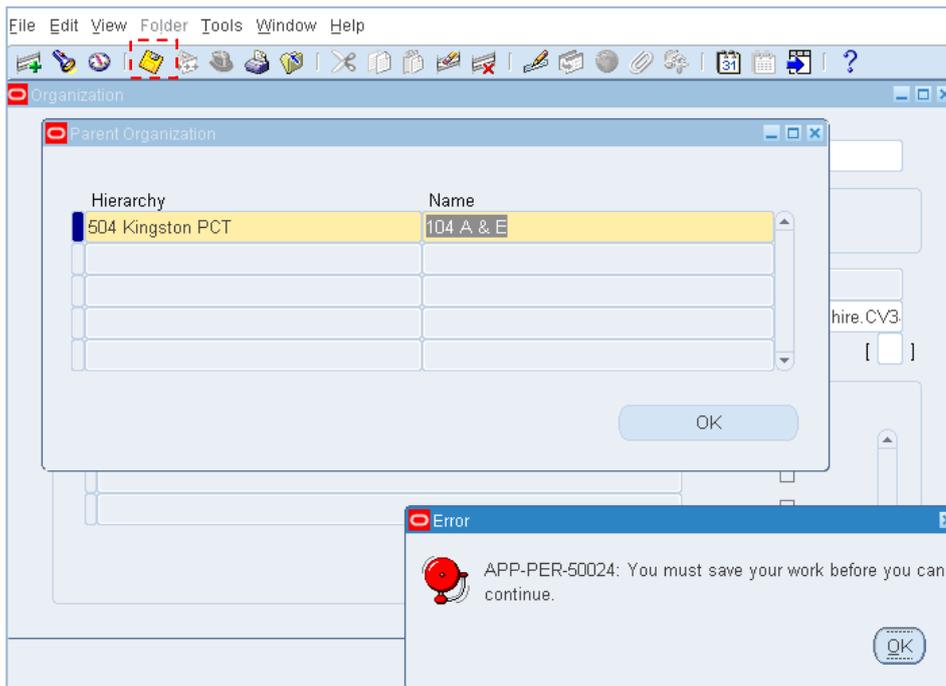
- Click the 'Save button' and the organisation is set up.

> In Step 3, the organisation must be linked to a Parent, failure to do so will result in the record being cleared out overnight and Step 3 would have to be repeated.

6.2.2. Setting up Cost Centres and Expense Codes

An overview of the process for maintaining ledger codes is shown in Section 7.

The process has a management accountant setting up the cost centre, but this function can also be performed by workforce information or human resources. The key is to have a process in place that ensures that when a cost centre is set up or shut down it happens in ESR and the General Ledger.

6.2.3. What Can The Cost Centre Screen Show Me?

To access the cost centre screen:

- Select the Finance Reporting URP.
- Click on 'View Organisation Description'.
- Type in the name of the Organisation and click 'Find (B)'.
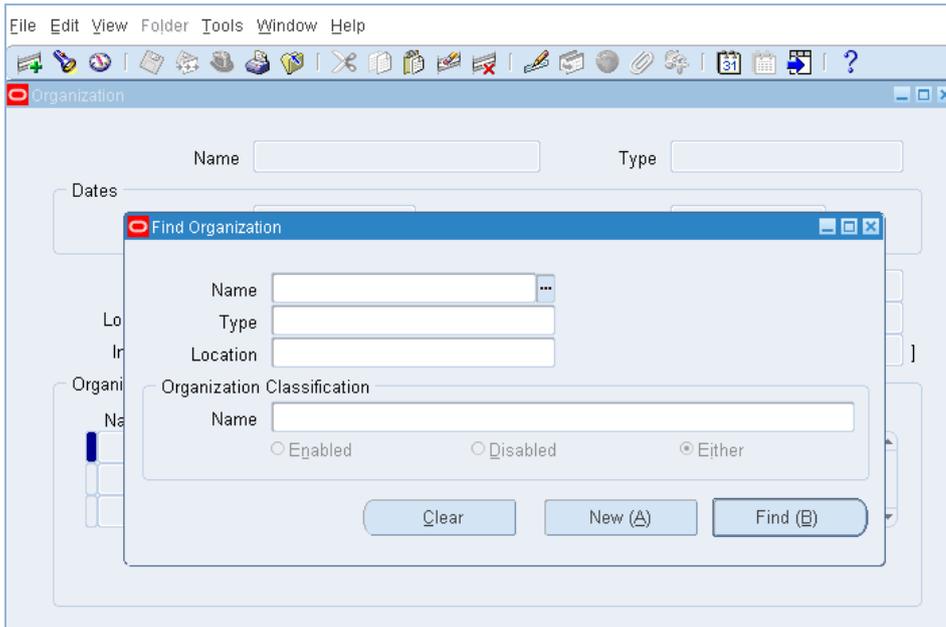
- The organisation information will appear. Two elements of the organisation are of interest to finance staff, both are located in the others tab, namely costing information and parent organisation.
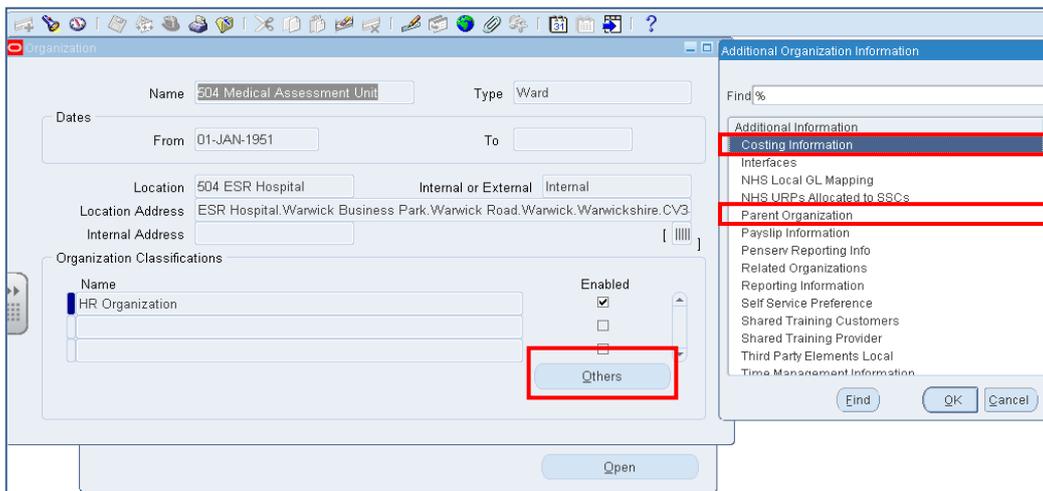
- The costing information screen shows the Cost Centre number that has been allocated. The first three digits of the costing is your organisations VPD number followed by the cost centre number.

  E.G. 123ABCDEF is the Cost Centre "ABCDEF" that has been set up for VPD 123.
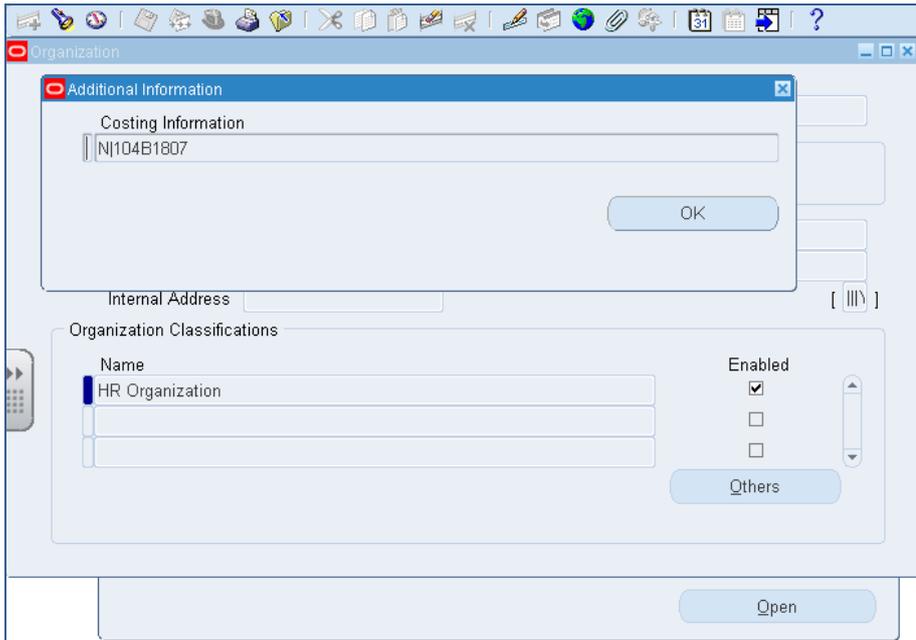
| Help! | If the default Cost Centre on an Organisation is left blank, the costing for any positions assigned to this organisation will appear on the GL Interface File with a blank Cost Centre which will cause the transaction to fail to load into GL. |

If the Cost Centre number in this field is not valid on the general ledger all positions attached to the Cost Centre will not be recognised by the General Ledger and be posted to the error recycle code.

The organisation screen shows the organisation in the work structure hierarchy to which the cost centre has been mapped. This should mirror the organisation structure as set out in the general ledger otherwise reports generated by ESR will not be consistent with general ledger reports.

You can look at the Organisation hierarchy in ESR using the Organisation Diagrammer.
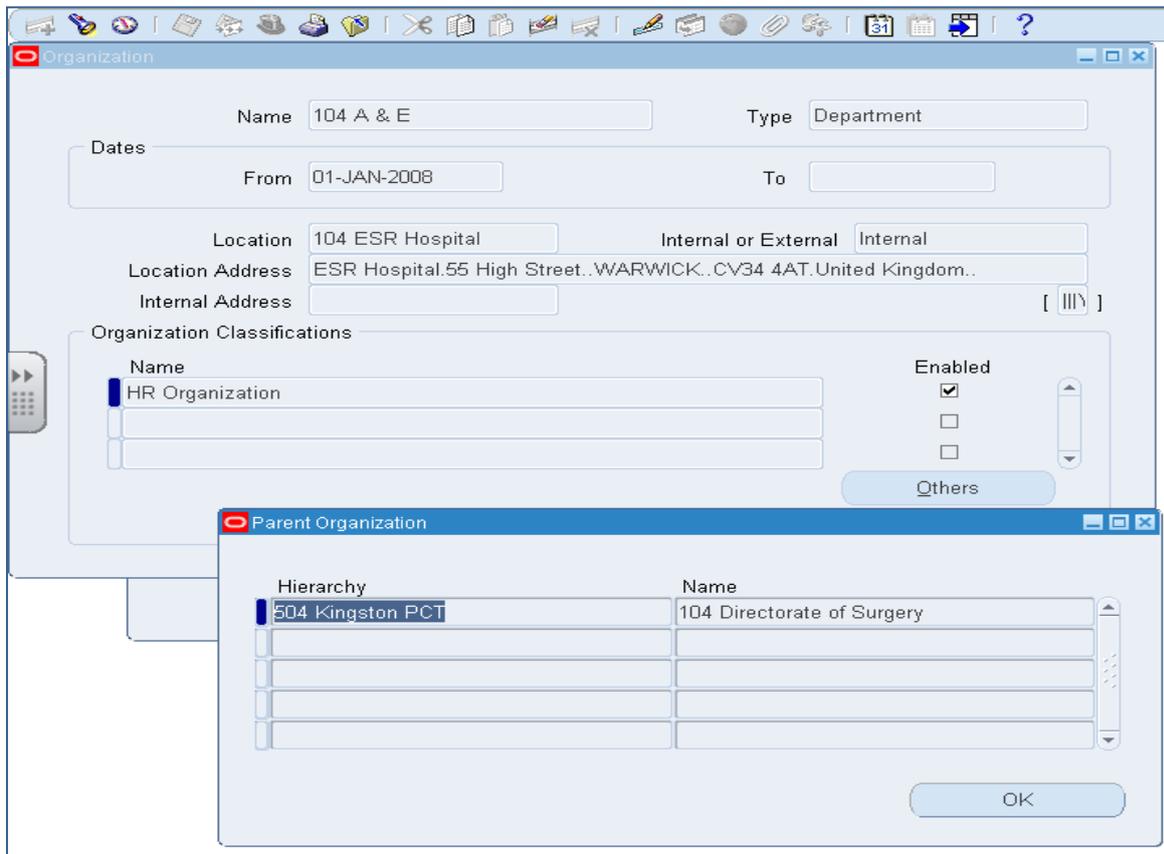
6.3. ....Positions

For finance users, the position is the key driver within ESR. The position holds:

- The Subjective Code
- The Occupation Code
- The Management cost code

The position is attached to an organisation which pulls through the Cost Centre. All assignments should pick up their coding from the position they are attached to. The process to view and find positions is detailed in Section 6.7.

The financial code and management cost code information is accessed through the Descriptive Flex Field (DFF).

Help! The Subjective Code is prefixed by your organisations VPD number, e.g. 123ABCD, where 123 is the VPD number and ABCD is the Subjective Code that will be passed into the GL System. If the subjective code is blank all assignments attached to the position will appear on the GL Interface with no Subjective Code and will therefore be posted to error recycle. If the subjective code is invalid all assignments attached to the position will be posted to error recycle.

The management cost code can be used to assign the position to a management cost classification in line with the national guidance on reporting management costs. A list of valid codes is detailed Appendix B

Pressing the Others button allows a user to view the occupancy of the position i.e. the assignments attached to that position number.

The hiring information tab shows the budgeted full time equivalent for the post if establishment control is in place.

6.4. ....Assignments

An Assignment is the facility by which an employee is linked to a position. A position can have more than one assignment attached to it and people can have more than one assignment and therefore be attached to more than one position.

At the point of creating an assignment, the default Subjective Code from the Position is copied onto the assignment.

> Wherever possible, allow ESR to allocate the relevant defaults to an Assignment. Only ever add in your own costing to the assignment where it is absolutely necessary, say for a split costed role.

There should not be a Cost Centre specified costing at the assignment level as this causes problems as the assignment coding overwrites the position coding. This means:

- If a person takes up a different position within the organisation the ledger feed will still post their costs to the "override" financial codes.
- Any change in coding made at the position level will not be reflected in the hard coded assignment.

In order for the full benefits of the work structure hierarchy to be realised all hard coding on assignments needs to be removed.

> **Help!** How can you tell if an assignment is hard coded? If the cost centre has been input at assignment level it will be seen in the costing screen. A hard coded subjective is harder to identify, but if the subjective code for the position and the subjective code for the assignment are different the assignment is probably hard coded.

The process to view the assignment costing is shown in section 6.8. The Position Analysis Report (Section12.5.4) will also be of use in identifying unnecessary overrides.

6.5. ....B ank Assignments

Bank assignments are different to substantive assignments as bank staff can work in different areas or locations during the month. Organisations will deal with Bank Assignments differently, but some will link bank staff to an organisation wide bank position that does not have a cost centre attached.

The cost centre for the bank work is picked up from the timesheet when it is input into the payroll. The same applies for travel claims submitted by bank staff. It is therefore essential that both the bank work claim form and the bank travel form have a box for the cost centre that is completed when the claim form is authorised. If this is not completed the costs will be posted to error recycle.

Best Practice Hint

As there is no default Cost Centre for the Bank assignment, certain elements such as "Working Time Directive" may appear on the Target GL Interface file with no Cost Centre. The NHS Interface Hub provides a facility called "Allotting" which will correct this. The Allotting process works on specified elements and distributes the expenditure for those elements across the Cost Centres that the employee has worked in during the period.

All NHS Organisations that employ Bank Staff should have "Allotting" switched on. To request this, Organisations should log a call on the ESR Helpdesk under the appropriate Request for Service Offering "General Ledger Interface". In the "Requested change to the format field" the NHS Organisation should enter Request Allotting be enabled on the GL Interface File

Example
- In a month, a bank employee works 10 hours on Ward 52 and 10 hours on Ward 53.
- The default cost centres are 1234 for Ward 52 and 5678 for Ward 53.

Without allotting :-
- 10 hours of their Basic Pay is costed to cost centre 1234 and 10 to 5678.
- Their Working Time Directive is costed 100% to 1234.

With allotting :-
- 10 hours of their Basic Pay is costed to cost centre 1234 and 10 to 5678.
- Their Working Time Directive is costed 50% to 1234 and 50% to 5678.

6.6. ....Viewing the Organisation Hierarchy in ESR

- URP   Finance Reporting
          Organisation Diagrammer

- From the view menu select Query by Example, Enter.
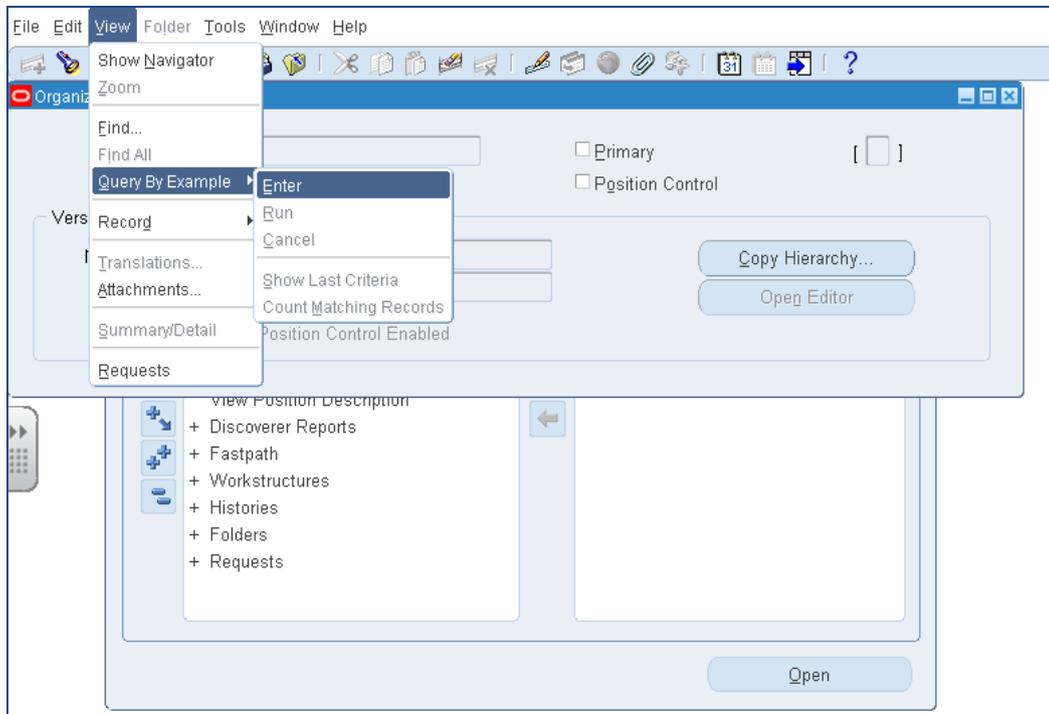
- From the view menu select Query by Example, Run. Please ensure that checks are carried out to ensure that the correct hierarchy is selected as most recent hierarchy is displayed first.
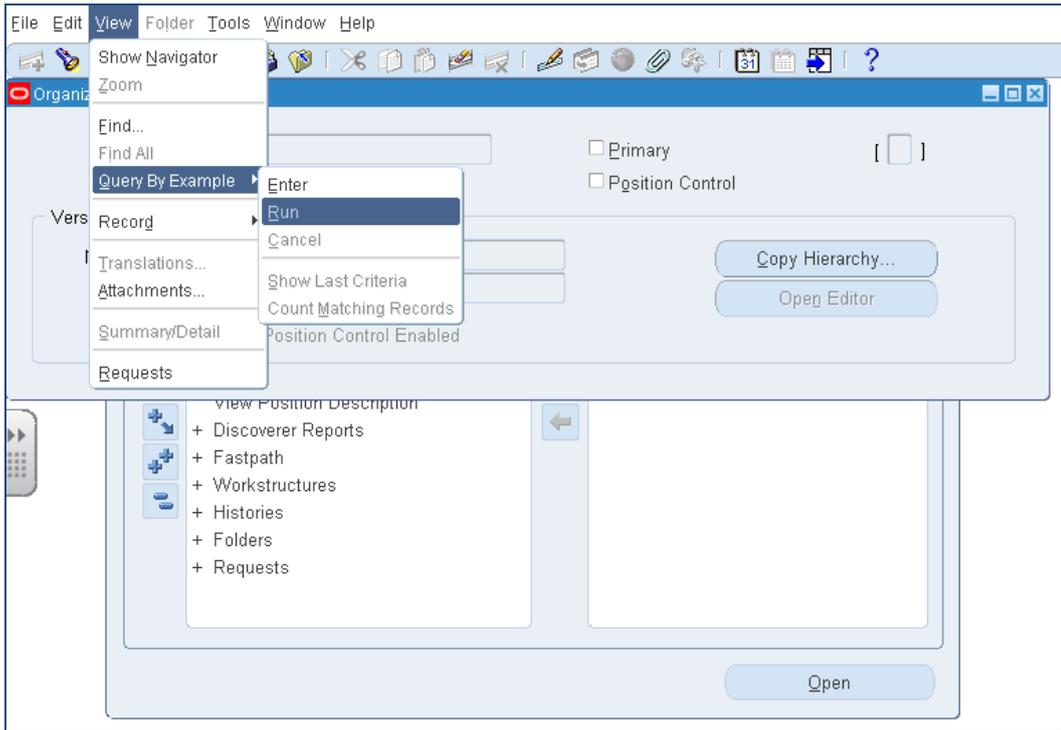
- Click Open Editor. The top level of the hierarchy will appear on screen, click on the plus button to expand to lower levels of the hierarchy.
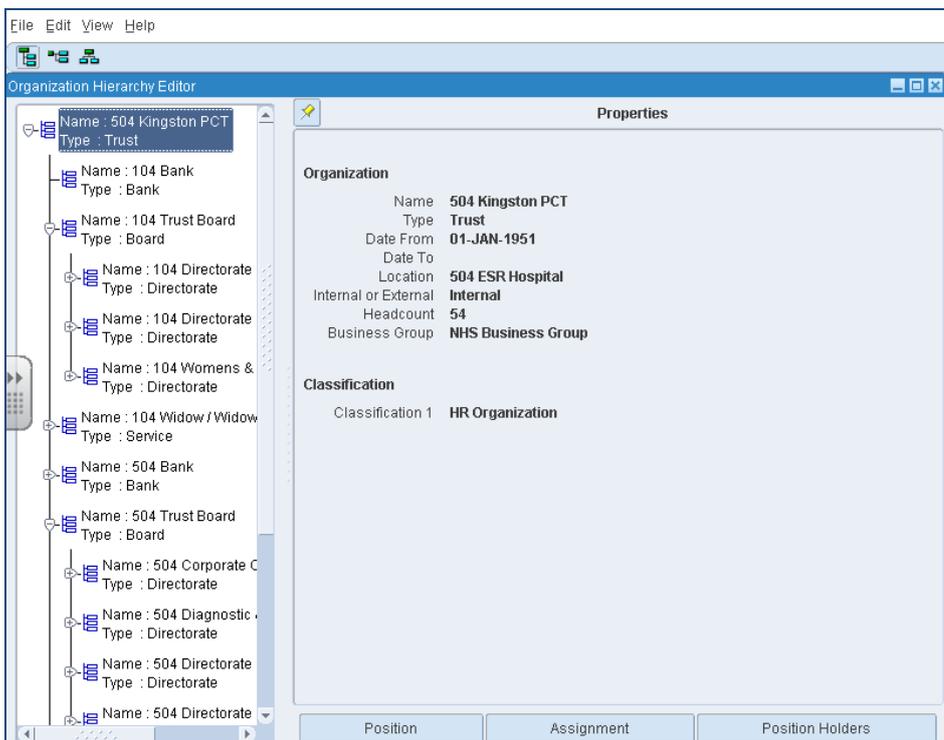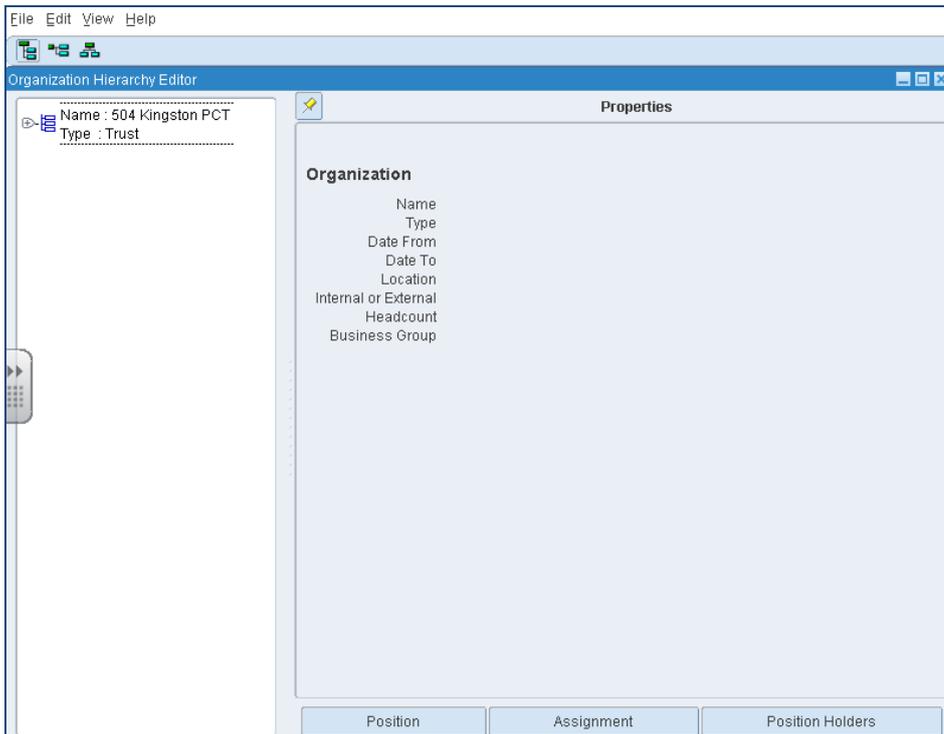
- At the lowest level of the hierarchy the Properties side of the screen is populated.

- By clicking on the appropriate organisation you can see:
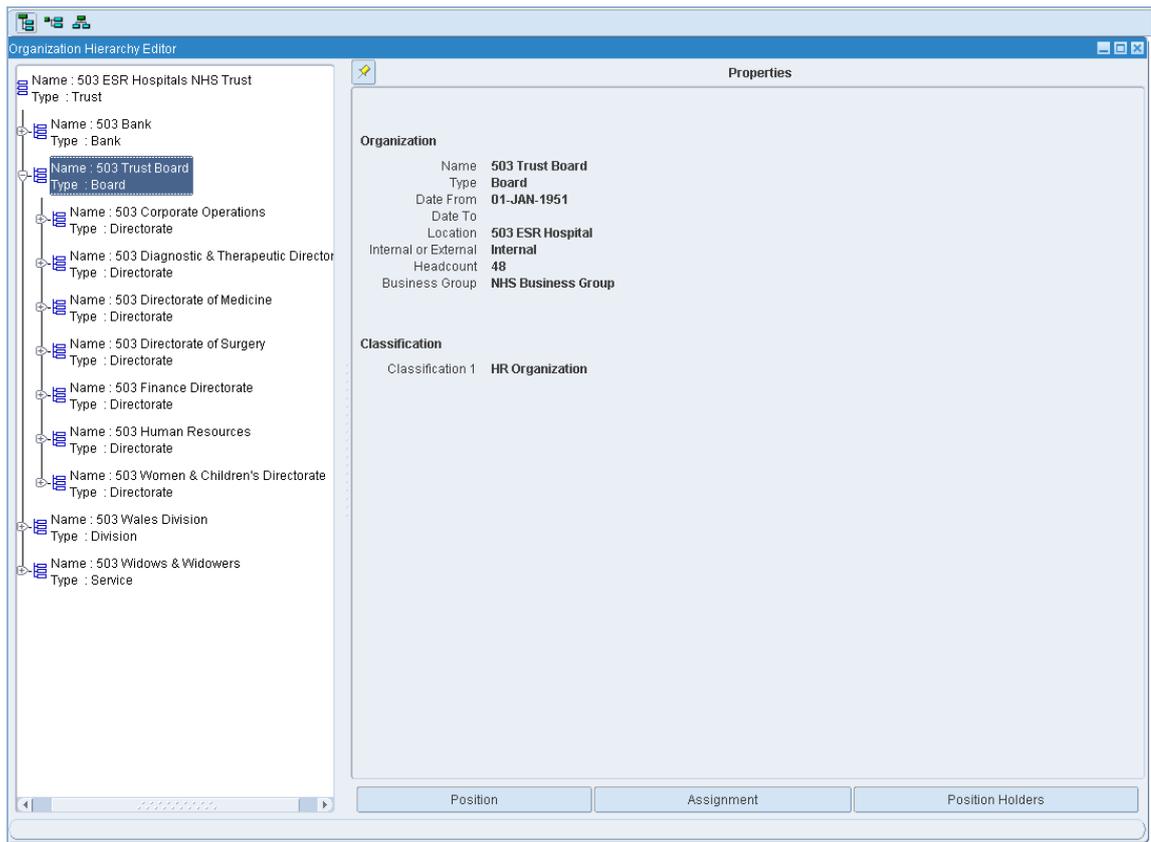
- The positions attached to the organisation
- The assignments attached to the organisation
- The position holders and their positions attached to the organisation
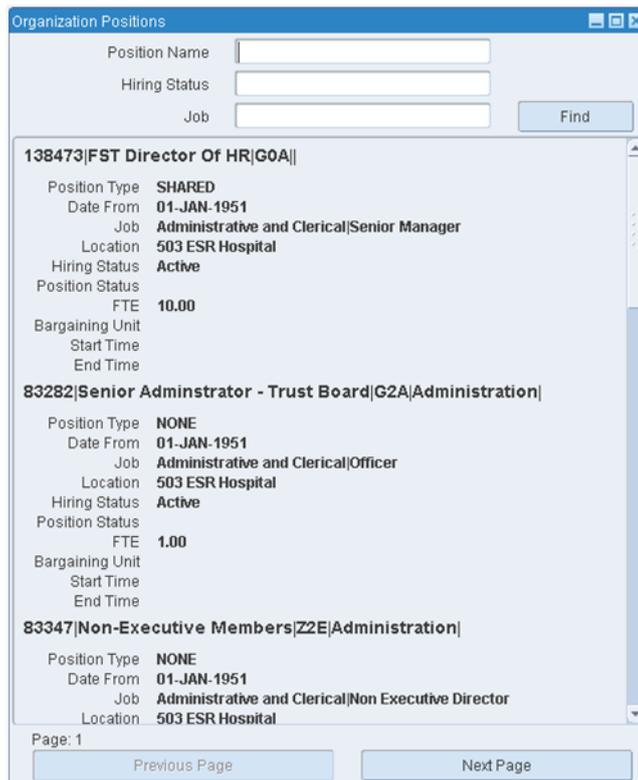
6.7. ....Finding a Position in ESR

Positions details can be found in ESR either by inputting the position number or by using the Organisation name.

> It is best practice to allocate the Finance Reporting URP to staff who only need to enquire on positions on ESR and to allocate the Workstructures URP to staff who update position information.

6.7.1. Using the Position Number

- URP: Finance Reporting
- Position Description
- Click on position description.

- Click on name

- Enter the position number
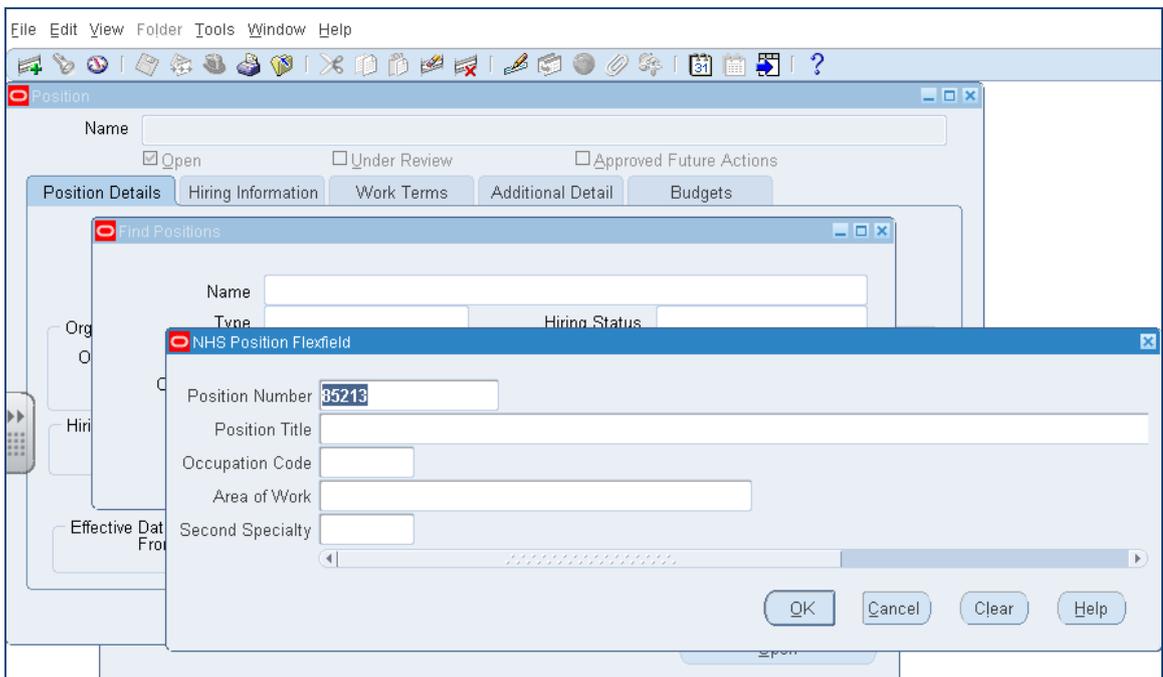
- Click on OK and then Find

6.7.2. Using the Organisation

- URP: Finance Reporting
- Position Description

- Complete steps 1 and 2 as above.
- Enter the Organisation name or part of it with % at each end in the organisation field and click Find.

- Select the organisation from the list of options and all the positions attached to the organisation will be available to scroll through.
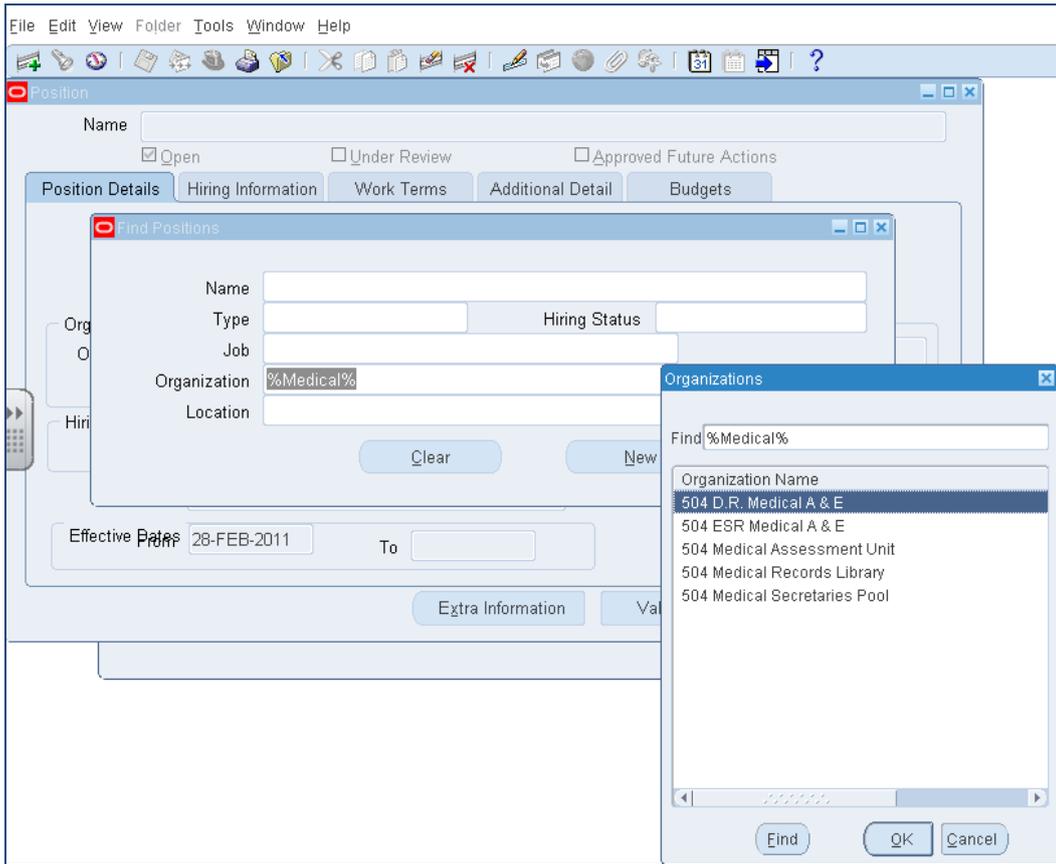
6.8. ....Viewing Assignment Costing

- URP: Finance Reporting
- View Costing
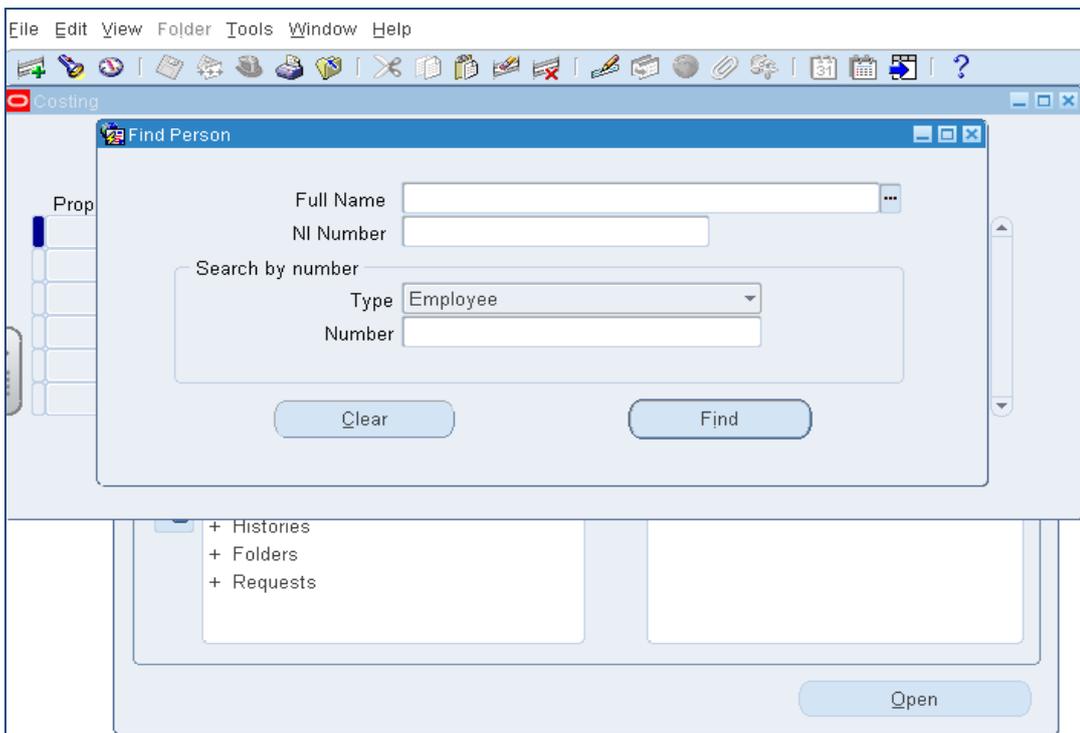
- Either enter part of the surname with % signs either side in the "Name" field or enter the assignment number in the "Number Field"; Click Find.

The Cost centre, which comes through via the organisation to which the position/assignment is linked, is shown in the form's header bar. The subjective code, which comes through via the position to which the assignment is linked is shown in the Cost Code field

The Proportion field shows the percentage of costs to be charged to the codes shown in the associated Cost Code field. This form can be used to introduce split coding or temporary override coding against the assignment.

Updates to this form cannot be made from the Finance URP; they have to be made from one of the HR URPs. Changes to the form cannot be saved unless the percentage split sums to 100%.

7. ESTABLISHMENT CONTROL

7.1. I
ntroduction

ESR has the facility to hold the budgeted full time equivalent (FTE) at the position level.

This enables organisations to:

Have an understanding of the level of vacancies across the organisation on a live, real time basis. Control recruitment activity to ensure that recruitment does not make a position over established

Reports can be run to identify vacancies within the organisation.

It is important that financial information sent out regarding payroll such as the nominal roll has the position number as well as the assignment number so managers have an up to date record of posts in their organisation and can put the correct position number on any recruitment or change of circumstances.

7.2. ....E
ntering the Budget FTE into ESR

7.2.1. Mass Upload

There is the functionality within ESR to upload all the budgeted FTEs for all the positions in one process.

In order to prepare for this the general ledger budget at code level needs to be translated into a budget at position level. In most instances this will be a one to one map, but there may be some instances where multiple positions are mapped to the same financial code e.g. catering staff and porters map to one subjective code but could have different positions.

In order to use the upload facility an SR needs to be raised on the ESR Service Desk from which the ESR Central team will book a slot for the upload to take place. The SR should be logged under the offering "Request a Service and then requesting "Mass Update – Positions / Work Structures / WTE".

Only run Mass Updates at the very start of a new Payroll Period

ESR has a concept of Date Tracking which enables the user to apply changes to ESR at a specified point in time.

Mass updates to Positions at the wrong time can remove any future date tracked changes, so it is vital that the timing of the running of the Mass Update process is carefully controlled.

The ESR Systems Integration Team will help NHS Organisations understand the correct time to plan the running of the Mass Update Process.

An example of the format of the file is shown below:

7.2.2. Manual Input of Budget FTE

- URP: Local Workstructures Administration

- Field: Position Description

1. **Date Track** to the relevant date for the change.

2. The **Find Positions** screen will appear.
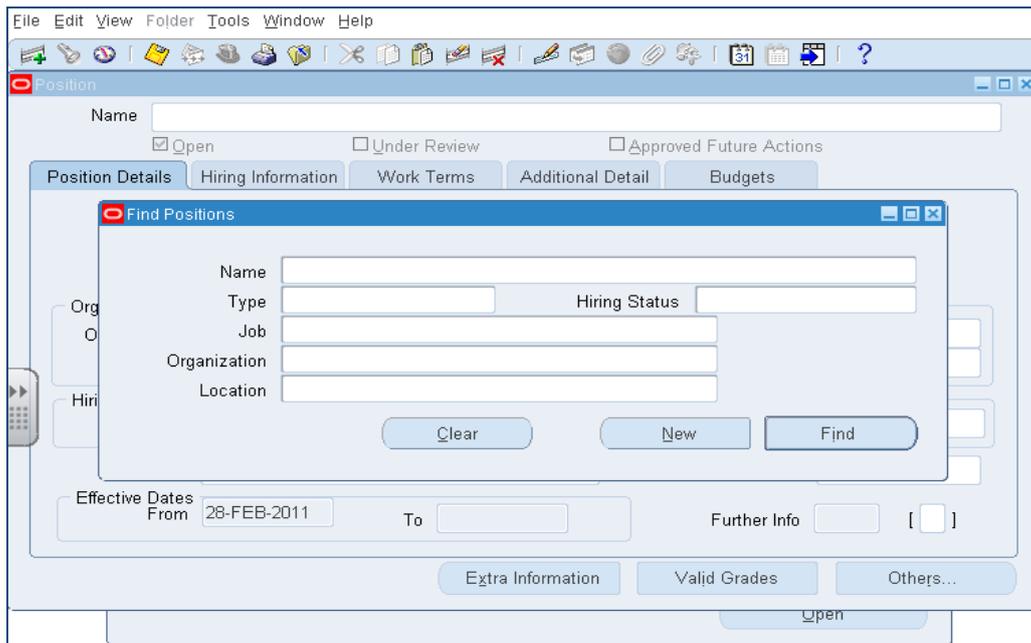
3. By entering **%** followed by part or all of the organisation title in the **Organisation Field** and selecting **Find** all positions attached to the organisation will be retrieved. The direction arrow on the keyboard is used to scroll through all the positions to find the position that requires updating.

4. The **Hiring Information** Tab holds the budgeted **FTE** value.
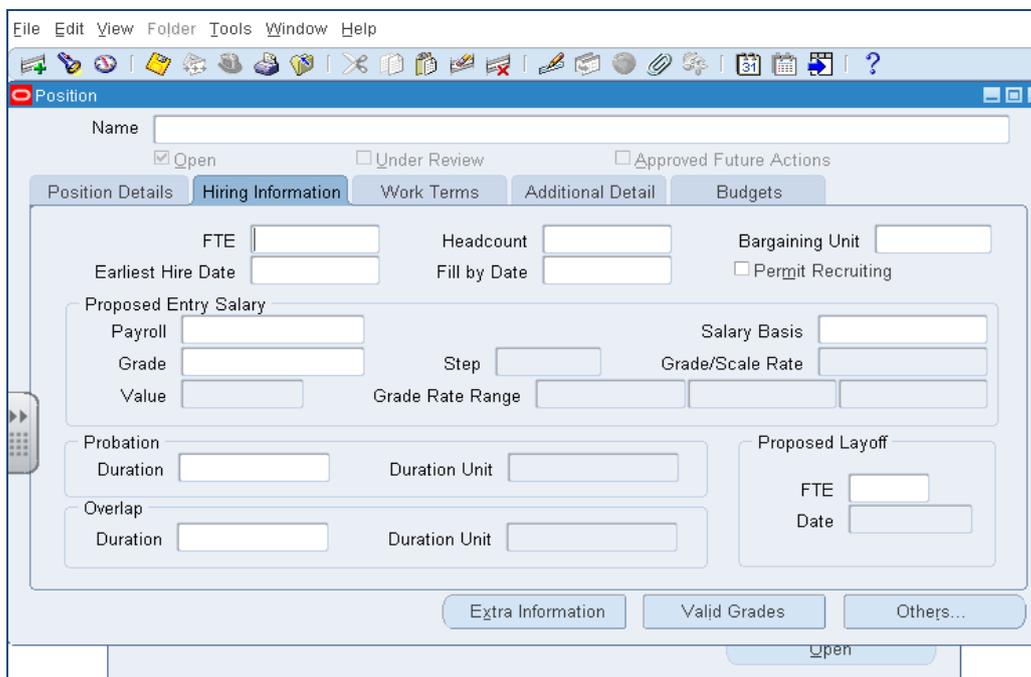
5. Enter the new **FTE** figure and click the **save** icon.
6.

7.2.3. Maintenance of Budget FTE in ESR

Once the budget FTE has been input into ESR, local processes should be put in place to ensure that any budget adjustments made on the general ledger are also reflected in ESR.

The easiest way to do this is to adapt any existing budget processes that the organisation may have with extra columns for the position number and the revised budget FTE. It is easier if the Finance Department have access to the URP to do this, but if organisationally this is not possible processes need to be put in place to provide the information for another department to input.

Best practice would suggest that the initial input of budgets is done using the mass upload and maintenance is done using the manual process.

7.2.4. Checking the Budget

Once a month, the FTE budget on ESR should be checked against the budget in the general ledger to ensure that they balance. This can be done by comparing the budget on the NHS Positions Analysis with the budget on the general ledger.

7.3. ....I mpact on Recruitment

Once budgets have been input into ESR any recruitment or increase in hours that takes a post over budget will generate a warning in ESR. Human Resources should then go back to the appropriate manager to understand why the recruitment is taking place, there are some valid reasons such as a person is retiring in three months' time and the recruitment has to start now.

8. CODE MAINTENANCE

Previous sections have described how the Organisation structure should be set up and how default Cost Centres and Subjective Codes should be allocated. Before a Cost Centre or Subjective code can be attached as a default, it must be set up in the List of Values for the NHS Organisation. The initial creation of the list of valid Cost Centres and Subjective Codes will have been part of the Implementation process of ESR and will have been handled by the ESR Systems Integration Team. Once an organisation is live on ESR, it becomes their responsibility to make changes to the list of Cost Centres and Subjective Codes.

The following describes how to make changes to the list of values.

8.1. ....Full Financial Code Maintenance

Maintaining the chart of accounts can be the responsibility of the Finance Department, but could also be undertaken by Workforce Information or Human Resources. As code set up and amendment requires access to the Local HRMS Systems Administration and Local Workstructures Administration URPs in ESR. Any local arrangements for setting up and amending codes will need to be put in place.

Cost centres and subjective codes must be set up as Local Values in the Flexfield Value Sets before they can be used elsewhere in ESR. Responsibility for maintaining this data should be allocated to an appropriate officer within the Organisation. This is likely to be the staff member who is also responsible for maintaining General Ledger codes.

Where changes are made to the descriptive fields in the Flexfield Value Sets these changes will automatically feed through to all areas where that code is allocated.

The cost centre assigned to a position originates from the Organisation Form which is maintained in the Local Workstructures Administration URP. Responsibility for maintaining this data should be allocated to an appropriate officer within the Organisation.

The Subjective Code originates from the Position Form which is maintained in the Local Workstructures Administration URP. Responsibility for maintaining this data should be allocated to an appropriate officer within the Organisation.

There is a facility to override the default costing for an individual employee. This is found in the HR Administration URP. Responsibility for maintaining these codes should be delegated to an appropriate officer.

The costing override should only be used in exceptional circumstances as it cancels out the automatic code allocation which ESR applies on changes to positions. The manually entered code must be removed in order to restore normal functionality.

Most code changes originate from changes of circumstance where a member of staff has moved from one job to another. This should be reflected by a Change of Circumstance form being completed and the member of staff being assigned to a new position.

8.2. ....V iewing the List of Cost Centres
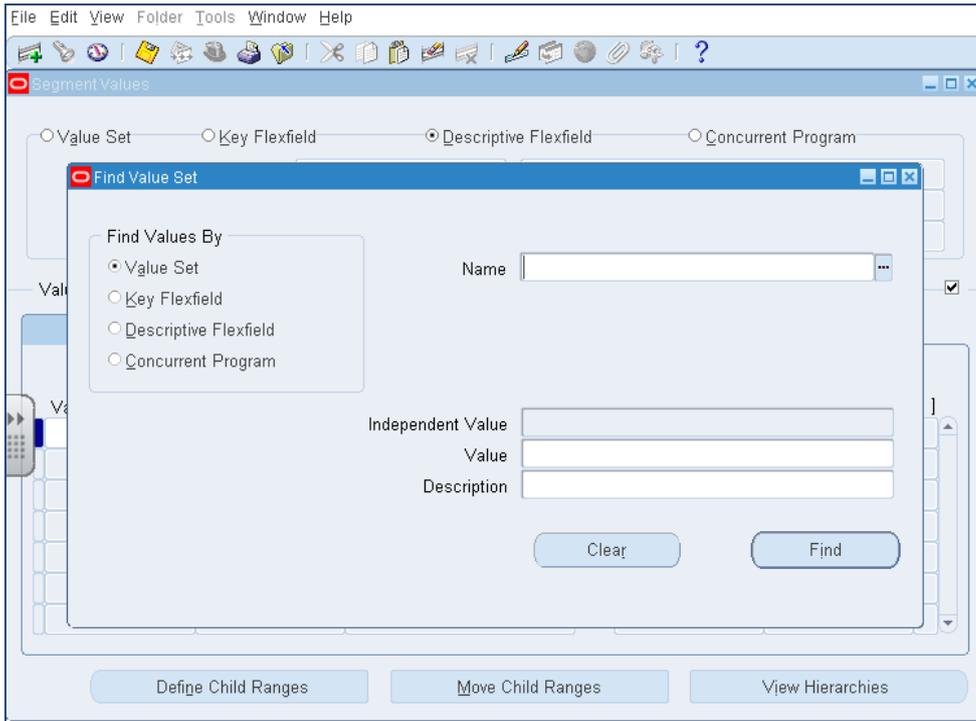
This section describes how to view the existing list of Cost Centres and how to add a new Cost Centre to that list.

- URP: Local HRMS Systems Administration

- Field: Maintain Local Values
          Flexfield Values

This is where you set up the master lists of cost centres and subjective codes.

1.   Click the radio button for **Value Set**. The screen will change slightly:

2.   Search in the **Name cell** for **%cost**.
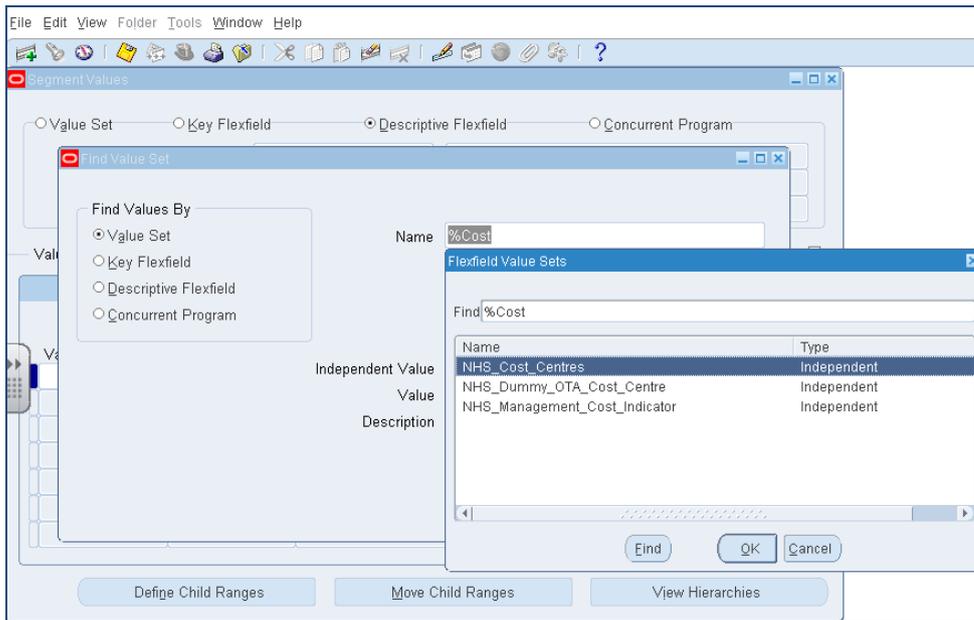
3.   **OK** will display the full list of cost centres.

8.3. ....A dding a New Cost Centre

- To add a new cost centre click on the green + icon on left of the tool bar at the top of the screen and a new line will appear.
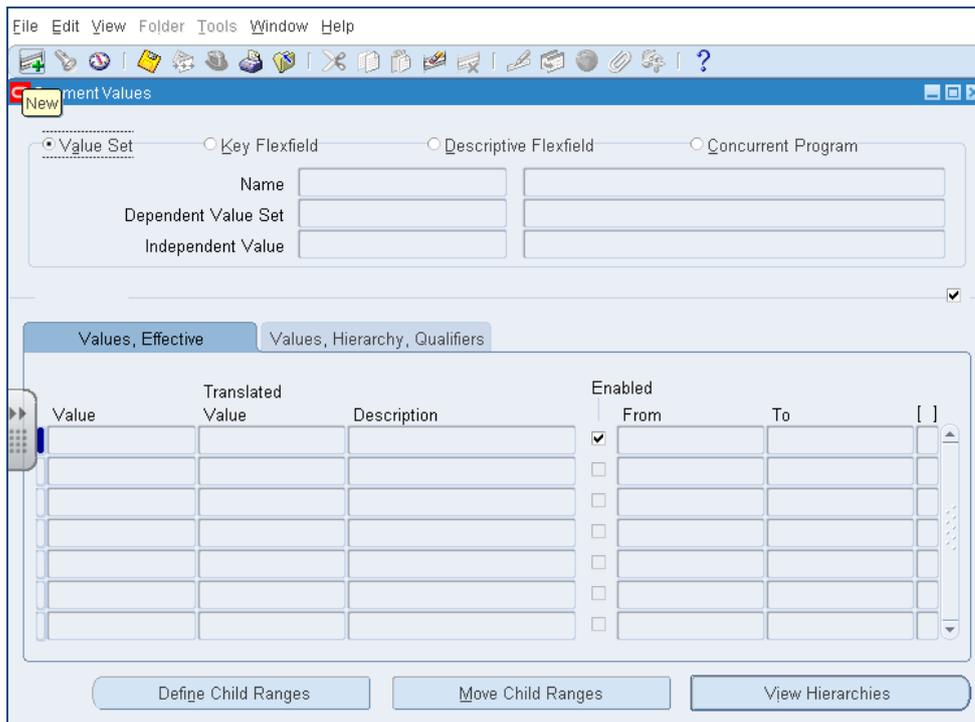
- It does not matter where the new line appears as ESR will sort the codes into numerical order once the new code is added.
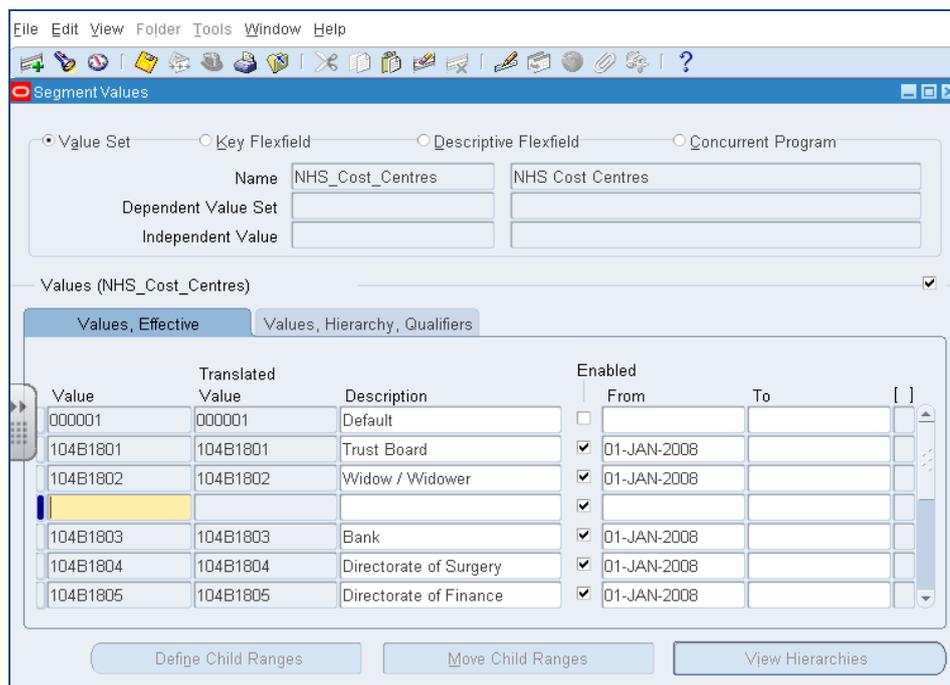
- Enter the new code in the yellow cell.
- Enter the Description in the Description cell.
- Ensure that the Enabled flag is ticked.

- Enter the start date in the From cell. Enter the earliest valid date as the start date. If you try to use a cost centre before its start date it will not appear in the picking list. If you run a costing job for a period, prior to the date the Cost Centre becomes effective, the Cost Centre field ill come through as blank on the GL Interface. Using 01-Jan-1951 as the start date will avoid this.

- Click on the Values, Hierarchy, Qualifiers tab and select OK to add the Qualifiers (always Yes.) The cost centre is added to the reporting hierarchy once it is attached to an organisation. This is done in the Local Workstructures URP.
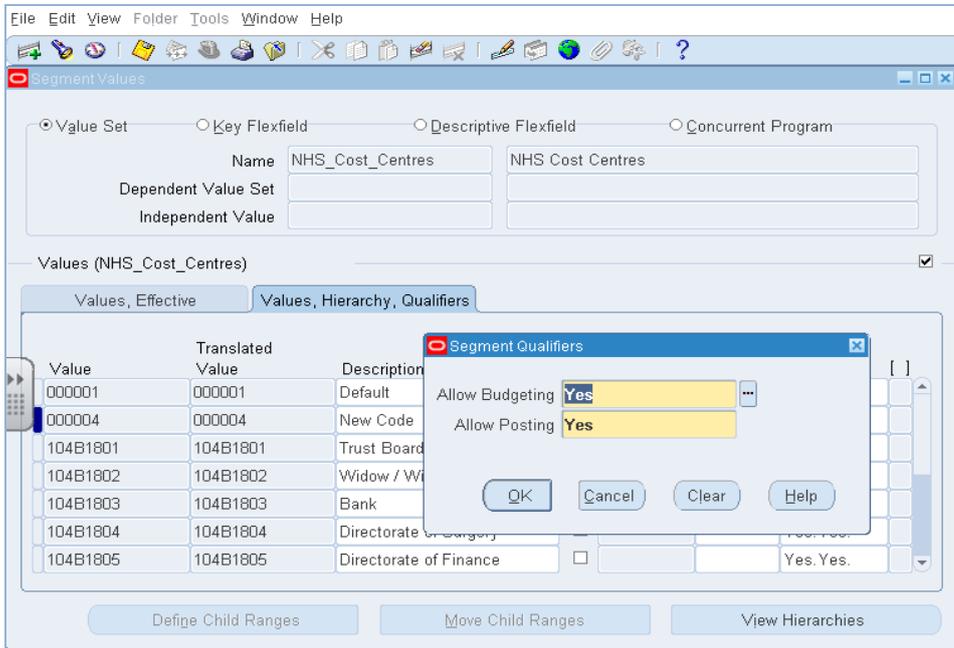
- If adding more than one cost centre repeat from click the green + icon and another new line will appear.

- When all new codes have been entered click the save icon. The message "Submitted requests(s) to compile 1 value set hierarchies will be shown. Click on OK to continue.
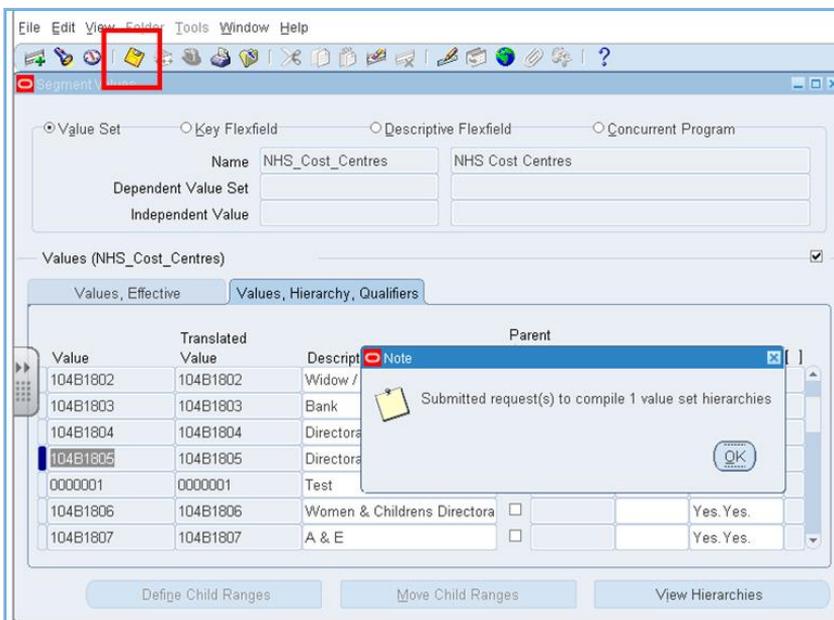
8.4. ....A mending a Cost Centre

Follow the instructions in section 8.2, steps to display the list of cost centres.

1. Use the torch icon to bring up the search form and enter the relevant values to help the system find the code you require.
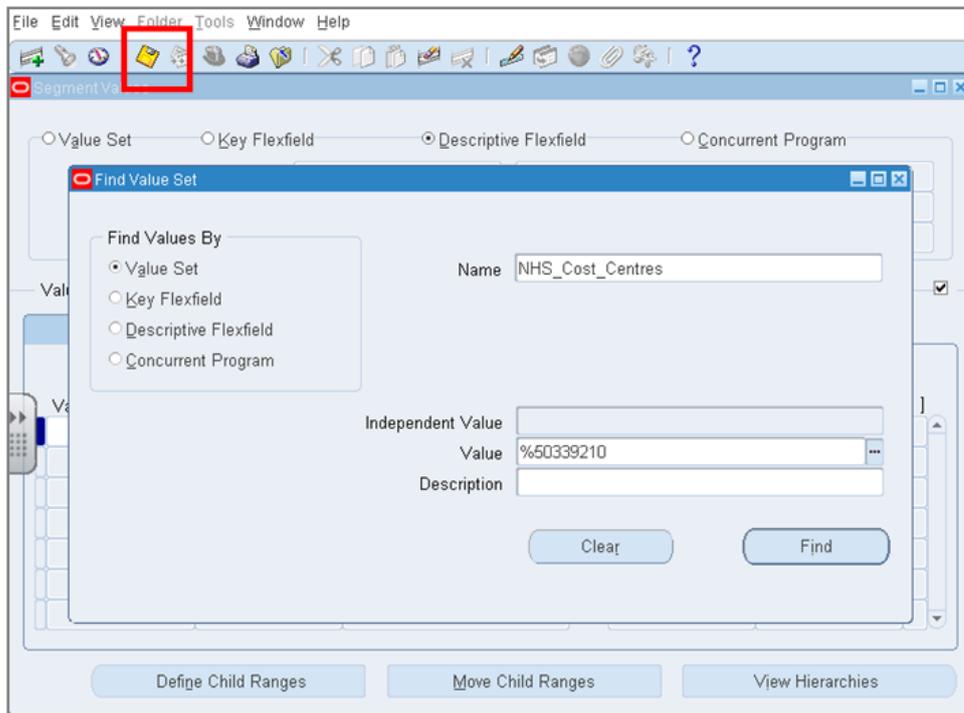
• Any items that match the search parameters will appear on the list.
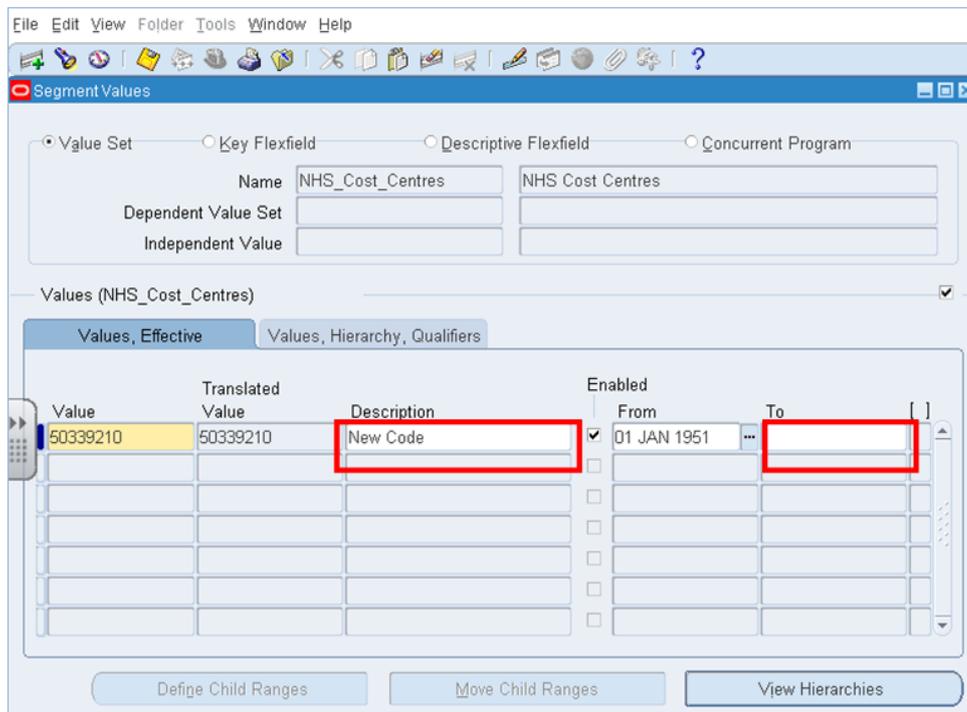
2. Change the Description and save. This change will automatically be applied throughout ESR. If a code is no longer valid add a final date in the 'To' cell and save.

8.5. Viewing/Changing/Deleting Subjective Codes

The Subjective Code "List of Values" is maintained in exactly the same way as Cost Centres.

To view the list of Subjective Codes follow the instructions in 8.2 but use the value NHS_Subjective_Codes, to find it in the list you can use a search key of %subject.

To create a new Subjective, follow the instructions in 8.2 to bring up the list of Subjective Codes and then follow section 8.3 to add the new Subjective.

To amend or end date a Subjective, follow the instructions in section 8.4.

9. ELEMENT MAPPING

Payroll elements are used by ESR to control how payments are made to and deductions are taken from employees pay. Common elements are Basic Pay, Saturday Overtime, Travel Expenses, PAYE, National Insurance etc.

ESR has a national list of elements that are available to all ESR users. It is possible for NHS Organisations to create local variations of some of those elements to control how locally agreed payments are made. An element name that starts NHS is a national element, if it starts with a three digit number, it is a local element. There is no difference in the costing principles whether it is a national or local element.

Elements fall into two categories:-

Allowance type elements – Additions to pay
Deduction type elements – Deductions from pay

9.1. ....Introduction

Each assignment within ESR has a default account code attached to it usually derived from a combination of the cost centre from the organisation and subjective from the position. If no additional mapping is undertaken, the costing for all allowance elements will appear on the interface file with the default account code for the employee assignment.

Deductions elements have a default account code associated with them. The default account code for each element is an ESR system default and therefore not relevant to any organisations Finance System. The default account code for the element must therefore be overridden with the relevant local account code.

It is possible within ESR to allocate every element of pay to a different finance code through the use of mapping.

9.2. ....Notification of New Elements

When the Payroll Department run a payroll, if a new element is used a message is passed to the NHS Interface Hub. The NHS Interface Hub will then generate an e-mail to all the contacts in the "zzz_e-mail.csv" mapping table advising that the new element has been used. The contact should assess whether the new element should be mapped.

The following shows an example notification listing a number of new elements.

```
From:    NHS_Interface_Manager@esrnhshuba.mhapp.nhs.uk
To:
Cc:
Subject:  INFORMATION: NHS Interface Hub General Ledger New Element Notification for

NHS Interface Hub General Ledger Processing for

ESR Payroll for      Monthly MN08 processed at 2009/11/15 16:31 used the following new elements:
   Excess Travel NP Arrs
   Local Ded     Net Overpayment
   Local Grp Oa Arrs
   Long Term Protect
   Pay Protection Pay Protection
   Prof Fees
   Shift Change Arrs
   Temp Work NW Temp Work Pymnt NW
   Temp Work NW

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:
    GM.E.1yathsha.ESRInterfaces@nhs.net
```

Email addresses can be added and deleted from the e-mail table by selecting the Edit tab, then saving the new entries.
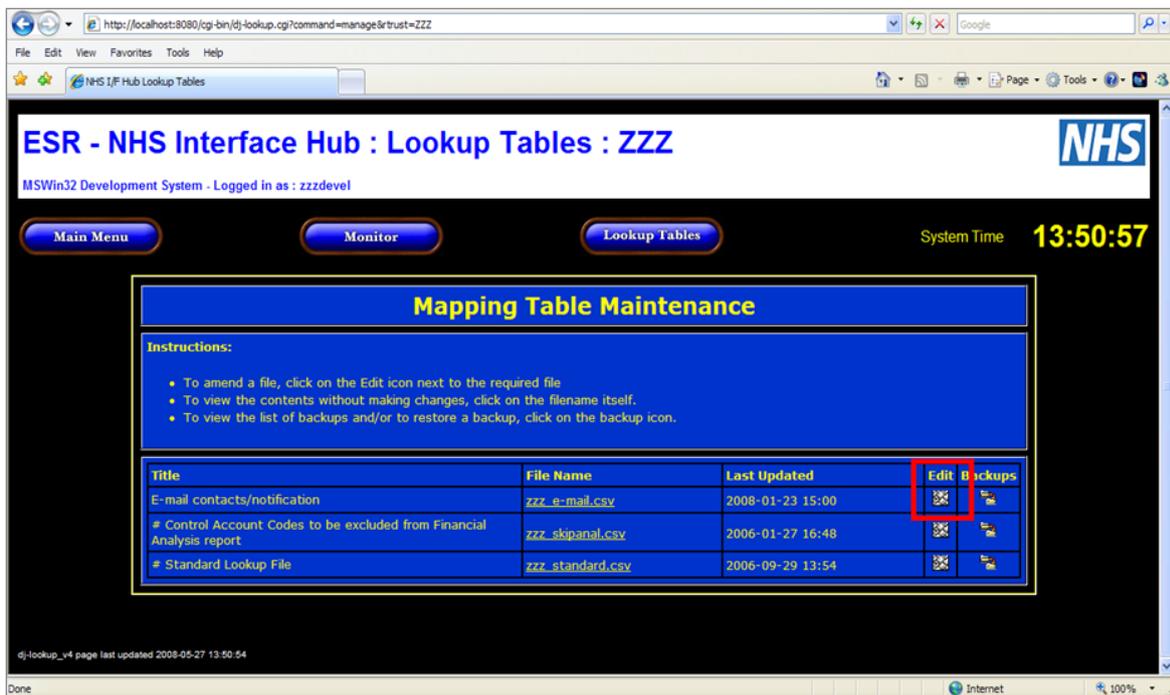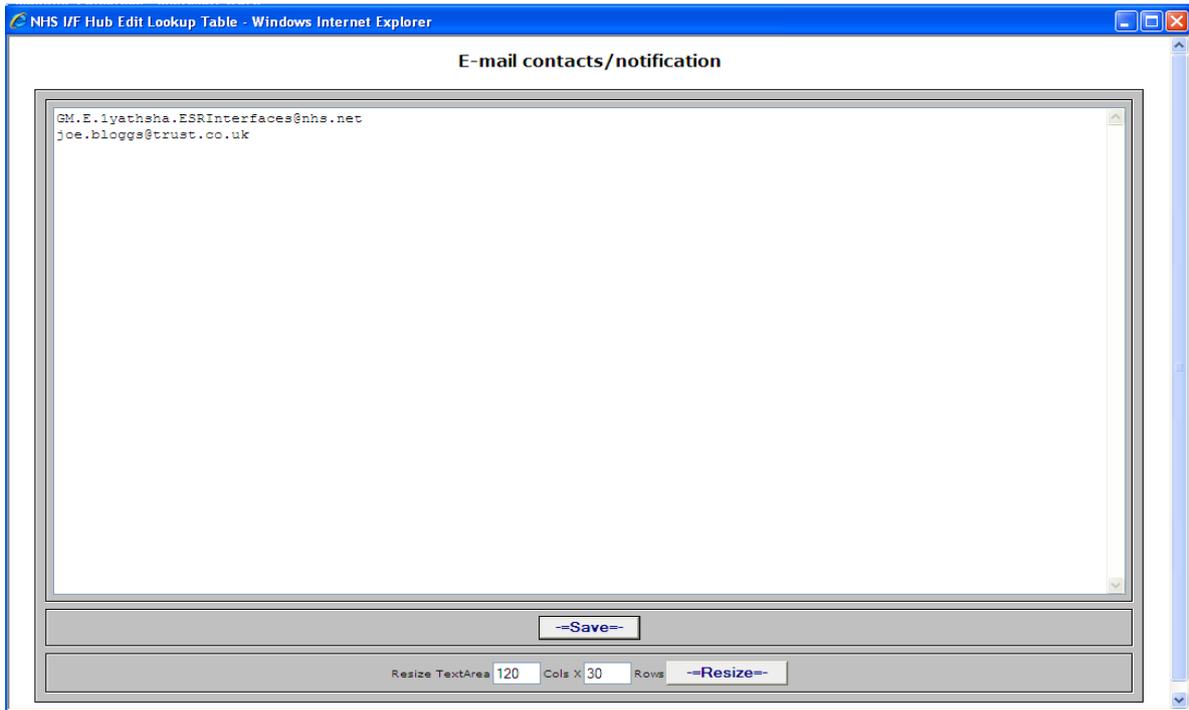
The "new element" email is sent as a pre-notification before the ESR costing process is run. This allows mapping to be undertaken before the GL interface file is generated. Not all elements included on the pre-notification will appear on the GL interface as they may be removed from the payroll on checking.

9.3. ....Adding an Element to the Mapping Table in ESR

Elements can be 'mapped' within ESR using the User Responsibility Profile (URP) "Finance Reporting and Hub Mapping – NHS Local GL Mapping".
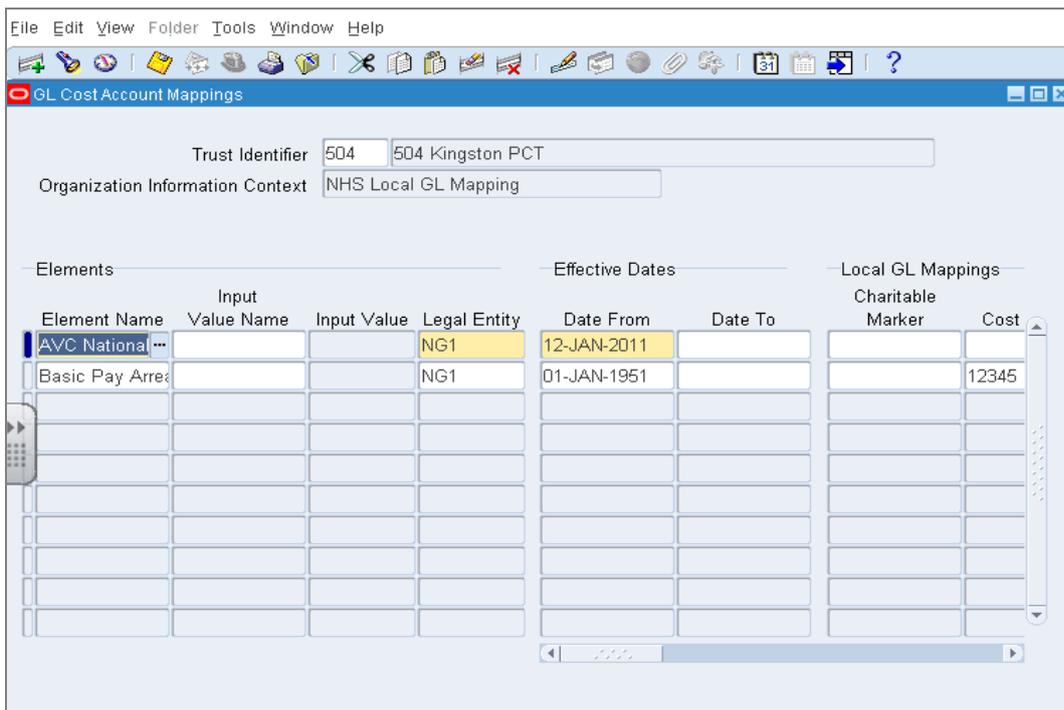
Drop down lists of values are available on the columns Element Name, Input Value Name and Input Value. There is no validation of the Financial Code value in the mapping table.

9.3.1. Elements with Sub Categories

Some ESR Elements have sub categories, for example: the element Car Parking which may have sub categories e.g.:- "HQ Car Park", "Multi Storey" & "A&E".

It is possible to set a default mapping for all categories of Car Park deductions, by simply adding a mapping rule for the Element Name "Car Park".

If different mapping is required for each sub category, then enter the element name into the input value, i.e. "Car Park". This Element Type will automatically populate with either Allowance or Deduction depending on the element type. Then tab into the Input Value field and select the required sub category value e.g. "A&E".

9.3.2. Entries in the Mapping Table

You should make entries against those costing segments (Cost Centre, Subjective, Sub-Analysis 1, Sub Analysis 2) that are to be assigned to a different costing than the default costing derived from the Payroll, Person and Element defaults held in ESR or any element entry override.

In entering mappings, the following should be kept in mind;
- It is not necessary to enter values into every costing segment. If a costing segment contains no entry, that costing segment will be passed through unchanged, using the defaults or the element entry override.
- The character **#** can be used to force the mapping to use a character from the default costing. This character should be used sparingly, and in particular it is unnecessary and possibly counterproductive to populate boxes with (for example) **######** as the effect of this is simply to force the mapping to ignore any element entry cost centres.
- The character ***** can be used as a placeholder to carry forward the character that would be present if no mapping were present. Again, this should be used sparingly. ********** is functionally identical to leaving the field blank, but takes longer to process.
- The main use of the **#** and ***** characters is seen in subjective code mappings, where it is desired to base the output subjective code on either the employee default, or the input value, but with a change.

9.3.3. The Control Flag

To the right of the financial costing fields on the ESR element mapping table are indicators which can be used to control the element type that is being entered and the amalgamation level required on the NHS organisations target file.

The control flag can be used to pass an indicator to the NHS Interface software when the Finance Department require specific elements to be managed or presented in a different format on the target file or contain data that is not required on the standard pay elements for an assignment. The NHS organisation must agree this functionality with the NHS ESR Development and Operations Team before this field is populated as it is the NHS interface software that controls how it will be managed based on the content of the field. Populating this field when the software has not been specifically designed to cope with this field may have an adverse effect on the target file or no effect at all.
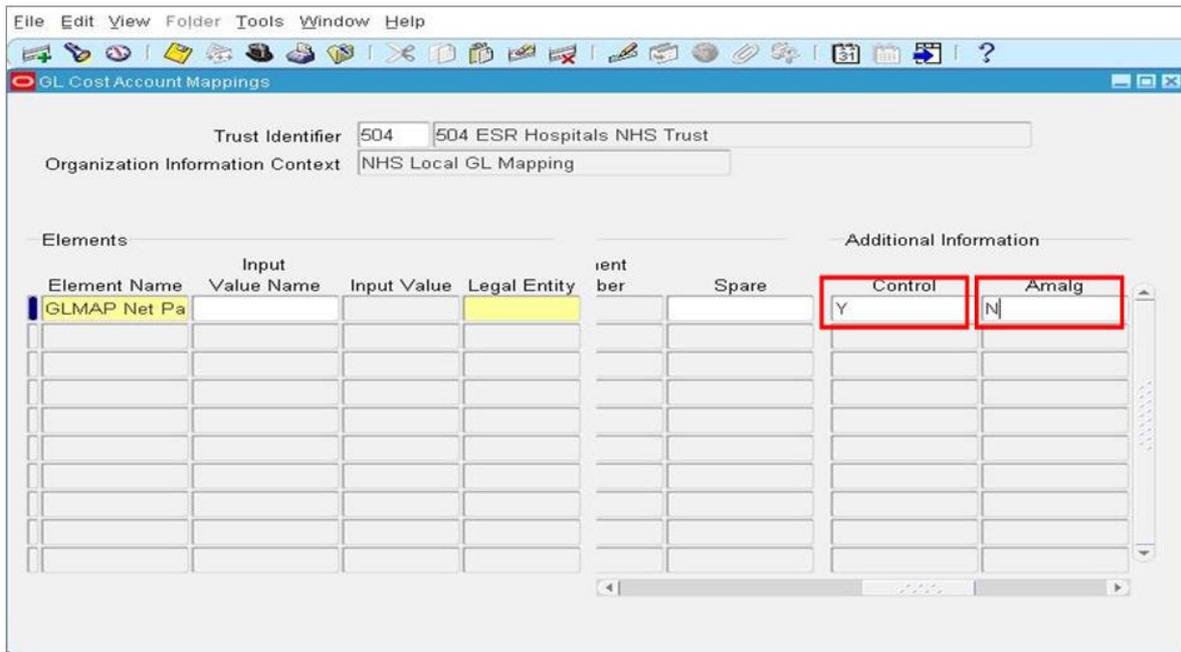
9.3.4. The Amalg Flag

The Amalg (or Amalgamation) indicator can be used to choose to group together all elements of the same element name together and present it on the target file as a single entry. This functionality would be used if the Finance Department at an NHS Organisation wished to manually choose which elements they require amalgamating. Where there is a logical solution to the amalgamation level it will be written in to the interface software on the NHS Hub. This would be agreed with the user at the point the software is written by the NHS ESR Development and Operations Team. As per the control indicator using this field when the software has not been specifically designed to cope with this field may have an adverse effect on the target file or no effect at all.
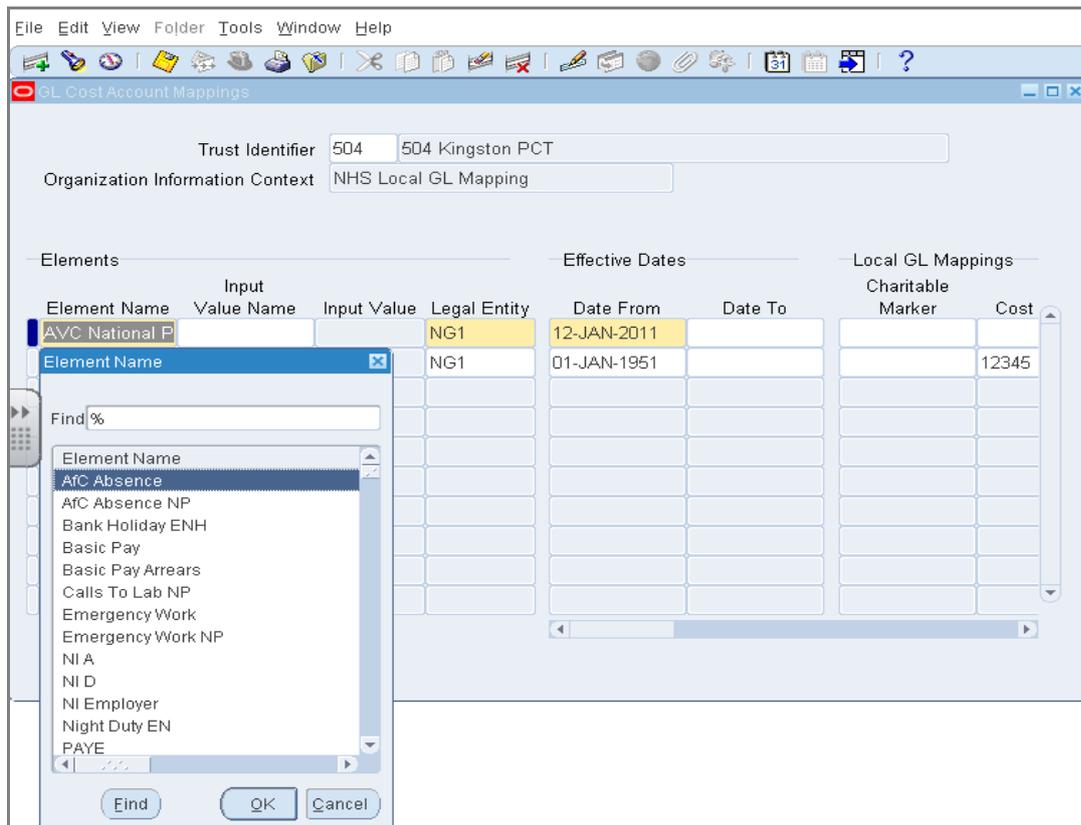
9.3.5. GLMAP Type Elements

Best Practice Hint

Elements which start with "GLMAP" :-

For the GLMAP deduction elements, the cost centre and subjective codes in the mapping form in ESR should be prefixed with 'NHS' or the trust VPD number.

These elements are listed below: -

GLMAP LGPS ER
GLMAP LGPS ER EL
GLMAP LGPS ER SL
GLMAP Local Pension Scheme AVC ER
GLMAP Local Pension Scheme ER
GLMAP NHS Pension AVC ER FP
GLMAP NHS Pension AVC ER PR
GLMAP NHS Pension AVC ER SL
GLMAP NHS Pension scheme ER's
GLMAP NI ER's
GLMAP Net Pay
GLMAP Net Pay BACS Tape
GLMAP Net Pay Cheque
GLMAP Net Pay No Prepayment
GLMAP Pension AVC ER EL
GLMAP Pension Stakeholder ER
GLMAP Pension Stakeholder ER SL
GLMAP Pension Stakeholder TUC ER
GLMAP SAP Rebate
GLMAP SPP Rebate
GLMAP Smp Rebate

These control elements differ from other pay elements because their values are not prefixed with 'NHS' or the trust VPD number (i.e.123).

When mapping, please remember to add the prefix to the cost centre, subjective code, sub analysis 1, or sub analysis 2 (i.e. enter NHS12345).

9.4. ....Using the Element Costing Summary Report to Check Element Mapping

Best Practice Hint

Use the Element Costing Summary Report to check mapping for Deductions Elements

The Element Costing Summary Report shows all the deduction type elements along with the Financial Code that they are mapped to in ESR.

As these elements are grouped together on the report it is a simple process to check that each of them has been mapped to a Financial Code.

See section 12.7.1 for a description of the Element Costing Summary Report.

9.5. ....Confirmation of New Elements Processed by the NHS Interface Hub

Following the generation of the GL interface file a second email notification will be received identifying the source filename and indicating the new elements used this period and the mapping attached to them.

```
From:    NHS_Interface_Manager@esrnhshuba.mhapp.nhs.uk
To:
Cc:
Subject: INFORMATION: NHS Interface Hub General Ledger Processing for      M08

NHS Interface Hub General Ledger Processing for

File GL    GEN_MN08_0007552O.DAT has been processed by the NHS Interface Hub at 2009/11/19 16:02:29
  The following new elements were identifed during the run:
    Arrears NP NT [1980]
      ESR Mapping - cc=###### sub=##### sa1=0
    Excess Travel NP Arrs [3077]
      ESR Mapping - cc=###### sub=72700 sa1=1
    Local Ded    Net Overpayment [2631]
      ESR Mapping - cc=###### sub=##### sa1=0
    Local Grp Oa Arrs [3148]
      ESR Mapping - cc=###### sub=##### sa1=9
    Locally Agreed Grp 1 BP Double Time O/T BP [1932]
      ESR Costing - Standard Default
    Long Term Protect [717]
      ESR Mapping - cc=###### sub=##### sa1=9
    OMP Pay Arrs [3213]
      ESR Mapping - cc=###### sub=##### sa1=0
    Pay Protection Pay Protection [2382]
      ESR Mapping - cc=###### sub=##### sa1=9
    Phne Rent NP NT NNI [1266]
      ESR Mapping - cc=###### sub=72410 sa1=1

  WARNING: Target files are held awaiting approval

|
Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:
    GM.E.1yathsha.ESRInterfaces@nhs.net
```

9.6. ....Elements not to be Mapped

The following elements should not be mapped. For a full explanation, please see Appendix F.

Best Practice Hint

Do not map the following elements :-
•   Pension ER Undistributed
•   NI Employers Undistributed
•   Pension Adj ER Undistributed
•   Pension ER Arrs Undistributed
•   SMP/SPP/SSP
•   Recovery Notional SMP/SPP/SSP

SMP/SPP/SMP rebate should be mapped as these reflect the 92% that can be offset on the Inland Revenue return.

9.7. ....NEST Pension Elements

The following elements should be mapped accordingly. For a full explanation, please see Appendix G.

Best Practice Hint

Map the following elements with hashes in the ESR Mapping table:-

- Local Pension ER NEST

The Following elements are Balance Sheets Elements and should be mapped to the financial code required in the General Ledger System:-


- Local Pension EE NEST
- GLMAP Local Pension Scheme Employer*

* The second element is a GLMAP element and requires the VPD to be included at the start of the code.

9.8. ....R ollback of the Costing Process

After the costing process has been run in ESR and a mapping issue is identified on the GL Interface file, the elements should still be mapped within ESR. Where is it deemed appropriate to re-run the costing job to pick up the new mapping, the following process describes how the payroll department can complete this request.

A. Use the switch Responsibility (the black hat) to switch to "Payroll Super Administration".
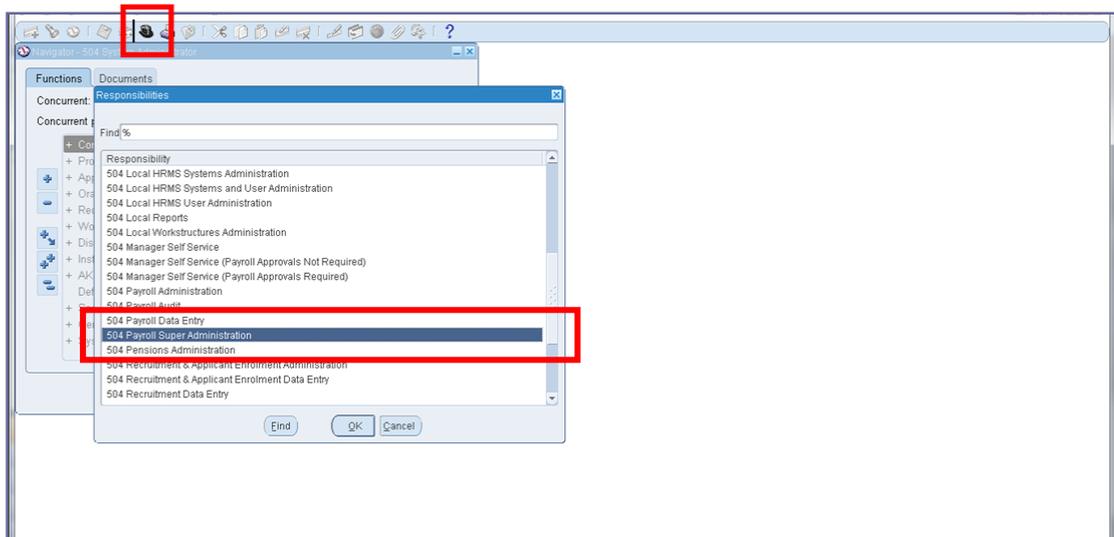
B. Select Requests>Submit Request>Single Request. Once selected click on OK.
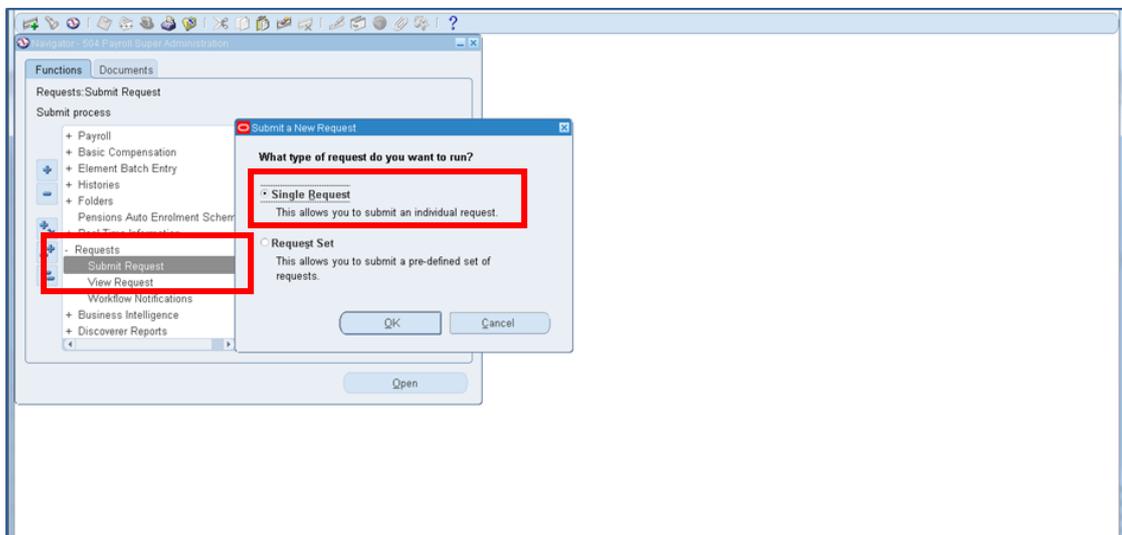
C. Using the ('…') in the Name field, search for rollback process. Choose either NHS Rollback Process (Monthly) or NHS Rollback Process (Weekly) depending on which costing process you want to run. Once selected, click on OK.
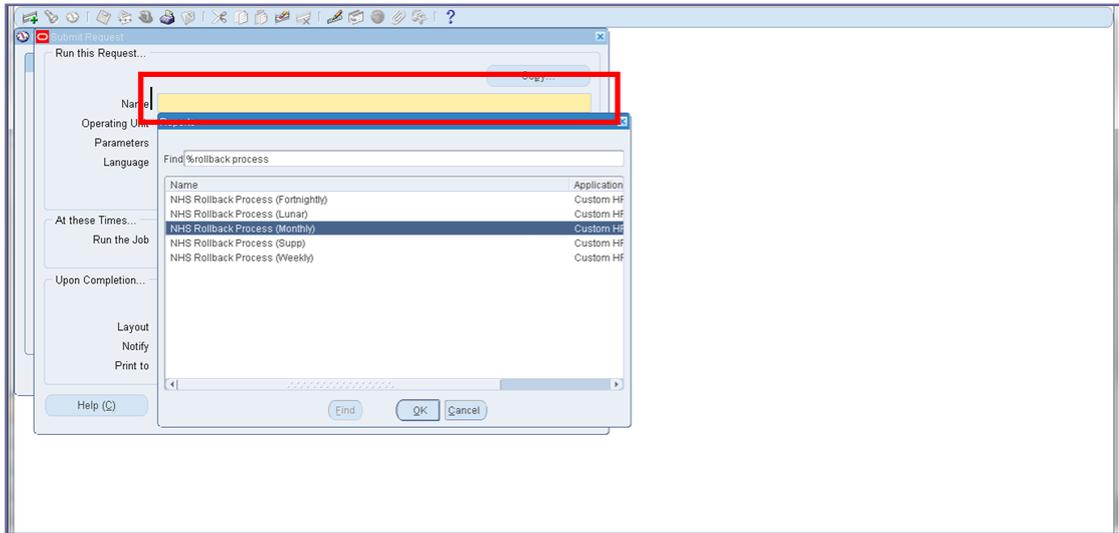
D. Using the ('…') in the Process Type field, select Costing.
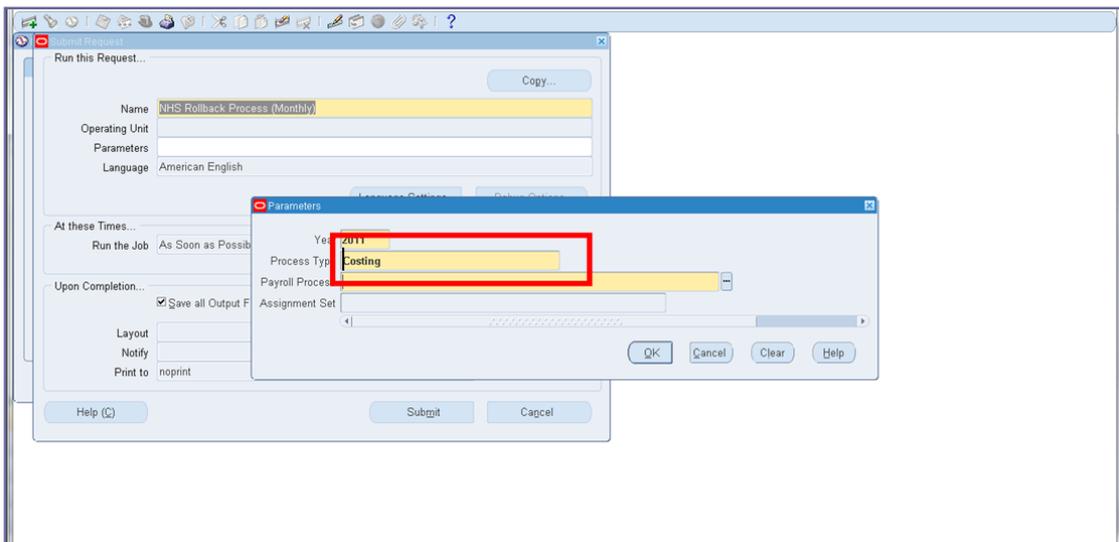
E.   Click the ('…') in the Payroll Process field. This field will be automatically populated with a date. Once populated, click on OK to close the form. Click on Submit to start the rollback process.
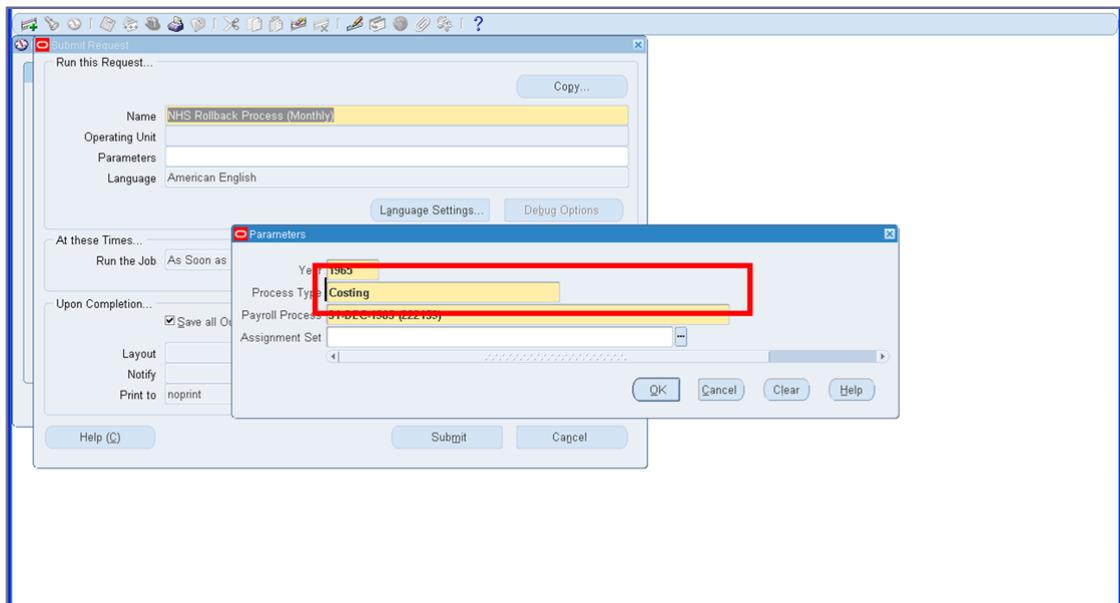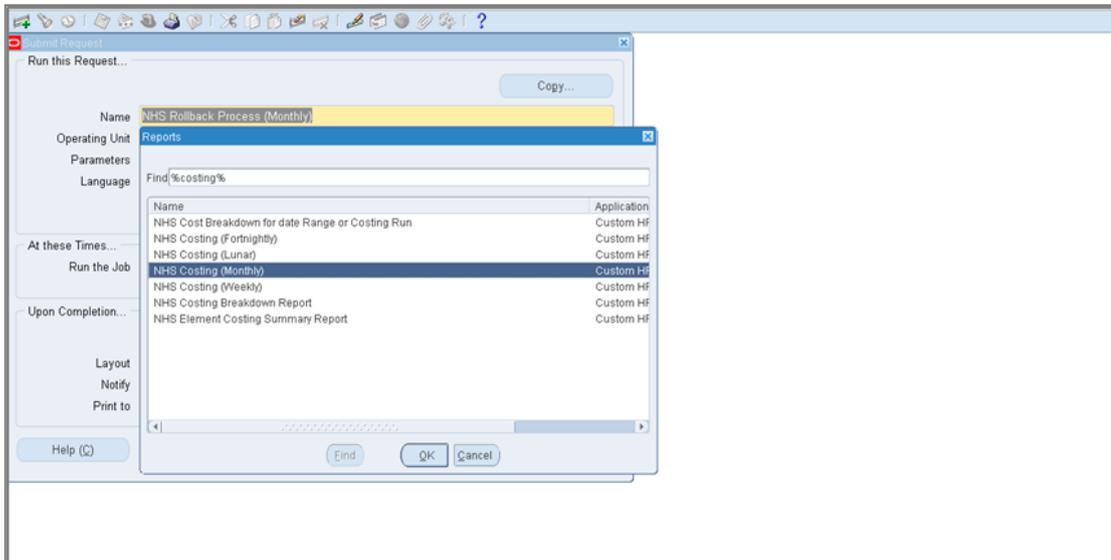

F.   Screen shot of when the request is running
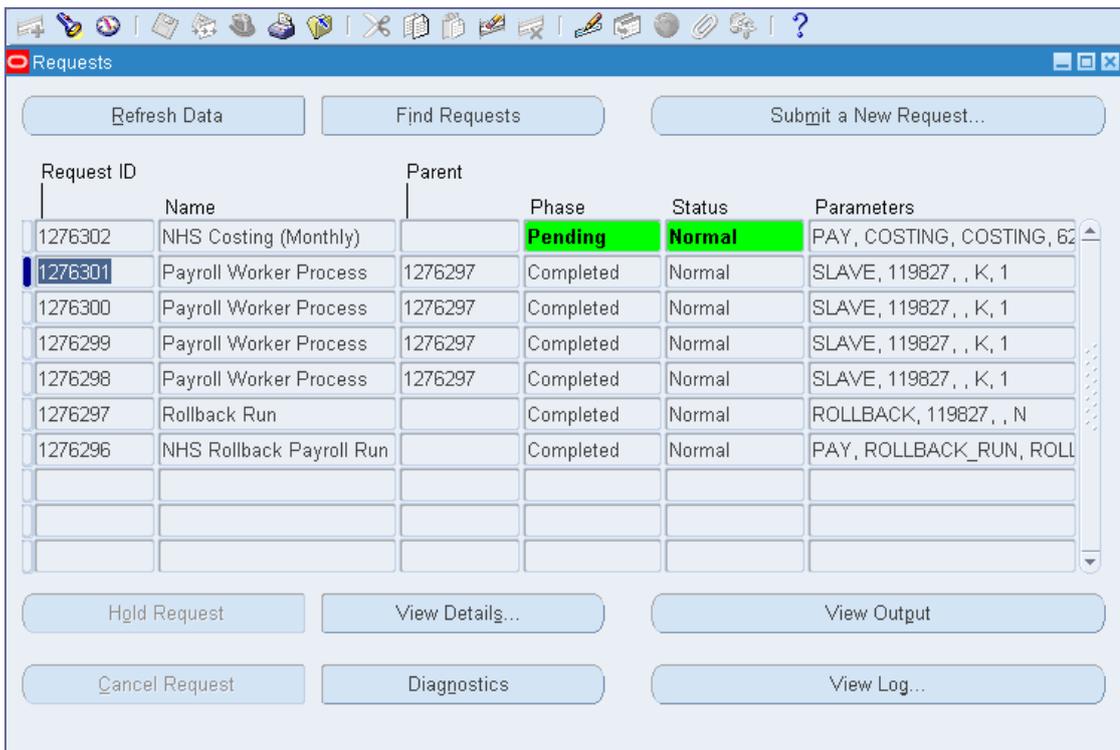
G   Check the view log
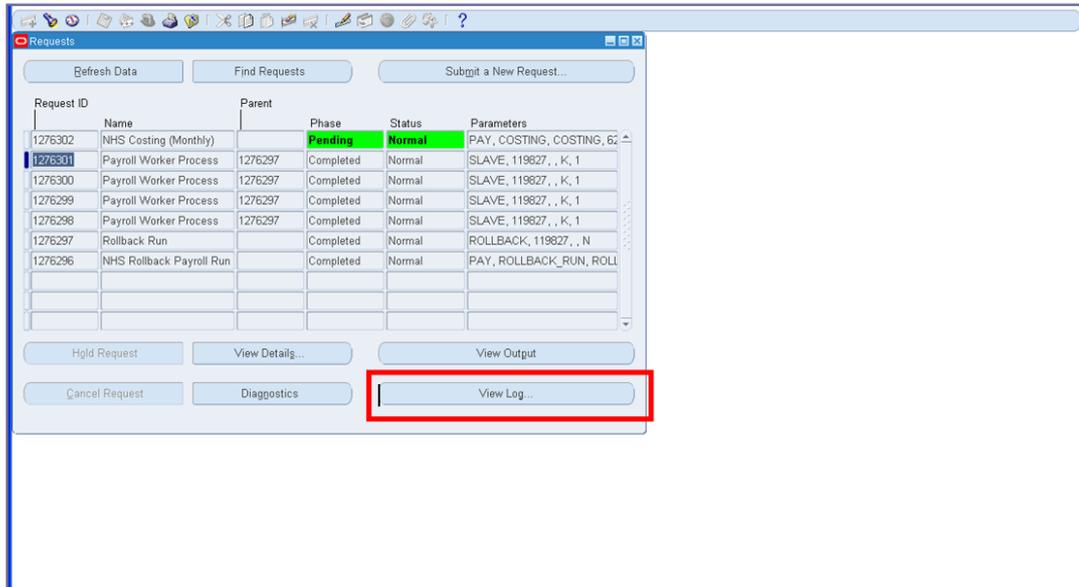
H   Repeat step 6, using the ('…') in the Name field, search for costing and select NHS Costing (Monthly) or NHS Costing (Weekly) depending on which costing process you want to run. Once selected, click on OK.

I   The fields below are automatically populated. Check the dates are correct. Click on OK to close the form. Click on Submit to start the costing process. Repeat steps 10 & 11.
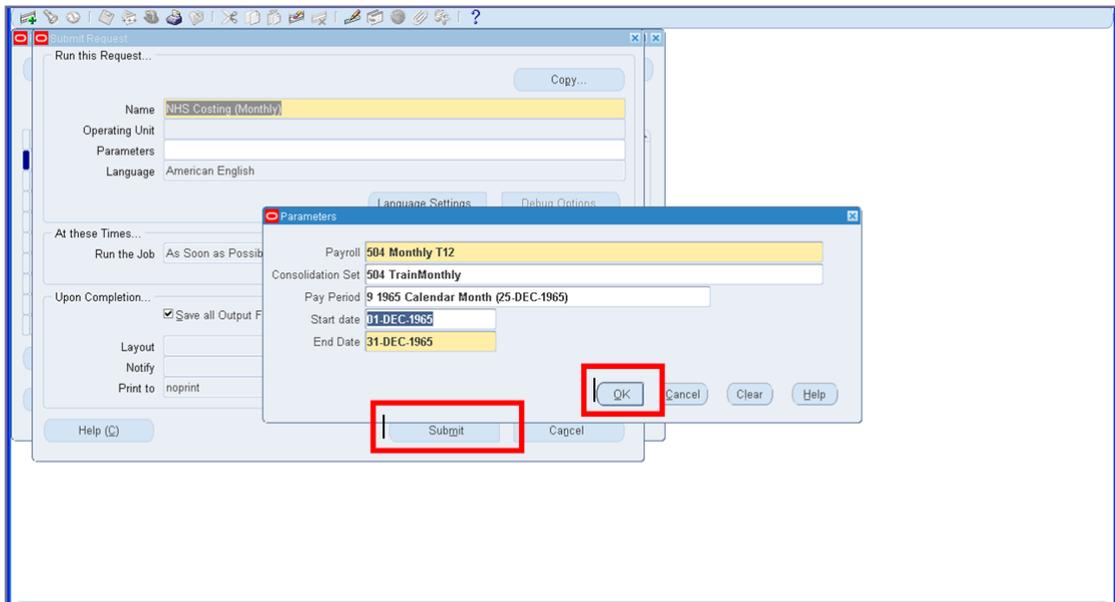

J   Repeat step 6, using the ('…') in the Name field, search for GL interface and select either NHS Generic GL Interface or NHS GL Interface and then choose Generic. Once selected, click on OK.
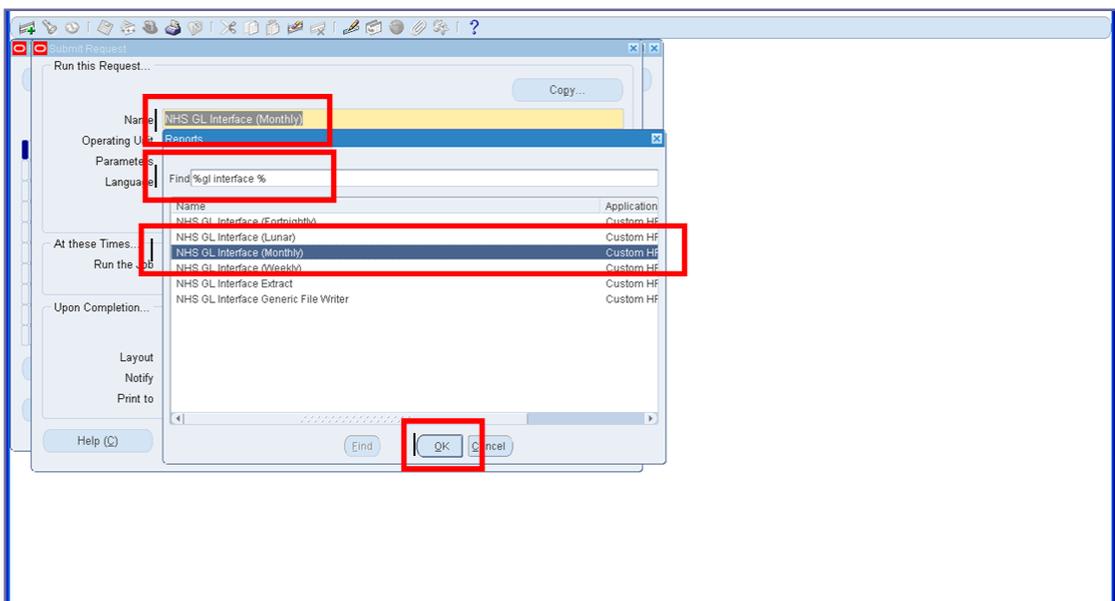
K   Using the ('…') in the Payroll Name field, select either monthly or weekly depending on which
         costing process you are running. Once selected, click on OK.
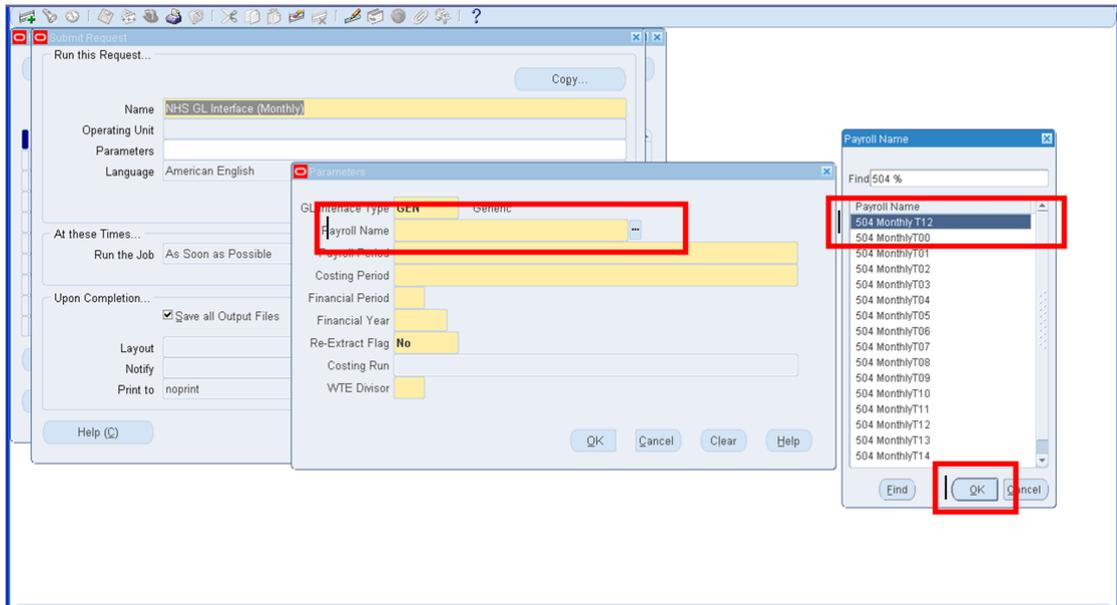
L   Using the ('…') in the Payroll Period field, refine the list by using the 'Find' facility as below,
         where 1965 is the year the payroll is being run for. Then select the payroll period you are
         running the payroll for. Once selected, click on OK.
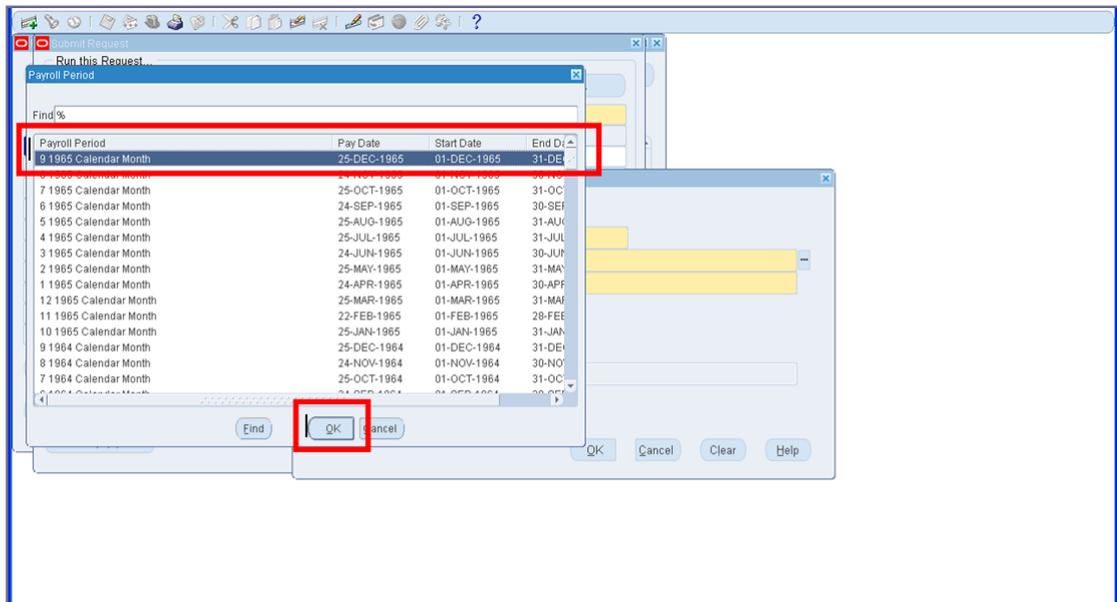
M   The fields below are automatically populated. Click on OK to close the form. Click on Submit
         to start the production of the GL interface file process.
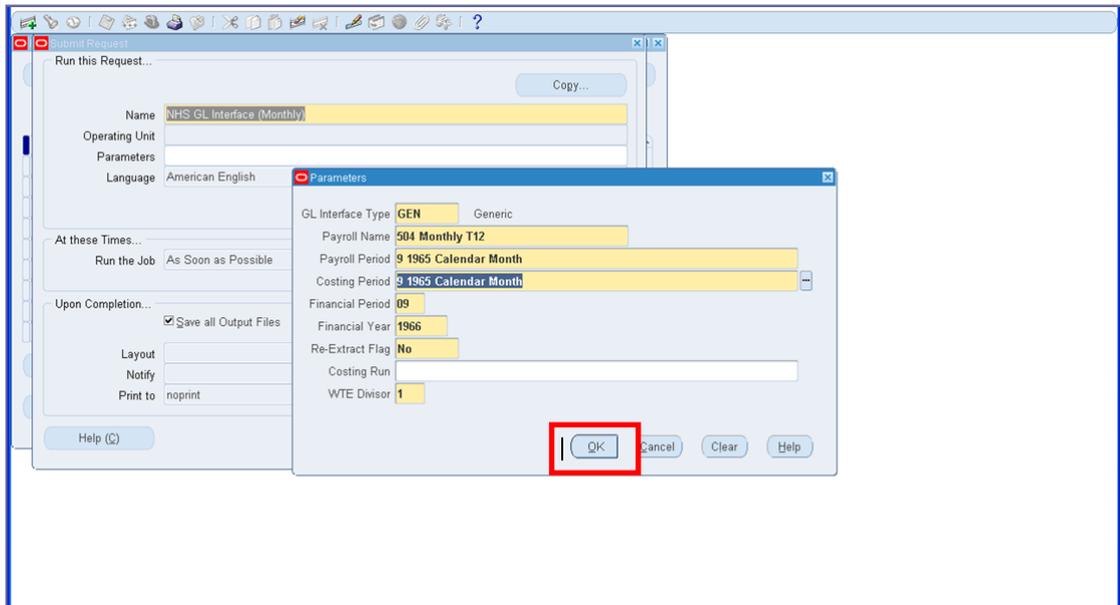
9.9. ....Emergency Mapping

Once the costing process has been run in ESR and an issue is identified on the GL Interface File, it is
not always appropriate to re-run the costing job in ESR just to correct the GL coding issues.

If an element has not been mapped in ESR prior to the GL interface file being run it is possible to map
within the ESR NHS HUB and reprocess the GL file prior to transferring it to the Finance system.

This is known as "Emergency Mapping".

"Only use Emergency Mapping in an Emergency"

The Emergency mapping facility is there to be used as a last resort. Any mappings that applied
by the NHS Interface Hub will not be reflected in any reports on ESR.

If you have to use the Emergency Mapping table, please apply the same mapping to ESR
through ESR Mapping at the same time. Remove the Emergency Mapping from the NHS
Interface Hub as soon as the file has been processed.

9.9.1. Checking the Emergency Mapping on the NHS Interface   Hub

Select Edit on the Standard Lookup File and enter the elements that require mapping. Any element mapping held on the HUB will override the mapping within the ESR mapping table. The description used must exactly match the element name as shown on the source file. The element number must also be included. The element description and code number can also been seen on the Elements tab in the hub.

When making changes to the mapping within the HUB ensure that each column ends with a comma (i.e. four commas per line). Never delete the last line (marked last record do not delete)

9.10. ....Reprocessing Files

If changes are made to the hub mapping table and you wish these changes to be applied to a file that is already on the hub, then the file can be reprocessed. This does not involve any action to be taken in ESR.

If the required changes are completed in the hub mapping table go to the monitor screen. Hold your mouse pointer over the filename of the file you wish to reprocess and the filename will go red.

If you single click on this file it will tell you that you have selected this file for reprocessing and do you wish to continue.

Select OK and a message will be displayed to inform you that it has been placed in the queue. Click on the return tab and you will be returned to the monitor screen. The process usually only takes a few minutes to run depending on how many other files are queued and the number of transactions contained within the file.

Once the process is complete the new file will be available in the targets screen for your approval.

9.11. ....Elements Screen

The Elements screen lists all the elements that have been used on a GL interface file for the organisation. If the element is mapped on either the ESR mapping table or the HUB emergency/temporary mapping table it will display the mapping value on this screen. The pay period of the last GL Interface file it was used on is also shown.

10. CREATING THE GL INTERFACE FILE

10.1. ....N HS Costing – GL File Options

The NHS Costing should be processed once all other processes have completed and all reconciliation has taken place. This will create a file for transfer to the General Ledger. This process is a Payroll Super Administration responsibility.

If the organisation only ever runs monthly payroll, they should always run a costing run with each payroll run. If however the organisation tends to run a supplementary payroll, this can be costed in different ways.

The diagram below shows how the different Monthly Payroll runs may be costed.
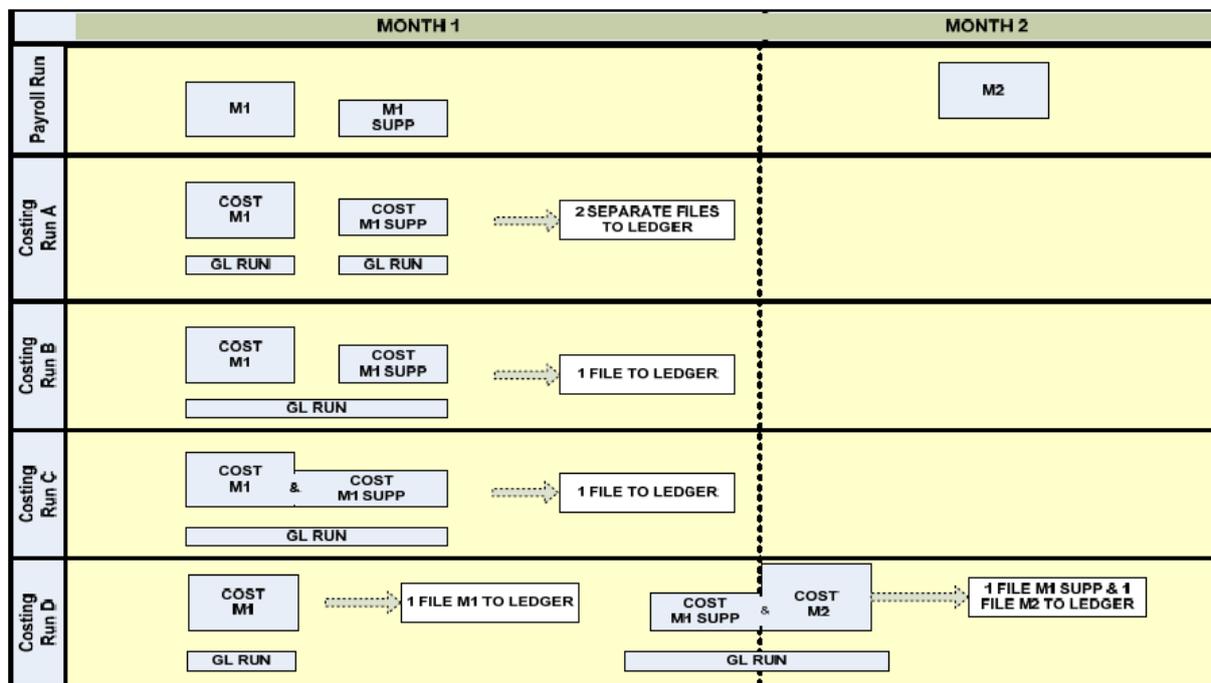
11. DELIVERY OF THE GL INTERFACE FILE

11.1. ....i ntroduction

The delivery of the GL interface file to the NHS Organisations finance system should be directly to a server at the NHS Organisation or to a location that the NHS Organisation has specified.

11.2. ....P rocess

The NHS Interface Hub can be configured to execute the delivery of the GL Interface File to the NHS Organisation GL System in two different ways,

Direct delivery with no manual intervention
User is required to "release" the file from the NHS Interface Hub for delivery.

To access the NHS Interface Hub, see section 12. Once logged on, navigate to the Targets screen and to release the file, click on the 'Held' message against the relevant file.
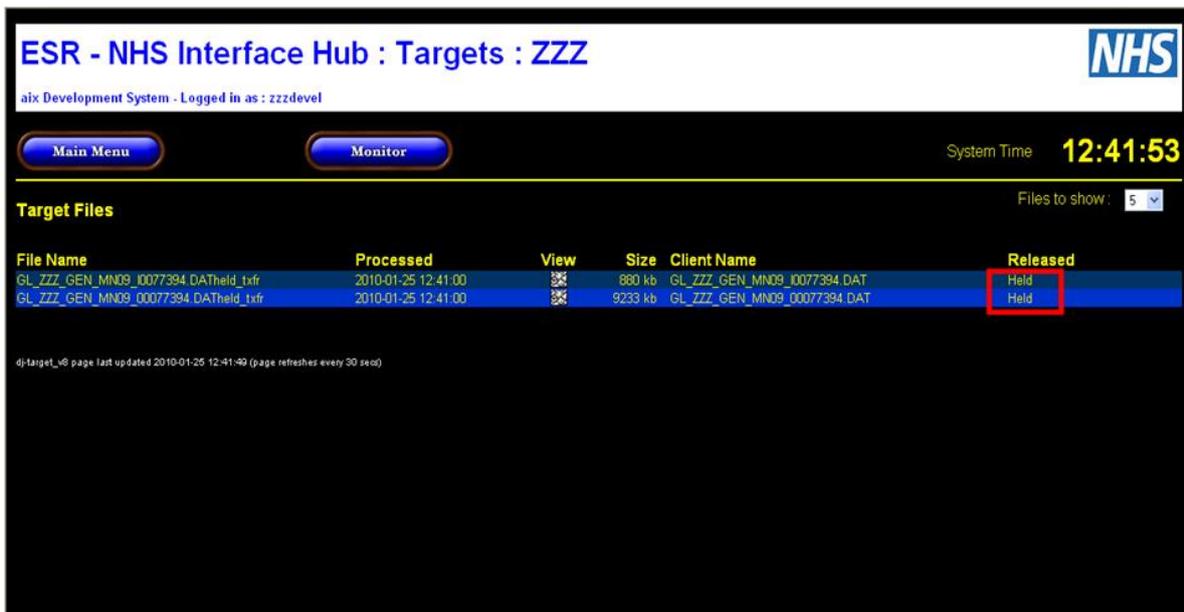
A pop-up box should appear. Click on the 'OK' button.

The file will then be released (this may take a few minutes) and a timestamp will show the date and time of release. This file will arrive at the server of the NHS Organisation or to a place the NHS Organisation has chosen within 15 minutes.

11.3. ....Security of Data

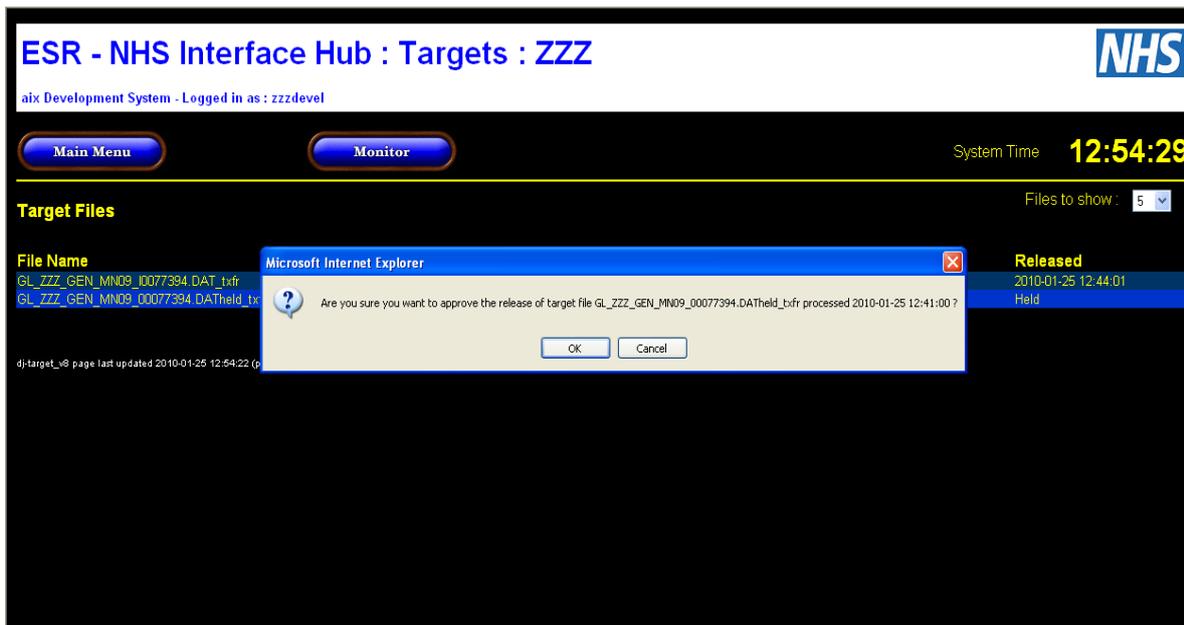To ensure your organisation is conforming to Department of Health and NHS England recommendations for security of data in transit, the NHS ESR Team strongly suggests that your organisation enables delivery of the GL interface files by encrypted FTP. There is currently a project and resources in place to support NHS Organisations through the process of enabling encrypted FTP.

If you are not sure whether files for your organisation are using a secure method, you should contact the NHS ESR Team via esr.interfaces@nhs.net

12. THE NHS INTERFACE HUB

The NHS Hub is a 'staging post' which sits between the ESR system and the organisations using ESR. It allows the ESR ESR Team to process the GL Interface files and make them available to NHS Organisations.

The NHS Interface Hub receives the Source file from ESR and generates the Target file which is the version that is loaded into the Organisations GL system.

Source file – this file contains all data produced by the ESR system for a particular pay run. It contains all available data fields and that data is at the lowest level so can be used for financial analysis purposes.

Target file – this is the version of the Source file formatted in a particular way to enable upload to the organisation's General Ledger system. In some cases it may not contain all data produced by the ESR system for a particular pay run.

Other files available via the Hub are the Element Costing Summary and the NHS Gross to Net report which are reports generated as part of the payroll costing process

12.1. ....Accessing the NHS Interface Hub

The ESR NHS Hub is accessed at the following web address:

https://esrnhshub.mhapp.nhs.uk/

The appropriate username and password are required to gain access.

Section 12.5 describes how to create and maintain user accounts to the NHS Hub.

"Change the master password or delete the secondary access to the NHS Interface Hub each time someone leaves"

From an Audit perspective it is imperative that each time someone that has access to the NHS Interface Hub leaves the NHS Organisation or is no longer relevant to access the NHS Interface Hub, the master password should be changed or their secondary access to be deleted immediately.

The NHS GL Hub master login includes the facility to change the passwords for the master and secondary access to the hub, without the need to log a Service Request (SR) or involving the NHS Systems Integration Team.

- On entering the Hub the following Main Menu screen will be seen
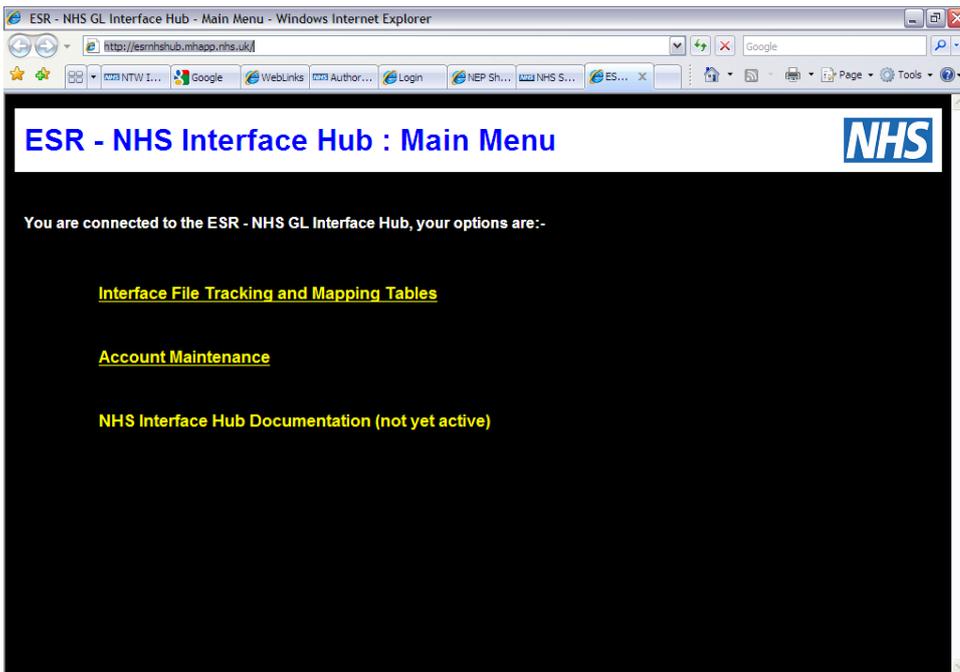
- The user should click on the **Interface File Tracking and Mapping Tables** link to progress to the **Monitor** screen
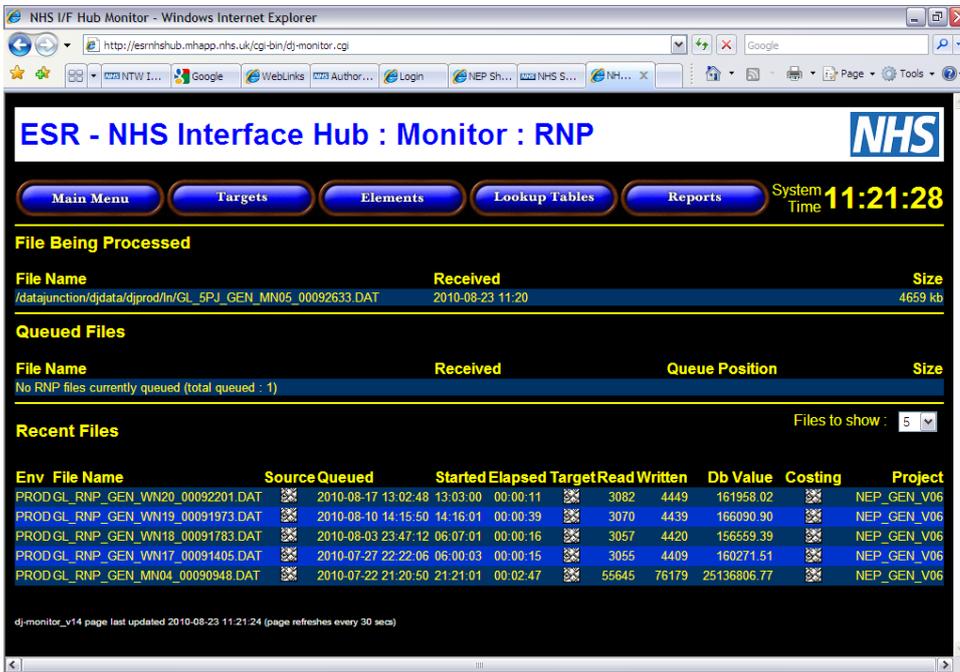
- The **Monitor** screen shows a number of buttons which provide access to the following:

- **Targets**: a list of the recently processed GL files in Target file format
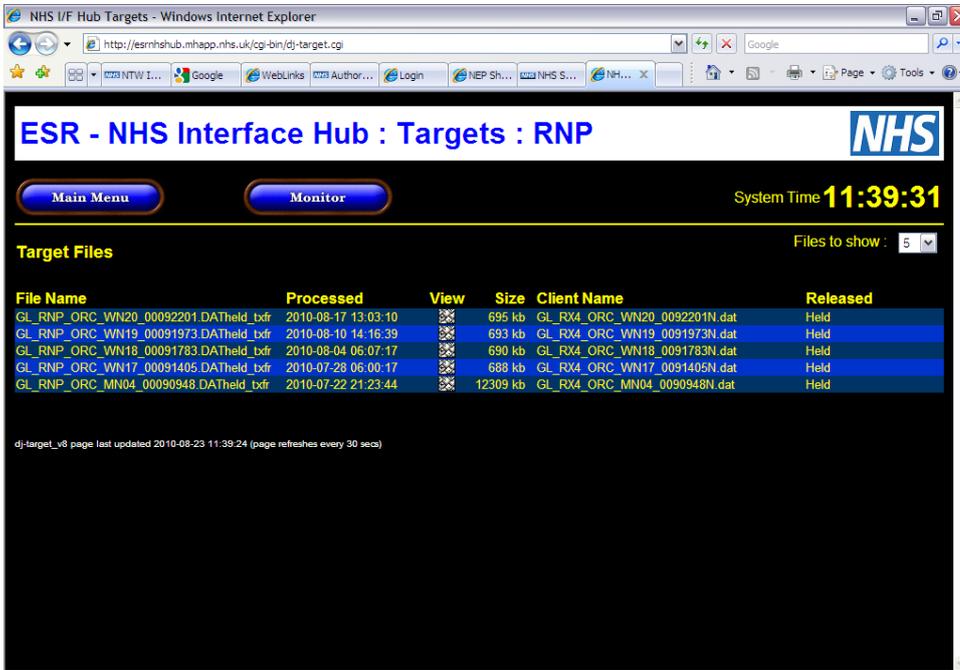
- **Elements**: a list of Elements and their current financial code mappings
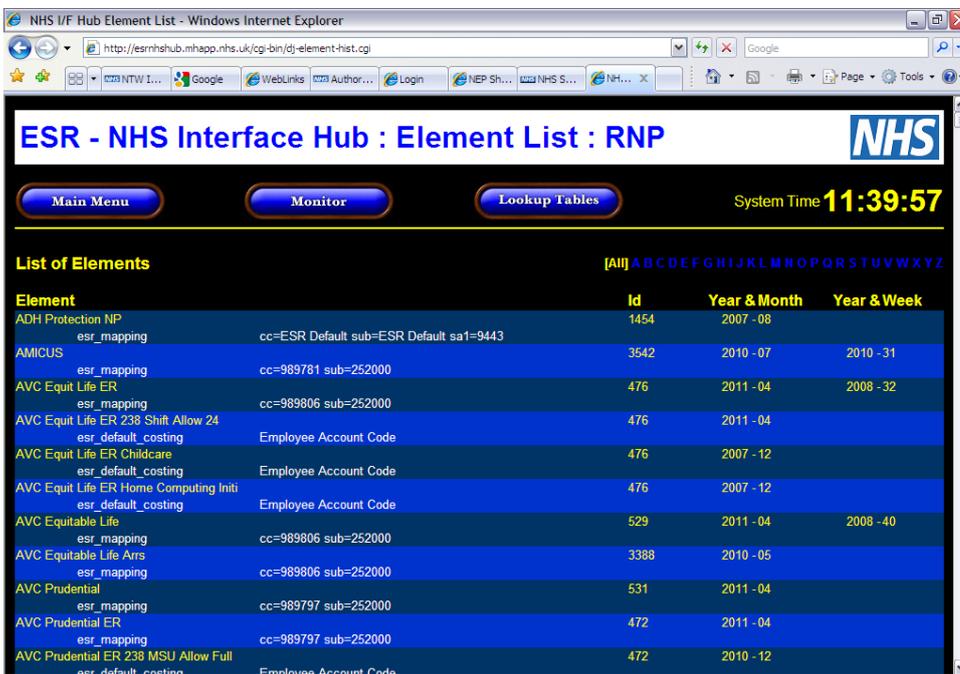
- **Lookup Tables**: further links to the maintenance files used for emergency mapping and email contacts

- **Reports**: details of reports processed or being processed.
  Any report files that are presented on this screen are tidied after 40 days, so users should make sure that they make a local copy of any report that they will require for more than 40 days.

12.2. ....N HS Hub Notifications

The Hub is able to hold email addresses of officers who are responsible for processing the GL Interface file. Those officers will be notified every time a new file appears for collection on the Hub.

The notification will look similar to this:
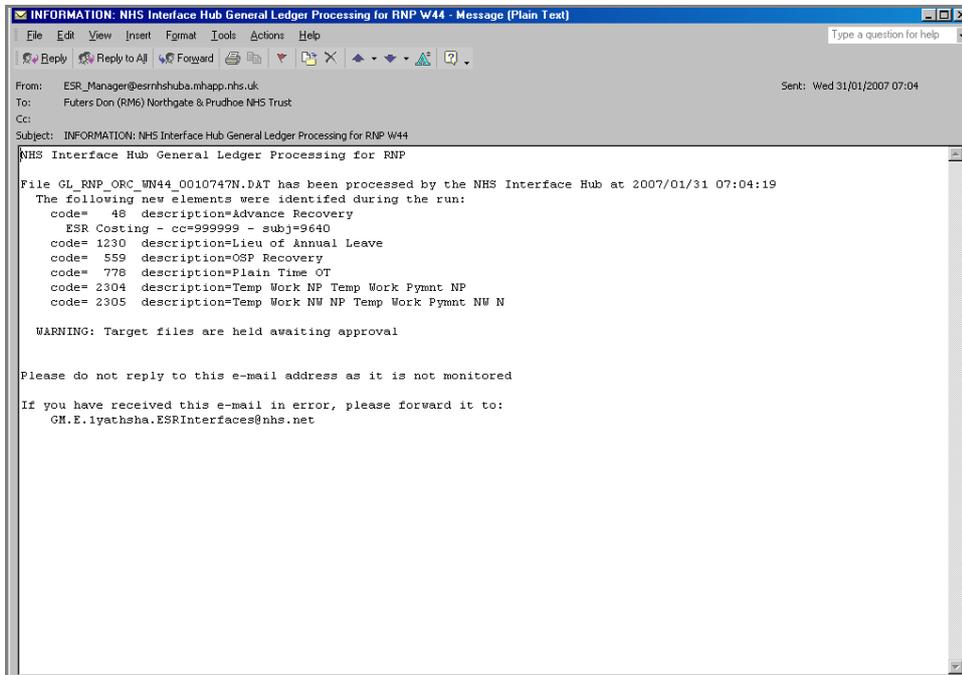
The above example indicates the file name and also the fact that there are a number of payroll elements that have been used for the first time.

Payroll elements are used to identify payments, allowances and deductions in ESR e.g. Basic Pay, Saturday Overtime, Beverages, and Travel Expenses. Each of these needs to be mapped to a financial code to provide a financial analysis in the general ledger when the GL Interface file is uploaded.

Where new elements are used, users will be notified of this fact prior to receiving the above notification in order that the required code mappings can be processed before the payroll is processed. It is the responsibility of the organisation to process the mappings. If for any reason the mappings cannot be processed the transactions will default to ESR system default codes. In these cases the codes may need to be changed as part of the error correction process (see below).

Element Mapping is described in detail in section 9.3 of this User Guide.

12.3. ....F ile does not Arrive on the NHS Hub

Should the expected GL Interface file not be visible on the NHS Interface Hub, it is likely that a problem occurred when the Costing or GL Interface Job was run in ESR. In this instance, you should contact the department that is responsible for running the Costing or GL Interface job in ESR.

ile does not Arrive on the GL System

Should the expected GL Interface file be visible on the NHS Interface Hub but does not appear in the GL system, it is likely that a problem occurred during the delivery of the GL Interface file.

A double check should be made on the NHS Hub that the file has been released by accessing the Targets file and checking the status of the file. If the file shows as released, but after 30 minutes it has still not arrived on the GL system, a call should be logged on the ESR Service Desk

ccount Maintenance

This is accessed via the "Account Maintenance" link on the main menu. This function allows the master user the ability to change the password of the master account and also to create and maintain secondary user accounts. Users are responsible for the passwords once they have been issued and are also advised to change the initial master password set by the ESR Systems Integration Team. If the Master Account password is 'lost' then a Service Request (SR) should logged on the ESR Service Desk for the attention of the NHS ESR Development and Operations Team with the subject: "Please change the web access password to the NHS Interface Hub".

12.6.1. Creating a Secondary User

To create a secondary user account, select the "Setup New User Account" icon and click on "Change".

The first section of the Username will be pre-populated with the three character entity code from the Master Account username. This must not, and therefore cannot, be changed.

The second section of the Username should be completed as required. Typically this might be the first initial and surname of the secondary account holder.

If the Master User is working in the development area of the NHS Hub, then the third section will be pre-populated with "devel", if the Master User is working in the production area of the NHS Hub, the third section will be blank. The third section must not, and therefore cannot, be changed.

The initial password for the new account should be entered in both the "Password" and "Confirm Password" fields. Please note: the password is case sensitive and must be a minimum of 8 characters and a maximum of 12. The password must contain characters from three of the following four groups:

- uppercase letter
- lowercase letter
- digit (0 – 9)
- special character any of (!.$%;&*-@#)

The expiry date allows the secondary user access to the account until the specified date. Please note: the date is pre-populated with 2099-12-31.

The 'Allow Release' indicator should be set to Y if the user account is allowed to release Target files or N if the user account is not allowed to release Target files.

Having input to all the relevant fields, click on update to request the new account.

Once the "Update" button has been selected the new user account is placed in the "Job Queued" list. The new account will normally become available within 2 minutes of the request being submitted. Pressing the refresh button on the Browser will show the status of the new account. Once it is displayed in the list of Secondary accounts, it is available for use.

Please be aware that any secondary account that is not used for 400 days will be permanently deleted.

12.6.2. Modifying a Secondary User

To modify the secondary account, select the icon next to the relevant "user account name" and click on "Change".

Details of the "Secondary User Account" are displayed. Modify the relevant data and click on "Update" to save the changes.

ESR - NHS Interface Hub : Account Maintenance : ZZZ

aix Development System - Logged in as : zzzdevel

Logout

Main Menu   Monitor   Reports   System Time **9:34:37**

Enter required changes to Password and/or Expiry Date and/or Allow Release and click 'Update' OR click 'Delete:'

User: zzz FRED devel [?]

Password: [   ] Confirm Password: [   ] [?]

Expiry Date: 2011-12-23 [?]

Allow Release: Y [?]

[Update]   [Delete]   [Quit]

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12.6.3. Deleting a Secondary User

To delete a secondary user account, select the icon next to the relevant "user account name" and click on "Change".

The details of the "Secondary User Account" are displayed. Click on "Delete" to permanently remove the user account.
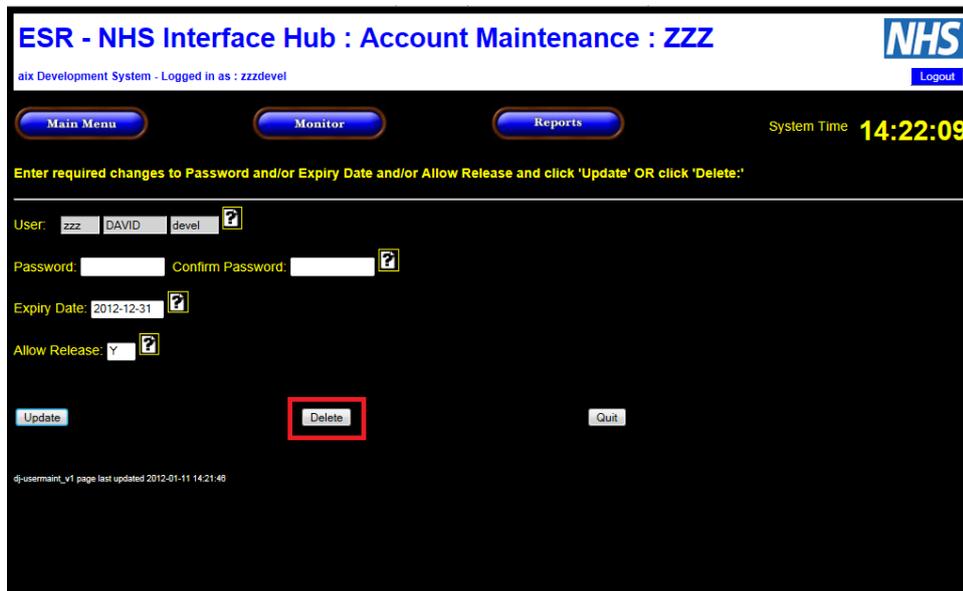
The NHS Hub will present a message to confirm that a job has been set up to delete the requested account.

To end the session, select "Logout".

Please note: if the secondary user is still logged onto the Hub at the time that the account is deleted; the secondary user will be logged off the Hub.

ESR - NHS Interface Hub : Account Maintenance : ZZZ

aix Development System - Logged in as : zzzdevel

Main Menu   Monitor   Reports   System Time 14:22:47

Job to Delete User Account zzzDAVIDdevel has been queued and will be actioned shortly - click 'Refresh' to check progress.

Select User Account whose details you wish to change:

User Account Name	Type	Expiry Date	Allow Release	Job Queued
● zzzDAVIDdevel	Secondary	2012-12-31	Y	Delete
● zzzFREDdevel	Secondary	2011-12-23	Y	
● zzzMIKEdevel	Secondary	2099-12-31	Y	
● zzzdevel	Master	2099-12-31	Y	
● Setup New User Account	Secondary			

Change   Refresh

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12.6.4. Positions Analysis

Useful for:
- Reconciling ESR data to finance ledger (actual employees)
- The summary tab allows a reconciliation of budgeted FTE's from ESR to the finance ledger.
- Easily seeing which position numbers need terminating / amending (if the work structures responsibility sits within Finance). This can also be used to update the HR Department if work structures responsibility falls under HR / Workforce.
- The 'Organisation' tabs are also useful to see any discrepancies on Position Cost Centres and Assignment cost centres. Each Trust works differently but this report allows Finance to see if assignment cost centres are being overwritten. It will also enable the identification of split coded assignments.
- Being able to see assignment cost centres is extremely useful as it can sometimes explain why coding within the payroll file does not match any used positions analyses (the assignment cost centre overrides the position cost centre on the payroll output file).

12.6.5. New Starters

Useful for:
- Gathering data for starters within certain time frames (especially if there is not an active link between Finance and HR / Workforce).
- The 'Starters' report allows finance to see the coding allocated and therefore quick action can be taken to amend.
- The Staff Movements Dashboard from ESR BI can be used to produce a list of starters and leavers.

12.6.6. Leavers Analysis

Useful for:
- Gathering data for leavers within certain time frames, especially if there is not an active link between Finance and HR / Workforce. Useful for maintaining authorised signatory databases, property register, access systems, supply chain users.
- The 'Leavers' report is useful for liaising with managers / budget holders to ensure leave dates are accurate and can help to avoid overpayments.

12.6.7. Vacant Post Analysis

Most useful if the organisation is also practicing Establishment Control through ESR.

Useful for:
- Reconciling ESR data to Finance ledger in regards to vacancies.
- Allows Finance to easily view where discrepancies are with budgeted FTE's if Establishment Control is being used.

12.7. ....Changing the NHS GL HUB Master and Secondary Account Password

12.7.1. 'Lost' Passwords

Master Accounts are managed by the ESR NHS Systems Integration Team, whereas Secondary Accounts are managed by the NHS Organisation.

If the Master Account password is 'lost' then a Service Request (SR) should be logged on the ESR Service Desk for the attention of the ESR NHS Systems Integration Team with the subject: "Please change the web access password to the NHS GL Interface Hub" as a priority 5.

If the Secondary Account password 'lost' then the user will need to contact the GL NHS Interface Hub Master Account Holder at the NHS Organisation.

12.7.2. Password Date Reached

In order to adhere to Information Governance best practice, passwords for user accounts on the NHS Hub are valid for a maximum of 365 days.

Any user that logs onto the system within 40 days of the expiry date will be prompted to change the password.

When the password is due to expire, the following prompt message will be displayed :-
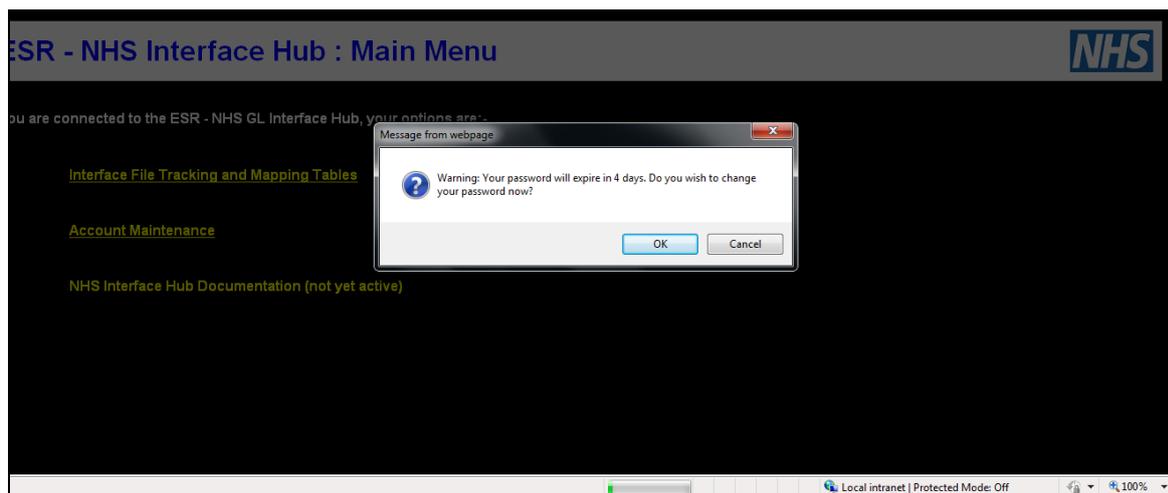
Pressing the "Cancel" button allows the user to continue to use the hub without changing the password.
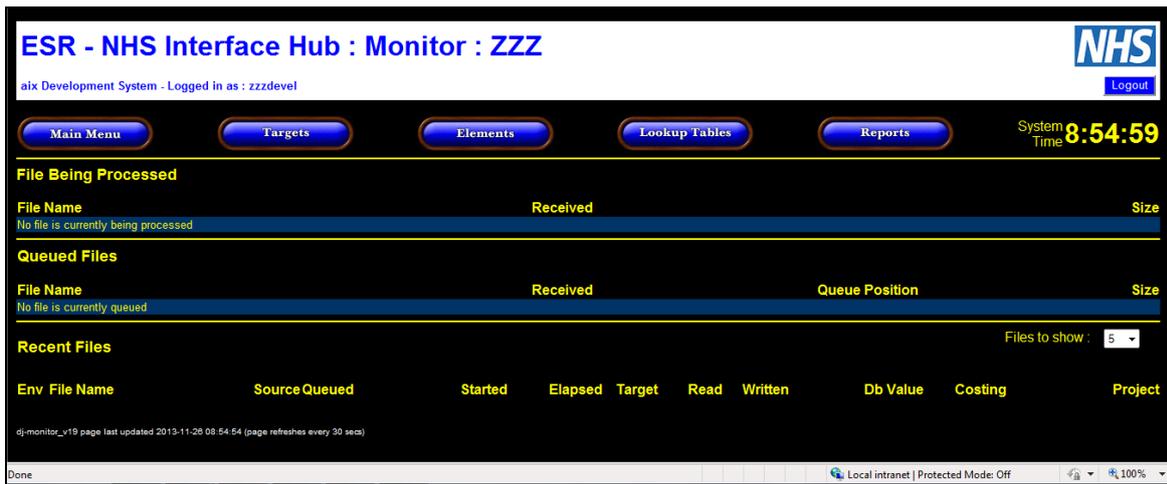
When the user accesses the hub again within the expiry date period, they will receive the same prompt message to change the password.
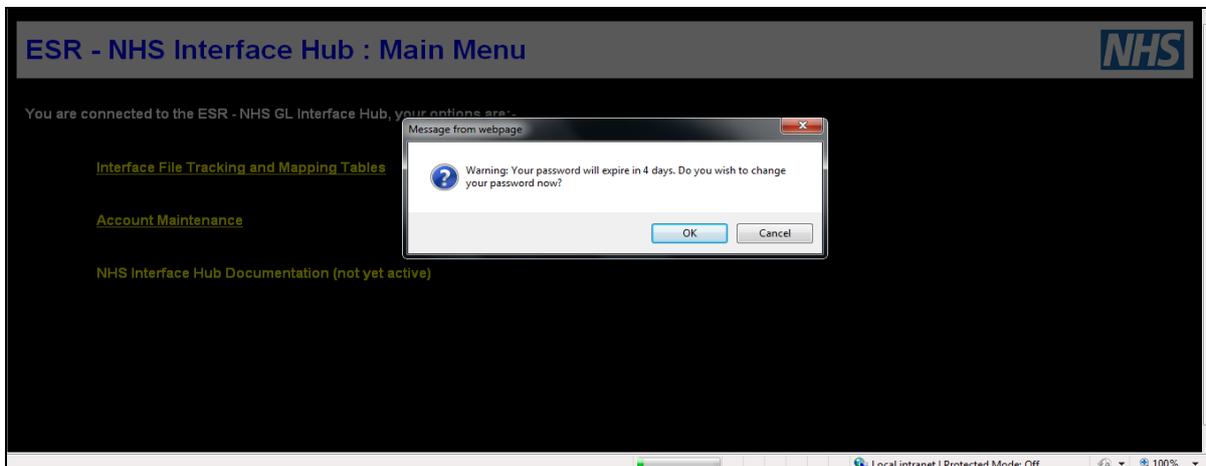
By selecting the "OK" button, the user is automatically taken to the Account Maintenance screen, where the password can be changed.

12.7.3. Account Maintenance
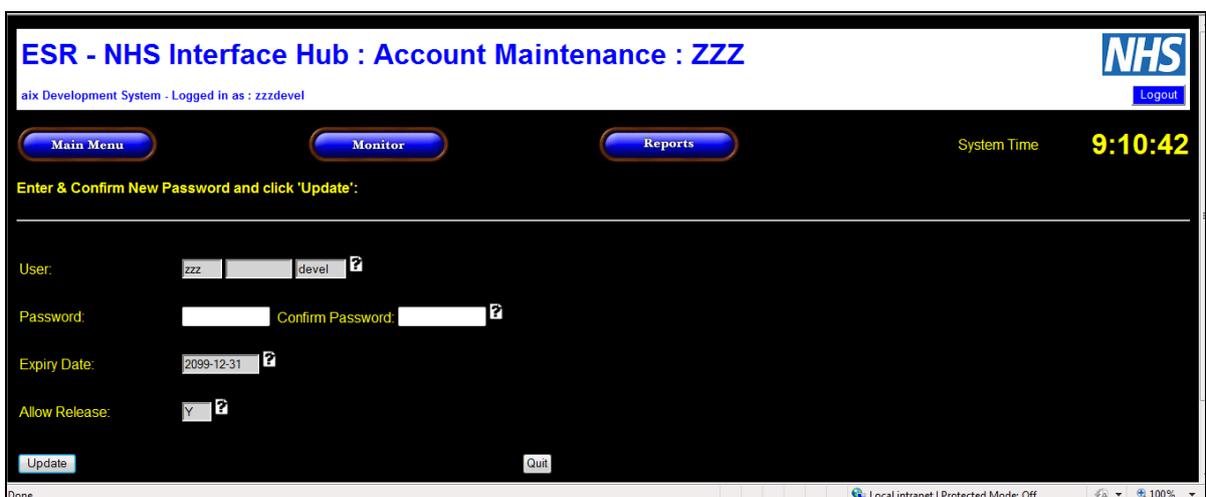
The first section of the Username will be pre-populated with the three character entity code from the Account username. This must not, and therefore cannot, be changed.

The second section of the Username is required for the Secondary Account only.

If the Master or Secondary User is working in the development area of the NHS Hub, then the third section will be pre-populated with "devel", if the Master or Secondary User is working in the production area of the NHS Hub, the third section will be blank. The third section must not, and therefore cannot, be changed.

The password for the Master or Secondary account should be entered in both the "Password" and "Confirm Password" fields. Please note: the password is case sensitive and must be a minimum of 8 characters and a maximum of 12. The password must contain characters from three of the following four groups:
- uppercase letter
- lowercase letter
- digit (0 – 9)
- special character any of (!.$%;&*-@#)

The expiry date allows the Master or Secondary User access to the account until the specified date.

For the Master Account the date is pre-populated with 2099-12-31 This must not, and therefore cannot, be changed.

The Master Account Holder will specify the expiry date for the Secondary User Account when the account is created.

> The expiry date is the date when the *username* expires NOT the date when the *password* expires

The 'Allow Release' indicator should be set to Y if the user account is allowed to release Target files or N if the user account is not allowed to release Target files. Please note: the 'Allow Release' is pre-populated with Y. This must not, and therefore cannot, be changed.

Having input all the relevant fields, click on update to change the password.

Once the "Update" button has been selected the Master or Secondary User is placed in the "Job Queued" list. The new password will normally become active within 2 minutes of the request being submitted.

Pressing the "Refresh" button on the Browser will show the status of the new password.
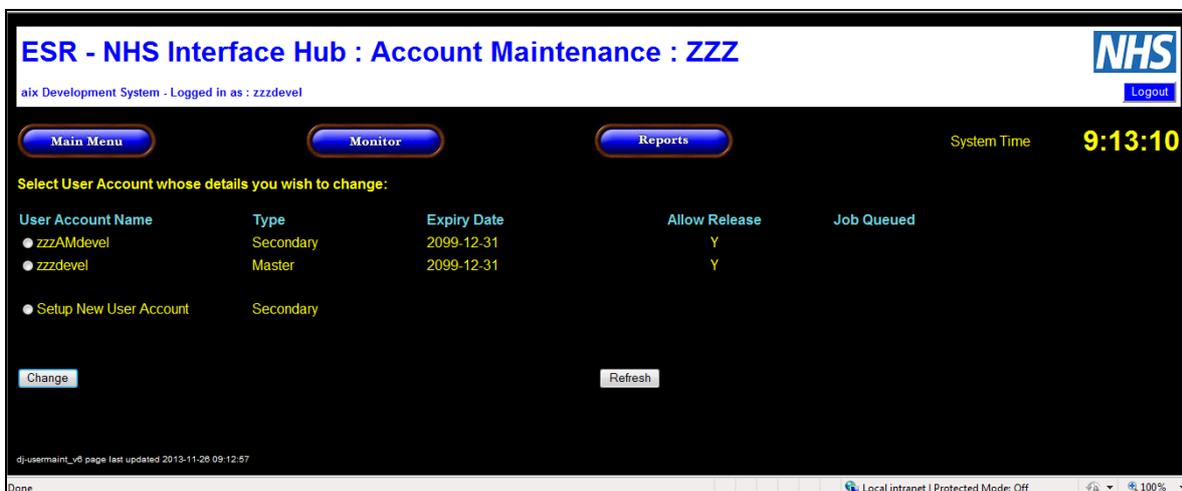
Once the password has been changed the user should select Main Menu, Monitor or Reports screen.
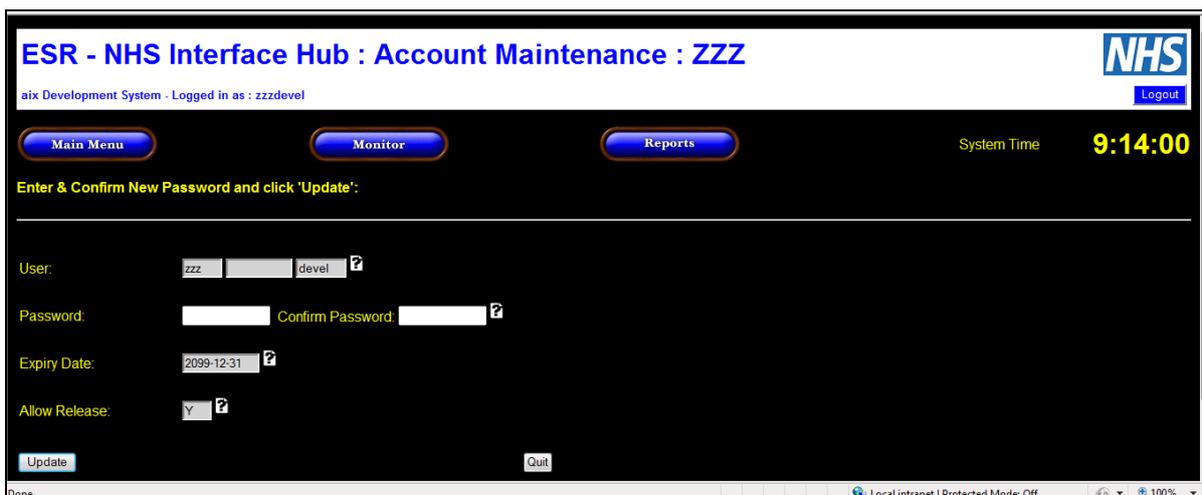
12.7.4. Password Not Changed Within Expiry Period

Where the password has not been changed within the expiry period, the following screen will be displayed.
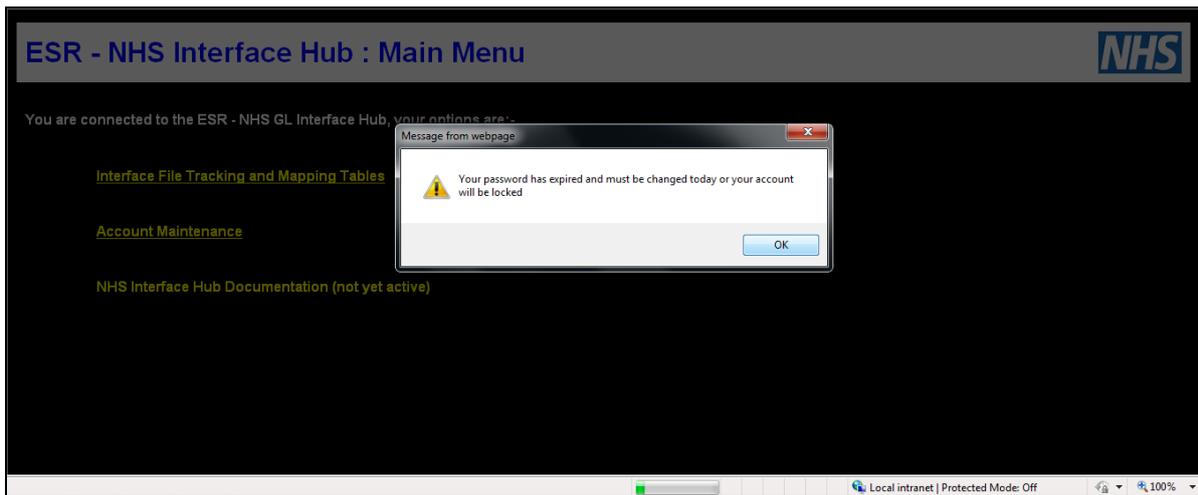
By selecting the "OK" button, the user is automatically taken to the Account Maintenance screen.
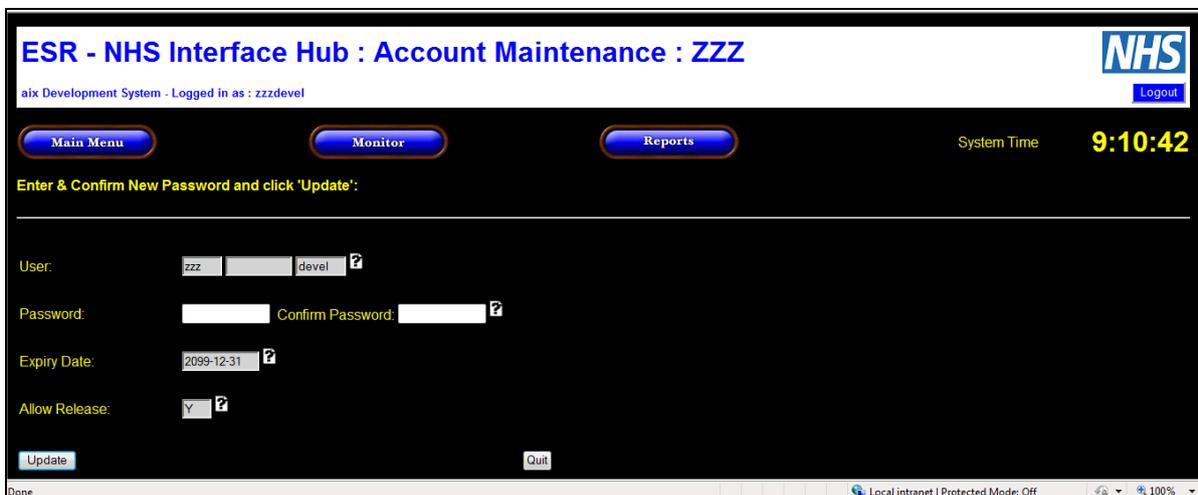
Follow the steps outlined in section 12.6.4 to change the password.

12.7.5. Account Locked

Where the password was not changed following the "Your password has expired and must be changed today or your account will be locked" message being displayed, the Master or Secondary User will be able to enter the appropriate username and password, but will not be able to select the Main Menu, Monitor or the Reports screens.

Where the account has been locked, the following screen will be displayed:-

Electronic Staff Record **NHS**

ESR - NHS Interface Hub : Web Service : dj-login_v4

2013-11-27 10:01:14 User:[as logged] password expired and account locked.
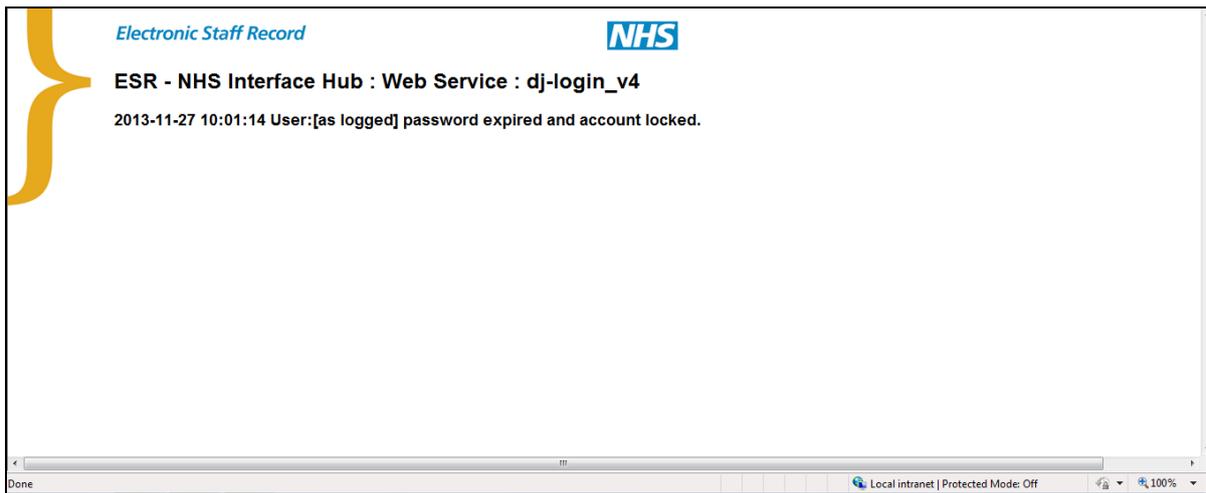
Follow the process set out in Section 4.1 to request a reset of the password.

12.8. ....Standard Reports/Requests (6i Reports)

12.8.1. Element Costing Summary

Useful for:
- Reconciling control accounts if source file amalgamates certain elements (NI, Pensions etc.)

How to access:
- Can be downloaded direct from the hub (should be done as soon as source file released to ensure it matches source file)

Tips & Tricks:
- Print the report (if required) in landscape as portrait method splits the amounts.

12.8.2. Gross to Net

Useful for:
- Reconciling payroll amounts when used in conjunction with source file from 'Hub'

How to access:
- The report should be sent monthly by your payroll provider. From ESR Release 9 (March 2011), there is an option for the report to be delivered directly to the NHS Interface Hub.

Tips & Tricks:
- If you do not receive the report on a regular basis speak to your payroll provider as they should be distributing it each month
- Do not re-run the report once received. This may result in the report not reconciling with the source file.

Failure to use:
- If the gross to net report is not run for each pay run discrepancies between payovers to third party organisations will not be identified promptly which would lead to inaccurate payments and problems reconciling the P35 data at the year end to the actual payments made.

12.8.3. Payslip Delivery Point

Useful for:
- Identifying payslip distribution.
- Identifying payslips sent to home addresses.
- Useful when making changes to estate where staff are based.

How to access:
- The report can be accessed via the 'Requests' link under the 'HR Administration' URP, 'HR Management' URP and the Payroll URPs:
- Submit Request
- Single Request
- Select 'NHS Payslip Address Report from the drop down list

- Enter effective date and other parameters if wanted. If submitted as below whole Trust report will be produced.
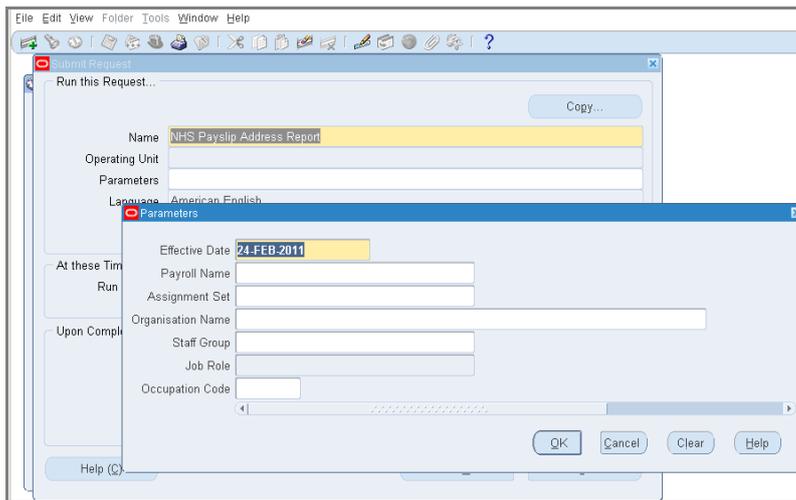
Tips & Tricks:

- The output will default to PDF format. To run in Excel Format select Options and select Excel from the list of formats displayed in the drop down list.
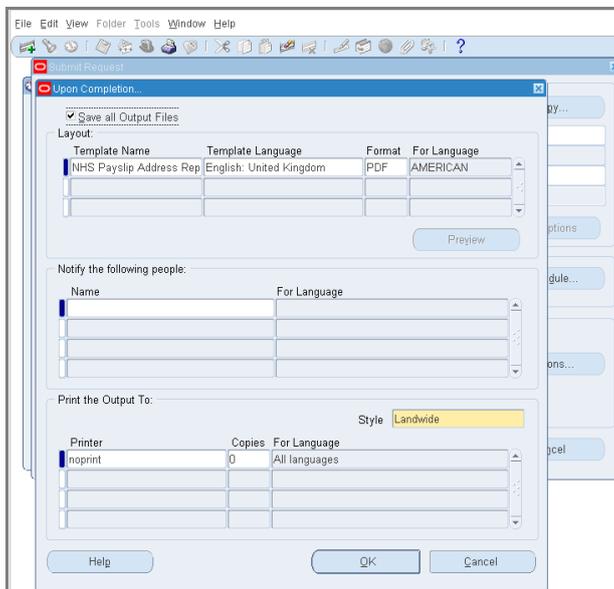
Output can be opened or saved.

Report Headings:

- Organisation
- Payroll
- Staff Group
- Role
- Full Name
- Employee Number
- Position
- Assignment Internal Address
- Location Code
- Location Address Line 1
- Location Address Line 2
- Location Address Line 3
- Town
- Country
- Post Code

Failure to use:

- No direct impact on the system.

12.9. ....GL Source File

The source files are found on the ESR - NHS Interface Hub.

Click on the grey square to download the file then save to your network. Files are held on the hub for approximately three months.

The source file is a comma delimited file which contains all the data used to build the pay run. This includes non-financial information such as hours worked and hours paid. A source file is produced for every payroll run.

Convert the comma delimited file to columns of data using the Excel Data Text to Columns Wizard.
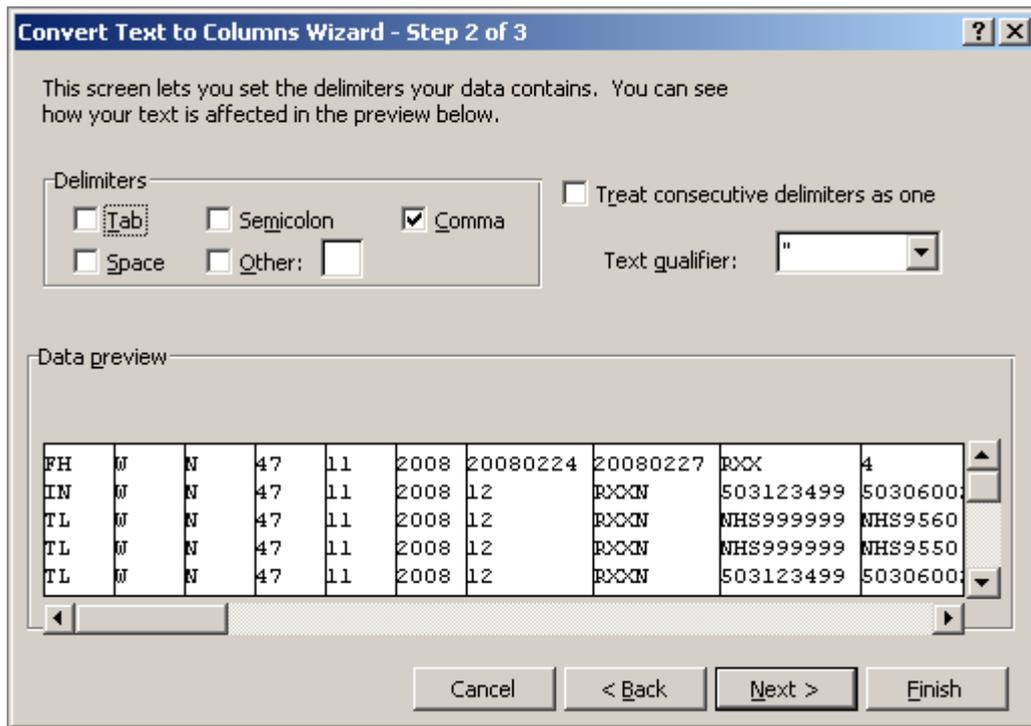
Please see section 13.1 for further details on the source file and the column header details.

The resulting spreadsheet contains a number of lines of data for each employee. Each employee data set starts with an information line (Line Type IN). This line contains information such as contracted hours and personal data such as Location and Payslip delivery location.

There is a line of data for every Element Number/Allowance Deduction Code making up an individual's pay (Line Type TL). Each pay element can be broken down into basic pay, Employers NI and Employers Pension Cost.

Once the source file has been set up in excel format it can be analysed using Excel functionality such as filtering, pivot tables etc.

Source File Column Headings

Record Type
Period Type
Process Type
Tax Period
Financial Period
Fiscal Year
Tax Period Reference
Org Code
Cost Centre
Subjective Code
Sub Analysis 1
Sub Analysis 2
Element Number
Spare
Gross Charge Amount
ER Pension Cost Ind
ER NI Cost Ind
ER Pension Cost
ER NI Cost
WTE Hrs Cont
WTE Hrs Wkd
WTE Hrs Paid
WTE Head Count
Hrs Contracted
Hrs/Units Wkd
Hrs/Units Paid
Allowance Deduction Code
Allowance Deduction Description
Employee ID
Title
Initials
Surname
Pay Scale & Point
Pay Scale Description
Occupation Code
Increment Date
Pension Code
Finance Code Split Ind
New Starter Ind
Leaver Ind
Salary
Gross Pay This Period
Gross Pay To Date
Payment Method
Cumulative ER's NI YTD
Cumulative ER's Pension YTD
Position Number
Control
Amalgamate Flag

Super Flex 1
Super Flex 2
Super Flex 3
Super Flex 4
National Insurance No
Assignment Start Date
Assignment Leave Date
Employee Latest Start Date
Employee Termination Date
Assignment Location Site
Assignment Location Dept
Assignment Paypoint
Assignment Job Title
Employee First Name

13. RECONCILIATIONS

This section provides details on the various sources of information that can be used for reconciliation purposed. It also presents a template for reconciliations that may be useful for your organisation.

13.1. ....The Source File

The source file is available for download from the NHS Interface Hub and contains all the data that is extracted from ESR by the GL Interface Run. As the source file contains data with the lowest level of detail it can be very useful for investigations and reconciliation issues.

13.1.1. Retrieving the Source File for Analysis or Investigatory Purposes

- Enter the Hub and in the **Monitor** screen locate the file in the list and click the appropriate **icon** in the **Source** column; a text file should appear.

- Save the file as a Text file (*.txt)

- Open the file in Excel

- To enable the columns of data to be identified the header rows are listed below:

Record Type
Period Type
Process Type
Tax Period
Financial Period
Fiscal Year
Tax Period Reference
Account Code – Legal Entity
Account Code – Cost Centre
Account Code – Subjective Account
Account Code Sub Analysis 1
Account Code – Sub Analysis 2
Account Code – Element Number
Account Code – Spare
Amount
ER Pension Cost Indicator
ER/NI Cost Indicator
ER Pension Cost
ER NI Cost
WTE Hours Contracted
WTE Hours Worked
WTE Hours Paid
WTE Head Count
Hours Contracted
Hours / Units Worked
Hours / Units Paid
Allowance/Deduction Code
Allowance/Deduction Description
Employee ID
Title
Initials
Surname
Pay Scale and Point

Pay Scale Description
Occupation Code
Increment Date
Pension Code
Finance Code Split Indicator
New Starter Indicator
Leaver Indicator
Salary
Gross Pay This Period
Gross Pay To Date
Payment Method
Cumulative ER's NI YTD
Cumulative ER's Pension YTD
Position Number

The data in the file can then be analysed as required.

13.2. .... Target File

13.2.1. Retrieving the Target File for Reconciliation Purposes

Before the target file is uploaded to the General Ledger it should be reconciled to the Element Costing Summary and the NHS Gross to Net reports. Details of these reports can be found in section 12.7.1 of this User Guide.

To retrieve the file

- Enter the Hub and in the **Monitor** screen locate the file in the list and click the appropriate **icon** in the **Target** column; a text file should appear.
- Save the file as a Text file (*.txt)

To help with the reconciliation process, open the Target file in Excel and create pivot table from the data. This will allow a comparison between the element totals on the target file with the corresponding totals in the Element Costing Summary and the NHS Gross to Net reports.

13.2.2. Retrieving the Data from the Target File

One possible method is as follows:-
- Open an Excel session
- On the main menu, select **File > Open**
- When the window opens locate the file by selecting **Files of type**: All files (*.*) and open it using the **Text Import Wizard** (select Delimited, Comma, General when prompted)
- You should now have an XL spreadsheet showing the data.
- Save the file as an XL workbook

With the file opened as a spreadsheet create a copy of the data in the same workbook, retain the original sheet without amendment, and amend the new sheet as follows:

- Remove columns leaving only those containing data for cost and element
- Insert a row at row 1 and enter column titles as appropriate.
- Add an extra column at the end to accommodate the 'sign' values and enter the sign values Dr, Cr and Stat as appropriate

You should end up with something similar to the following:

element	sign
3959 # Basic Pay	Dr
91 # NI D	Cr
116 # PAYE	Cr
201 # Bank Holiday ENH	Dr

Create a pivot table to summarise **cost** by **element**

Copy the data (except the Grand Total and the row immediately above it) from the Pivot table into adjacent columns and mark Employers Charges and the Payments elements with an 'e' or 'p' as appropriate

Employers Charges
- 208000 # NHS Pension scheme Ers
- 242000 # NI Ers
- 242000 # SMP Rebate*
- 242000 # SAP Rebate*
- 242000 # SPP Rebate*

Payments
- 252000 # Net Pay BACS Tape
- 252000 # Net Pay Cheque*
- 252000 # Net Pay No Prepayment*

* These elements may not be present in every pay run

Identifying total values for Employers Charges and Payments by filtering on the 'e' and 'p' will facilitate the transfer of the relevant totals into the reconciliation statement.

The resulting sheet should look something like this:

A	B	C	D	E	F
Sum of £					
element	Total				
1065 # Regular User NT	26.11		1065 # Regular User NT	26.11	
1091 # Saturday EN	1483.77		1091 # Saturday EN	1483.77	
116 # PAYE	-7416.23		116 # PAYE	-7416.23	
1360 # Pension	-2230.79		1360 # Pension	-2230.79	
1824 # WTD Pay	521.28		1824 # WTD Pay	521.28	
1978 # Arrears Pay	-26.15		1978 # Arrears Pay	-26.15	
201 # Bank Holiday ENH	2877.71		201 # Bank Holiday ENH	2877.71	
208000 # NHS Pension scheme Er s	-6248.86		208000 # NHS Pension scheme Er s	-6248.86	e
2081 # Club Membership 355 Sund Sports Club	-0.2		2081 # Club Membership 355 Sund Sports Club	-0.2	
2097 # Monies Owed 355 Overpayment Nett	-18.64		2097 # Monies Owed 355 Overpayment Nett	-18.64	
2097 # Monies Owed Payment of Invoice	-16		2097 # Monies Owed Payment of Invoice	-16	
2099 # Mufti Allowance NP Mufti Allowance	4.92		2099 # Mufti Allowance NP Mufti Allowance	4.92	
2115 # Staff Lottery Staff Lottery	-35.65		2115 # Staff Lottery Staff Lottery	-35.65	
2365 # Call Out	595.57		2365 # Call Out	595.57	
2373 # Recruit & Retain (L)	615.72		2373 # Recruit & Retain (L)	615.72	
2382 # Pay Protection Short Term Prot	692.22		2382 # Pay Protection Short Term Prot	692.22	
2387 # Shift Payment BP Alternating Shift BP	91.55		2387 # Shift Payment BP Alternating Shift BP	91.55	
2387 # Shift Payment BP Rotating Shift AI BP	111.97		2387 # Shift Payment BP Rotating Shift AI BP	111.97	
2391 # Shift Payment EN Alternating Shift EN	19.66		2391 # Shift Payment EN Alternating Shift EN	19.66	
2391 # Shift Payment EN Rotating Shift AI EN	33.51		2391 # Shift Payment EN Rotating Shift AI EN	33.51	
242000 # NI Er s	-3633.37		242000 # NI Er s	-3633.37	e
252000 # Net Pay BACS Tape	-44771.84		252000 # Net Pay BACS Tape	-44771.8	p
2531 # Shift Payment OT Alternating Shift OT	7.32		2531 # Shift Payment OT Alternating Shift OT	7.32	
2531 # Shift Payment OT Rotating Shift AI OT	41.69		2531 # Shift Payment OT Rotating Shift AI OT	41.69	
2631 # Local Ded 355 Cont Car Exc Mil	-14		2631 # Local Ded 355 Cont Car Exc Mil	-14	
2667 # OSP Average Pay	57.42		2667 # OSP Average Pay	57.42	
3540 # Loc Loan 355_CON_CAR_HIR	-77.72		3540 # Loc Loan 355_CON_CAR_HIR	-77.72	
3542 # AMICUS	-43.7		3542 # AMICUS	-43.7	
► ►I \ GL_RX4_ORC_WN22_00022626 \ **Sheet1** \ GL_RX4_ORC_WN22_00022626 (2) /			I◄		

Create another pivot table to summarise **cost** by **sign**.

The resulting sheet should look something like this:

P:\Payroll\2007-2008\N&P\Month 5\
GL_RM6_ORC_MS05_0022414N.xls
Sheet2

Sum of £	
sign	Total
Cr	-4472277.89
Dr	4472277.89
Stat	7886.84
(blank)	
Grand Total	7886.84

Note: Debits and Credits **must** balance

This document can act as a backup document for your GL posting journal and provide audit evidence that the posted journal accurately reflects the GL interface file.

13.2.3. Example Reconciliation

- Open a spreadsheet workbook and prepare a reconciliation template for each pay run as shown below. This template can be made available if required or you can design your own
- Enter the pay run references i.e. Time Period and GL Interface Ref (found on the hub notification email)
- Enter amounts from the ESR reports and the reconciliation pivot table (see above) into the highlighted cells.
- Grey cells, which contain formulas and should not be altered or overwritten, will show any imbalances.

A copy of the spreadsheet below can be supplied on request by emailing the NHS ESR Development and Operations Team ESR.interfaces@nhs.net and requesting a copy of the reconciliation spreadsheets on the ESR-NHS0058 ESR Finance User Guide.
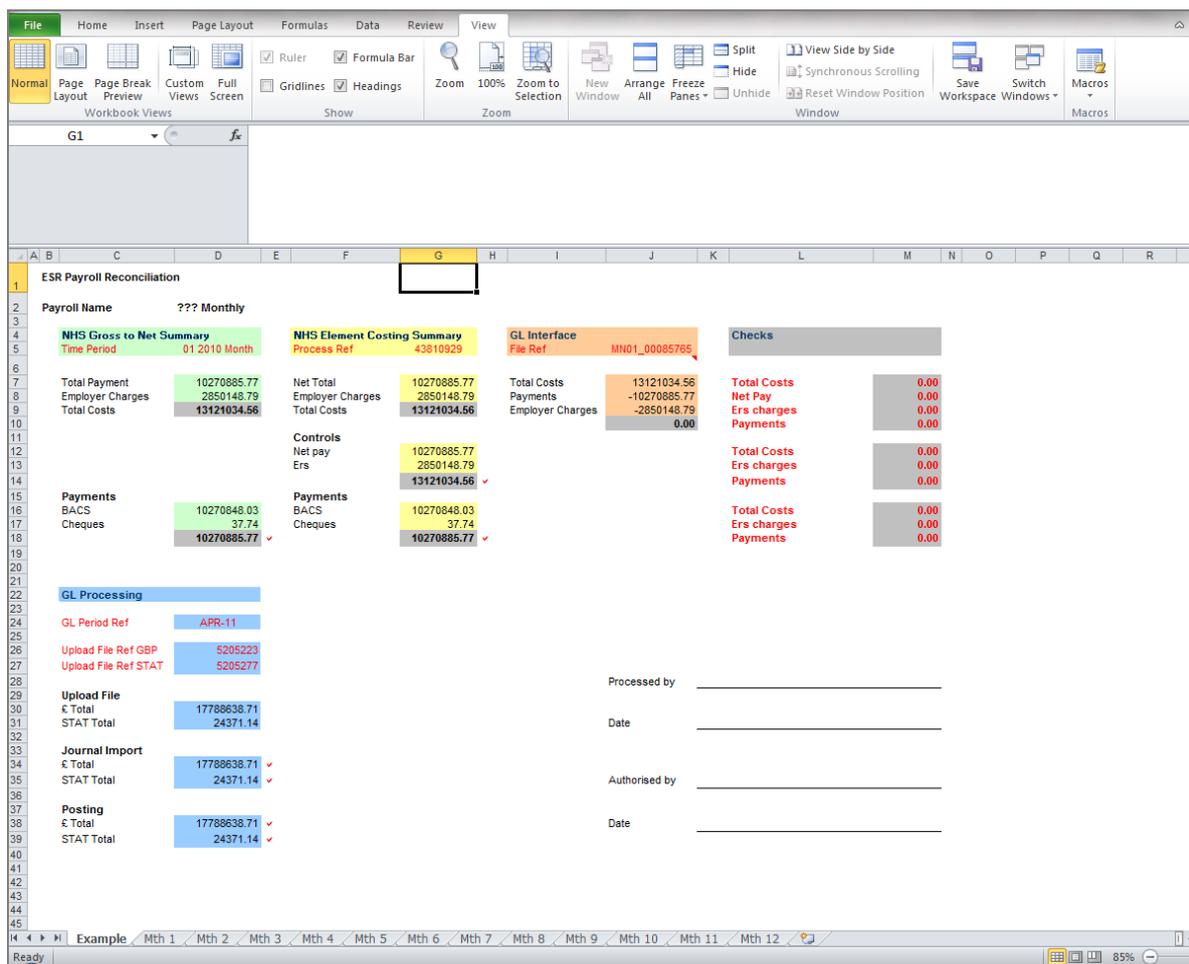
13.2.4. Non Reconciliation

If any of the Checks do not equal 0.00 or the ticks do not appear the errors need to be investigated by comparing elements and values shown on the ESR reports with the corresponding elements in the pivot table.

The reconciliation process must include the Element Costing Summary Report (ECSR) and the Gross to Net (G2N) report from the same payroll processing timescales.

The ECSR is produced by the Costing process within ESR at the same time the Costing file is produced. The General Ledger process in ESR uses the costing file to create the GL source file which is delivered to the NHS Hub. This dictates that the source file and the ECSR should always match unless there have been any processing errors or file transfer issues.

There could be a number of circumstances that could cause issues with this reconciliation process. It would be prudent to check the date and time of the ECSR and G2N reports to ensure they reflect a similar time within the current period. To identify what the normal time difference could be for these reports it would be worth checking previous period reports or checking with the payroll department. If the G2N was produced outside of these expected timescales or considerable time after the Costing process was run then changes to assignments could have been made that are not present in the current GL file. It is likely that during a normal payroll period that the G2N would be produced several times during the period to resolve any payroll issues. If changes have been made in the current period then an updated or supplementary GL file maybe required.

Other potential areas that may require consideration could be:

- GL files are in error and do not balance to zero
- Coding errors due to elements missing from the ESR Mapping table
- Assignments have failed within the costing process that have not been identified by the ESR user
- There are multiple payrolls within a VPD giving multiple GL files using separate entity codes – This could make it difficult to identify the correct G2N report
- The GL process in ESR was run before the Costing process was completed successfully – overriding cost codes maybe missing which could affect the amalgamation process

14. STANDARD REPORTS

There are many reports available across ESR; this section aims to give an overview of the most commonly used reports. It provides details of how to access them, their use and potential repercussions if not used / maintained. For more information on the BI Reports available a service request should be raised under the offering Reporting\BI.

14.1 .... Business Intelligence (BI)

The following section provides basic details on how to access BI dashboards and how to run them as required.

There are a number of e-learning modules that have been developed to support users on how to use the BI tool. These can be accessed via the ESR hub: https://my.esr.nhs.uk/dashboard/web/esrweb

From the home page: Click in the search bar and search for 'introduction to ESR BI'. Click on the Business Intelligence online learning link. This displays a link to the following:

Business Intelligence online learning

The following table provides a list of the online courses available to help Business Intelligence Administration professionals to utilise functionality in ESR. Click on the course number to open the course.

ESRBI01	Introduction to ESR BI
ESRBI02	Creating an Analysis
ESRBI03	Views
ESRBI04	Column Properties Formulas and Formatting
ESRBI05	Filters
ESRBI06	Other Useful Views
ESRBI06a	Quiz Part 1
ESRBI07	Multiple Subject Areas
ESRBI08	Set Operations
ESRBI09	Drill Down and Navigation
ESRBI10	Conditional Formatting
ESRBI11	Introduction to Dashboards
ESRBI12	Dashboard Prompts
ESRBI13	Action Links and Conditions
ESRBI14	Presentation Variables
ESRBI15	Administration

A list of standard BI dashboards can found in Appendix C

14.2 .... Introduction to Running BI Dashboards

ESR Business Intelligence Dashboards and Analyses (reports) are available through the majority of Core URPs. Once logged into ESR, scroll to the Navigator and the link to access BI will be towards the bottom as shown below.
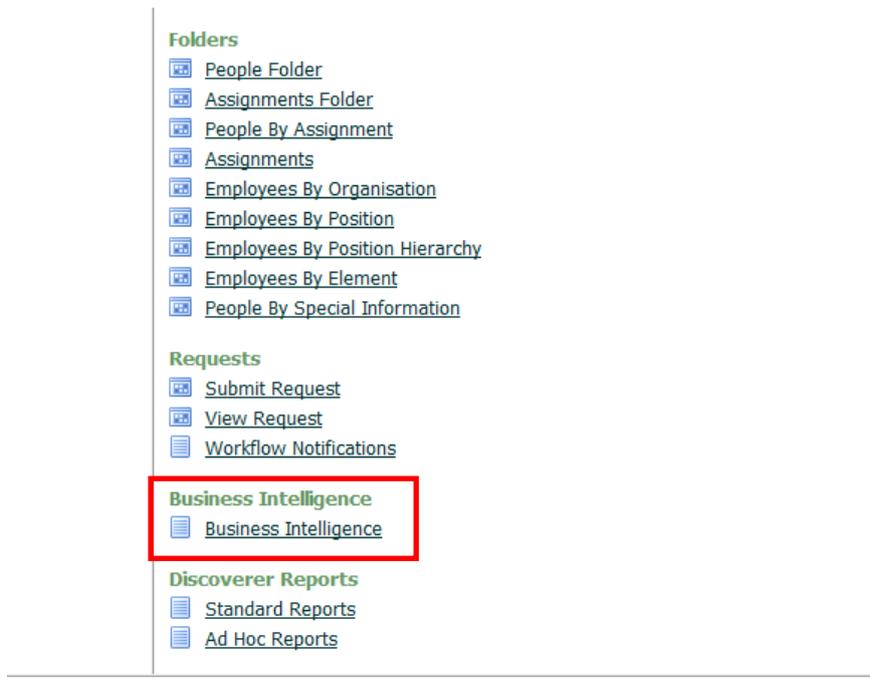
BI will launch in a browser window similar to the screen shot below. . On the upper toolbar, the option to select a particular dashboard is available.
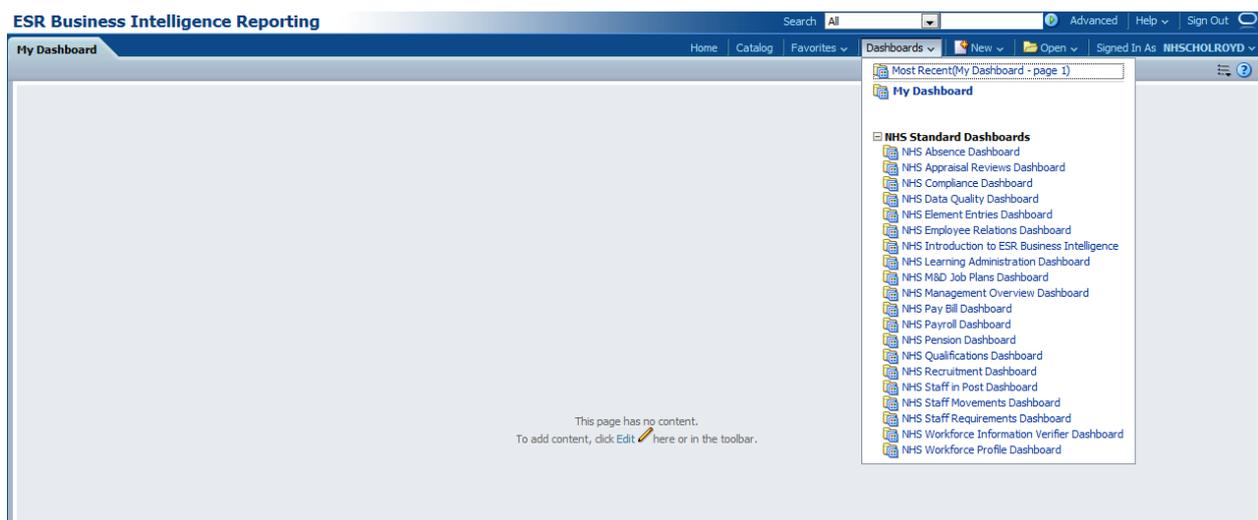
Selecting and opening a dashboard will present the user with all the analyses contained within that dashboard. In the below example, the Pay Bill Dashboard has been selected. There are a number of Prompts (Drop-down Lists) towards the top of the dashboard where users can set parameters (filters) for the analyses contained within the dashboard.
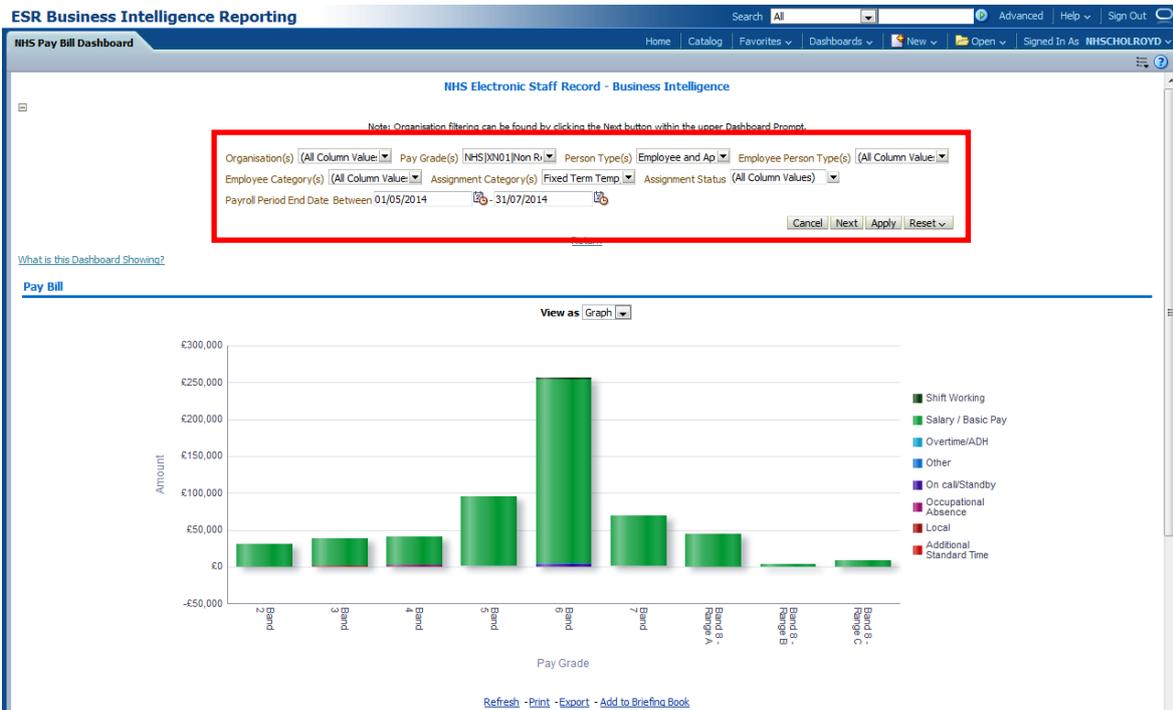
Lower half of the Dashboard:
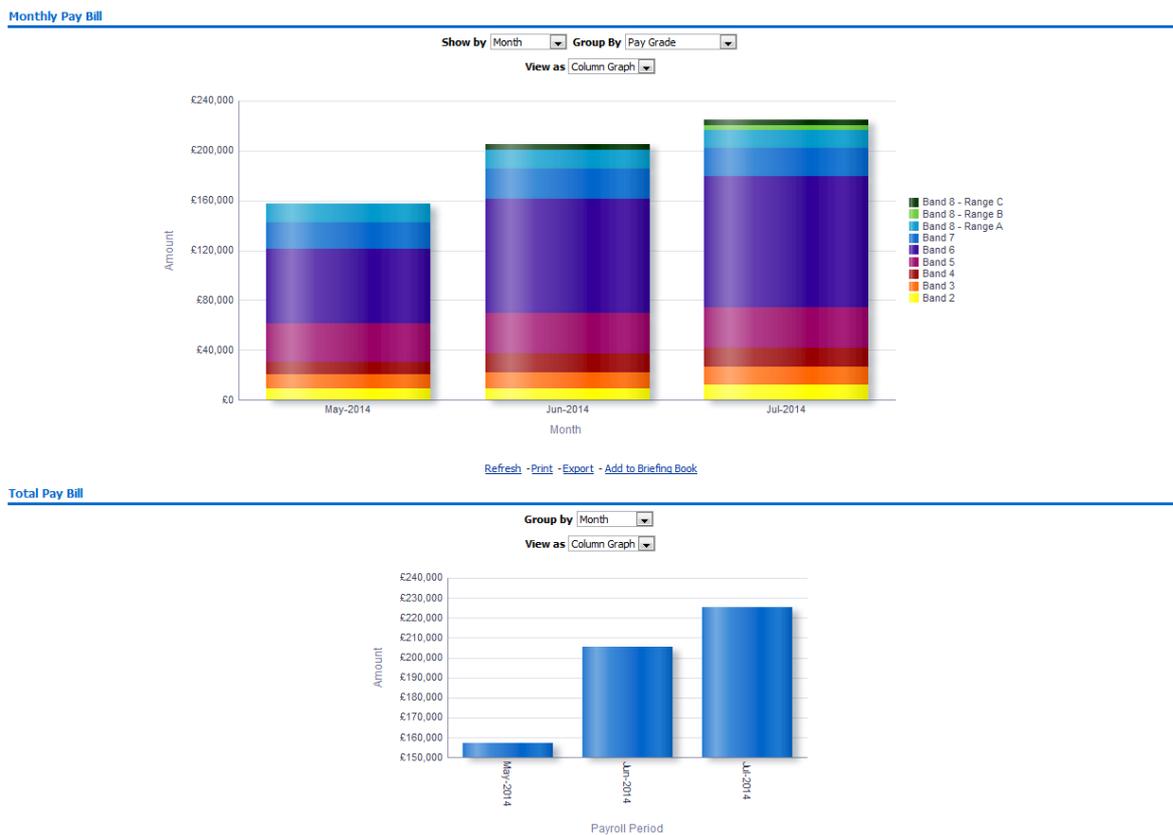
Within certain Dashboards, clicking on graphs or data within tables will navigate a user to the detail behind the totals. In this example from the Staff Movements Dashboard, the *Admin and Clerical* bar of the Hires Graph has been selected. The user is directed to the Detail Tab of the dashboard and the employee detail is shown.

14.3. .... Useful Business Intelligence Dashboards for Finance Users

The following section provides details of some standard BI Dashboards/Analyses that Finance staff may find useful. Many of the BI Analyses provide a 'slimmed down' version of the DISCO report, which may include more fields.

All of the following reports can be accessed via the 'Business Intelligence' link under the 'Finance Reporting' URP).

14.3.1. Staff in Post Dashboard > Position Detail

Useful for:
- Reconciling ESR data to finance ledger (actual employees)

How to access:
- Select the Staff in Post Dashboard from the Dashboard drop-down list and click on the Position Detail Tab
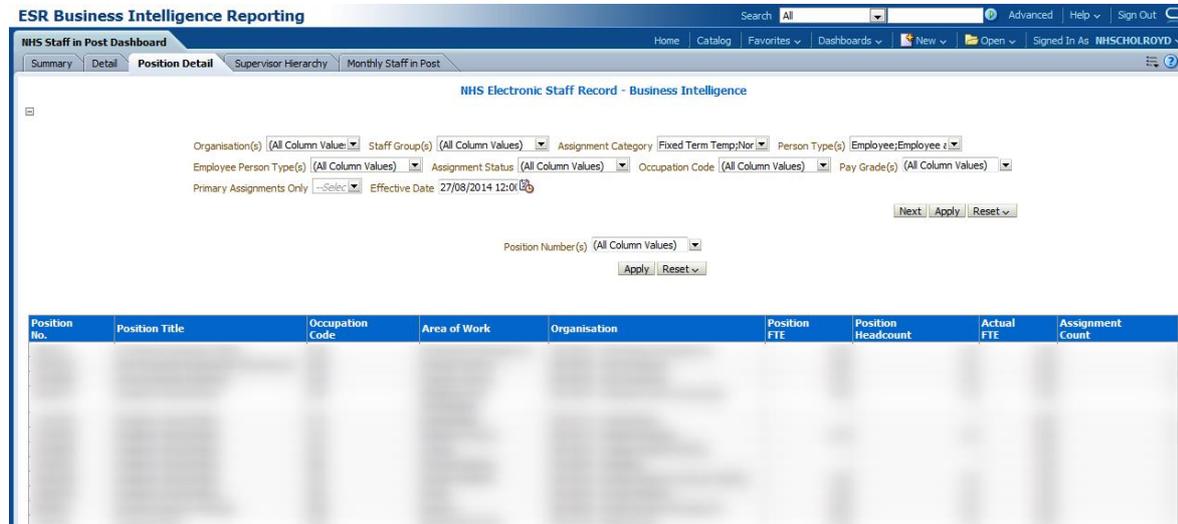
14.3.2. Staff Movements Dashboard > Hires

Useful for:
- Gathering data for starters within certain time frames (especially if there is not an active link between Finance and HR / Workforce)

How to access:
- Select the Staff in Post Dashboard from the Dashboard drop-down list and click on the Hires Tab
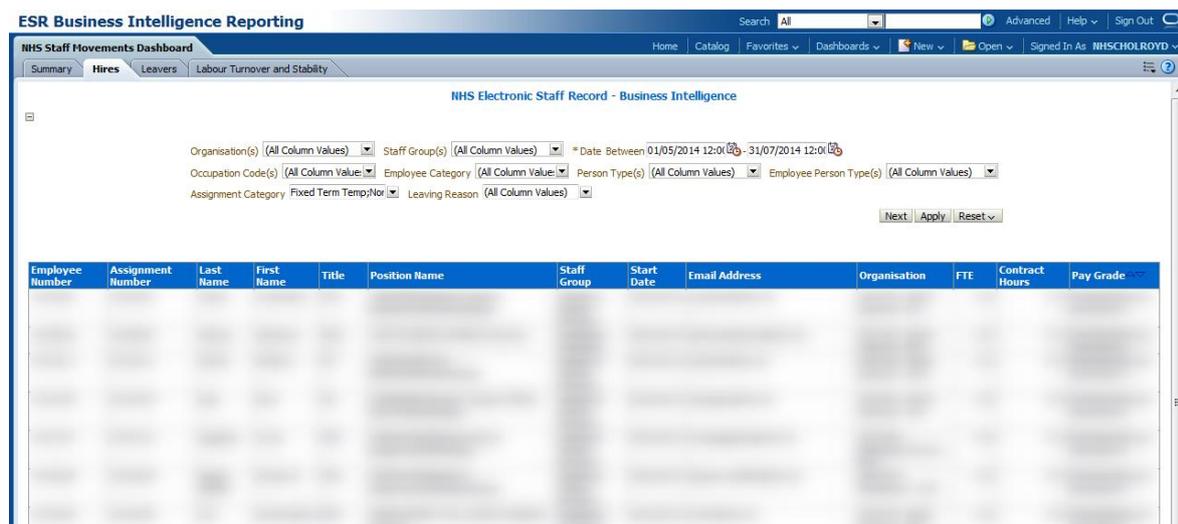
14.3.3. Staff Movements Dashboard > Leavers

Useful for:
- Gathering data for leavers within certain time frames (especially if there is not an active link between Finance and HR / Workforce)

How to access:
- Select the Staff in Post Dashboard from the Dashboard drop-down list and click on the Leavers Tab

14.3.4. Pay Bill

Useful for:
- Providing cumulative Pay Bill totals defined either Monthly, by Staff Group, by AfC Banding and/or Element Group
- Drilling down into Element Groups and see figures by Element Name

How to access:
- Select the Pay Bill Dashboard from the Dashboard drop-down list

Monthly Pay Bill

Show by [Month ▾] Group By [Pay Grade ▾]

View as [Column Graph ▾]
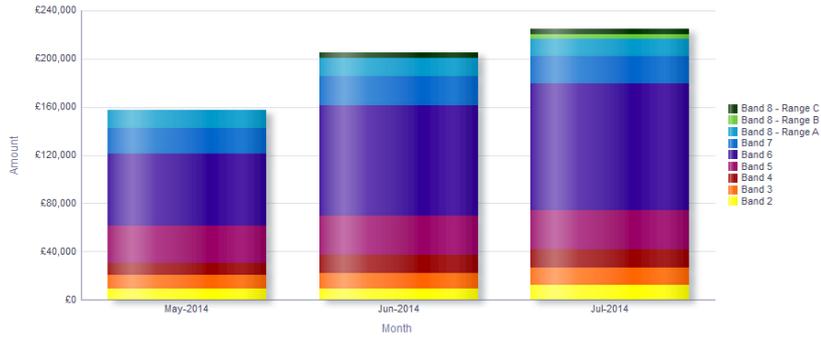
Refresh - Print - Export - Add to Briefing Book

Total Pay Bill

Group by [Month ▾]

View as [Column Graph ▾]
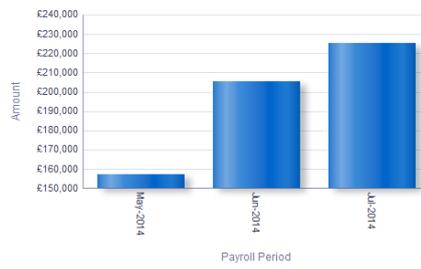
15. SETTING THE PAYROLL CALENDER

15.1 .... Background
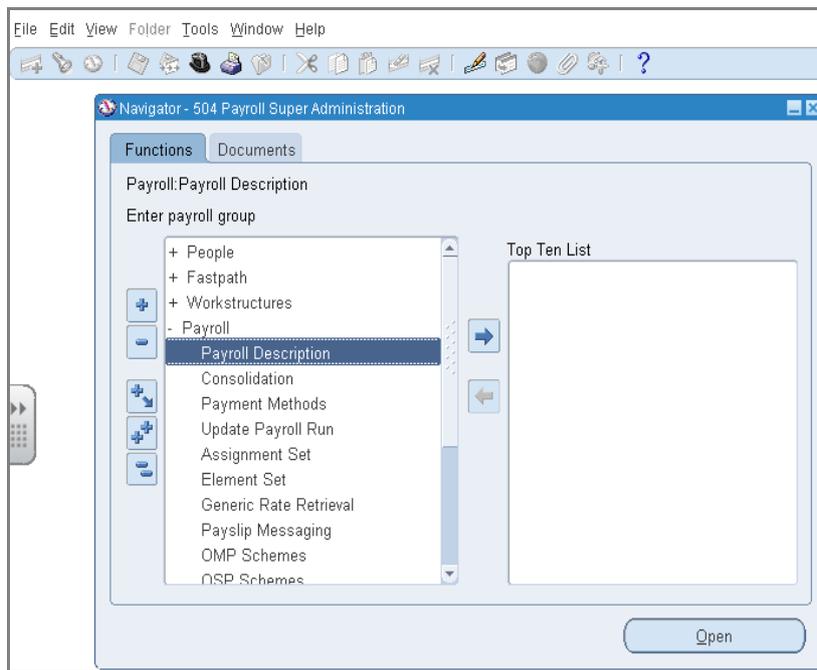
ESR uses the payroll calendar in a number of ways that impact the Finance User:

- By the GL Interface to determine which accounting period each monthly and weekly payroll will be posted to in the financial system.
- By the GL Interface to calculate the whole time equivalent values on weekly staff. ESR normally records a full time person as 1.0 FTE, but for a weekly payroll this value is divided by the number of weeks in the period resulting in a value of either 0.20 or 0.25 on each of the weekly GL files in the period.

15.2 .... Setting up Payroll Accounting Periods

The process is initiated by an ESR User Notice typically issued in February/March encouraging each organisation and ESR user to populate the required fields in ESR as early as possible.
The payroll calendar is populated by the payroll provider who will determine the processing and payment dates relevant to a payroll period. Although part of the same process this often does not include the population of the accounting periods without which (some of) the payroll reports and GL interface process will not work.

To set up payroll accounting periods you will need to be in the URP – Payroll Super Administration. Select Payroll Description from the Payroll section

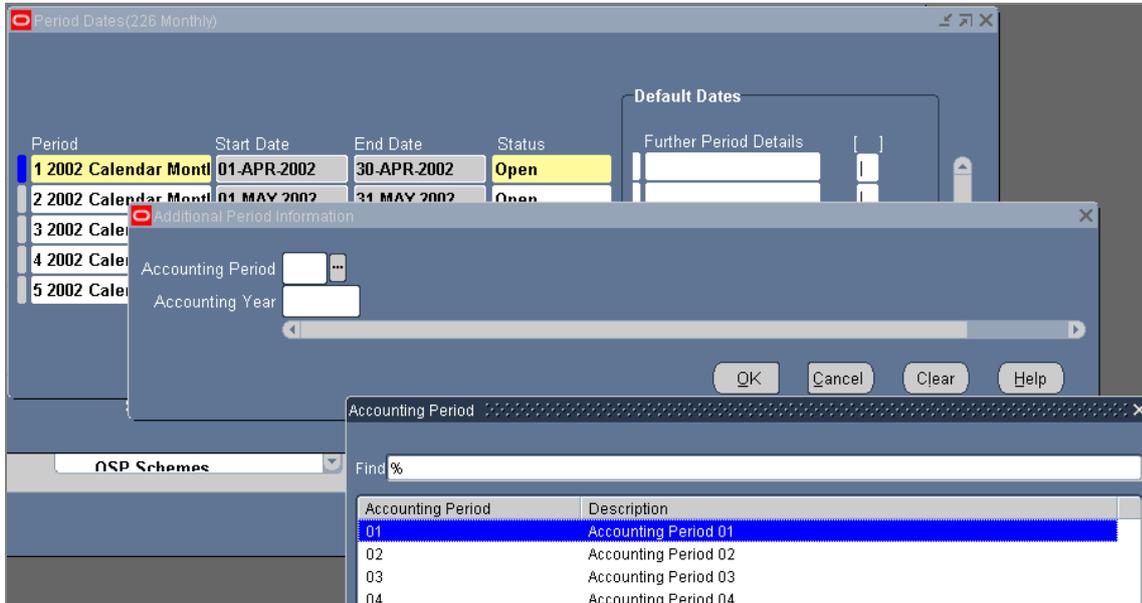Default dates for Normal Payment, BAC Processing, Pay Advice and Cut Off will be populated.

It is essential that the accounting dates are also populated. This is done through the last – hidden – field on the period dates tab.

Click into the [   ] field and enter the relevant account period.

For weekly payroll a number of weeks will be allocated to the same accounting period.

15.3. .... det ermining the weekly payroll calendar

Each week will be allocated a number with week one being the closest to the beginning of April but in which Pay day is after April 6th. Each three month period will normally contain 13 separate weeks.

An example based on 2010/11 financial year is shown below –

Week No	Week Ending	Week No	Week Ending	Week No	Week Ending
Week 1	4th April	Week 5	2nd May	Week 9	30th May
Week 2	11th April	Week 6	9th May	Week 10	6th June
Week 3	18th April	Week 7	16th May	Week 11	13th June
Week 4	25th April	Week 8	23rd May	Week 12	20th June
				Week 13	27th June

Weeks 1 to 4 would be allocated to period 01/2011, weeks 5 to 8 to period 02/2011, 9 to 13 to period 03/2011 and so on through the year.

Knowledge of this payroll calendar enables more informed budgeting to take place. Management Accountants can split the budget as accurately as they wish in order to match budget to actual as closely as possible.

Most financial years will contain 52 weekly periods which need to be allocated across the twelve months of the year. HMRC rules and regulations determine when a week 53 is required. This occurs when there are 53 weekly pay dates between 6th April in one year and 5th April the following year.

16. YEAR END

ESR has a number of reports that can be used to assist in the production of the annual accounts at the end of the financial year. This section details the reports that are available and how they can be used to assist in the annual accounts process.

All ESR reports referred to in this section are available within the Finance Reporting URP.

The following embedded spreadsheet provides sample a reconciliation spreadsheet that should be used through the year to track balances.

A copy of the spreadsheet below can be supplied on request by emailing the NHS ESR Team ESR.interfaces@nhs.net requesting a copy of the year end spreadsheets on the ESR-NHS0058 ESR Finance User Guide.

Gross Pay	7,959,105.02	Gross plus mileage taxed at source £								**Finance information**			
Pre Tax Ded	468,300.59												
Tot NI Ees	494,073.52									**Gross Pay**	**Sal Sac**	**Dir Pay**	**MILE TAS**
NI Ers	646,225.03												
PAYE	1,378,310.26									Balance to GTN Files			
Stud Loan	24,410.00												
GAYE	797.50												
Calc Line		494,073.52	646,225.03	7,490,804.43	1,378,310.26	24,410.00	430,191.47	1,025.90	34,645.38	916,370.18	37,839.51	7,953,378.81	21,431.72	56,971.17	5,726.21

	NI Eees	NI Ers	Taxable Pay	Tax	Student Loan	Pen Ees	Pen Pur	Pen Add Yr	Pen Ers	SMP 92%				
Reconciliation Report for Trust nnn														
Previous Month x GTN														
Month 1 GTN (Main Run)	494,073.52	646,225.03	7,490,804.43	1,378,310.26	24,410.00	430,191.47	1,025.90	34,645.38	916,370.18	37,839.51	7,953,378.81	21,431.72	56,971.17	5,726.21
Week 01 GTN (Main Run)	2,064.53	2,268.88	33,249.93	4,615.80	23.00	1,263.93		0.00	3,001.89	200.39	34,514.11	0.00	0.00	0.00
Week 02 GTN (Main Run)	2,147.41	2,468.70	36,265.29	4,522.00	71.00	1,496.83		0.00	3,543.17	202.06	37,762.37	0.00	0.00	0.00
	2,258.18	2,881.44	39,051.39	5,012.00	62.00	1,698.50		0.00	3,960.66	202.06	40,750.14	0.00	0.00	0.00
Week 04 GTN (Main Run)	1,902.73	2,610.39	35,550.96	4,435.80	34.00	949.97	0.00	0.00	2,838.51	202.06	36,501.18	0.00	0.00	0.00
REDUNDANCY														
LEIU														
EXPENSES NP NT Month 1			73.13											
Total Payroll	502,446.37	656,454.44	7,634,995.13	1,396,895.86	24,600.00	435,600.70	1,025.90	34,645.38	929,714.41	38,646.08	8,102,906.61	21,431.72	56,971.17	5,726.21
Projected Month x P35	502,446.37	656,454.44	7,634,995.13	1,396,895.86	24,600.00	435,600.70	1,025.90	34,645.38	929,714.41	38,646.08	8,102,906.61	21,431.72	56,971.17	5,726.21
Actual Month x P35 for April		1,158,900.81	7,634,995.13	1,396,895.86	24,600.00	435,600.70	1,025.90	34,645.38	929,714.41	38,646.00				
Difference		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.08	Rounding			
DIFF	0.00	0.00	0.00	0.00										

Month x Payments Summary

Month 1 (Main Run) BACS = £5,587,540.92

Weekly (Week 01) BACS = £25,978.12
Weekly (Week 02) BACS = £29,362.67
Weekly (Week 03) BACS = £31,496.72
Weekly (Week 04) BACS = £29,035.40

Month 1 (Main Run) Cheque = £1,378.02
Month 1 (Supplement) Cheque

Month 1 Weekly (Week 01) Cheque
Month 1 Weekly (Week 02) Cheque
Month 1 Weekly (Week 03) Cheque
Month 1 Weekly (Week 04) Cheque

Total Payments = £

The iFTC form below is then easily completed using totals from the reconciliation spreadsheet.

Monitor – Independent Regulator of NHS Foundation Trusts

iFTC form for accounts for periods ending 31 March 2010
IFTC09

NOTES TO THE ACCOUNTS

Note 4.1 Employee Expenses	09A 2009/10 Total £000	09B 2009/10 Permanent £000	09C 2009/10 Other £000	09D 2009/10 Inter NHS Foundation Trust Permanent £000	09E 2009/10 Inter NHS Foundation Trust Other £000	09F 2009/10 Total £000	09G 2008/09 Total £000	09H 2008/09 Inter NHS Foundation Trust £000	Maincode Year Subcode	Expected Sign
Salaries and wages	8,102,907	8,102,907				0			100	+
Social security costs	656,454	656,454				0			105	+
Pension costs – defined contribution plans Employers contributions to NHS Pensions	929,714	929,714				0			110	+
Pension Cost – other contributions	0					0			115	+
Termination benefits	0					0			120	+
Agency/contract staff	0					0			125	+
TOTAL	9,689,075	9,689,075	0	0	0	0	0	0	130	+

16.1. Staff Numbers Note

The BI report NHS Workforce Timeline Analysis provides the average monthly whole time equivalent by staff group which can be used as a basis for the employed staff element of the staff costs note.

16.2. Management Costs

ESR has a field available at the position level to identify if that position is classified as management costs according to the Department of Health definitions. The field can be used to identify the type of management cost e.g. Chief Executive, Finance or can be a simple "Yes" to flag the post as part of management costs.

16.3. Directors Pay

The cumulative financial cost analysis report referred to in section 12.5.5 can be used to identify the Directors Remuneration for this note to the accounts.

16.4. Annual Leave Accrual

There are two reports available within ESR to assist in the calculation of the year end accrual for annual leave carried forward. Both reports are 6i Requests. The reports available are:

- NHS Cost of Outstanding Leave for IFRS reporting by organisation
- NHS Cost of Outstanding Leave for IFRS reporting by cost centre

These reports can only assist in the calculation of the annual leave accrual if ESR is being used to record annual leave and an annual leave plan (the entitlement to annual leave) has been input on ESR.

The reports can only be run during the period from 15 March to 30 April, are restricted to overnight running and should be saved locally as they will only be kept on ESR for 7 days.

The report generated is an exception report showing each employee linked to an accrual plan that has annual leave outstanding or has taken more than their annual leave entitlement. This over or under taking of annual leave is then translated into a financial value using either the hourly or daily rate for the employee from the last payroll run (usually in March).

There are some points to note about the reports:
- For staff who do not have a 1 April to 31 March leave year the calculation of the leave outstanding will be incorrect unless locally the annual leave start date has been amended on ESR. This would apply particularly to medical staff.
- Annual leave plans are either hourly or daily so a separate report will have to be run for hourly and daily annual leave plans.

17. APPENDIX A – USE OF FOLDERS IN ESR

The purpose of this chapter is to give the reader an understanding of the Folders functionality and to enable them to use the key features to best advantage in the workplace.

This section describes how to:-

- Create and run a Folders query
- Use the Folder Tools
- Sort the records retrieved
- Save Folders
- Set Auto query options
- Set Public and Default flags
- Export Folder information

Folders - Overview

A Folder is a Form which allows the User to customise the field and record layout.

The pre-defined folders available to a User are dependent on the URP used.

Query Records

Query allows the User to restrict the records that are retrieved.

The User can control the sort order of the records displayed in the Folder.

The Query criteria can be altered and the new criteria saved as a new Folder.

More than one criterion can be included in a single search.

Example:
- Sex field – Male
- Marital Status fields – Married
- Retrieves records for all married males

Date Track

Using Date Track with Folders allows the User to view results at a specific point in time.

Example:
- View how many employees have an assignment status of Maternity &Adoption on the 1st June 2011.

To recognise a Folder look for the:

Icon in the upper left corner of the form - default folder

Icon plus folder name - customised folder

The Folder option is enabled on the main menu bar
The Folder Tools option is enabled when you select Folder

Folder customisation allows the User to:

- Display a subset of records based on a specific criteria
- Display only those fields that are of interest to them
- Modify the width, sequence and name of the fields to be included
- Display records in a specific order
- Automatically query a subset of records each time it is opened

- Save any customisation for use at a later stage
- Keep their customisations private or make them public for others to access
- Make their customisations the default layout for a Folder

Default Folder

The default folder contains the standard system folder definition.

To retain access to this folder the User should give it a name and save it without making any changes, before they create any other new Folders of their own.

They can then open the default folder at any time by selecting it from the list of predefined folders.

Save a Folder

When a Folder is saved, the query criteria used is 'locked in' to the Folder.
When another query on the same Folder is invoked, the new query will only be performed on the subset of records retrieved by the Folder.

An empty window indicates that there are no special query criteria and that the current Folder has retrieved all records.

If a new query on the complete set of records is required, the User must reset the query criteria for the Folder before invoking another query.
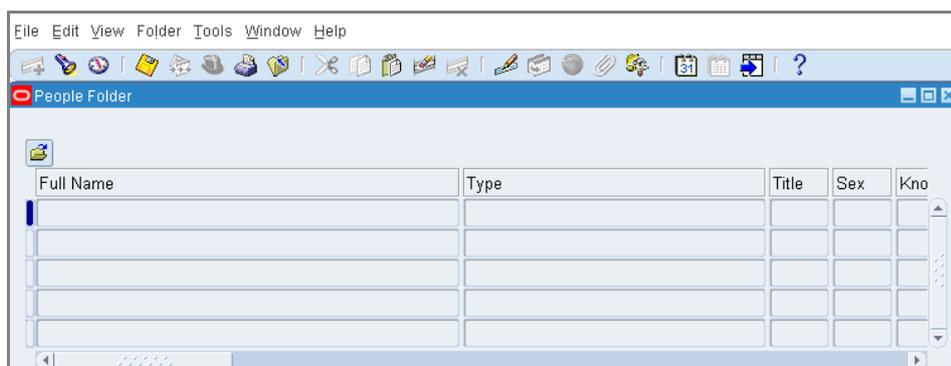
Delete a Folder

A User can only delete a Folder that they have created.

If another User is referencing that Folder definition as their Default Folder, that reference will be deleted as well.

How to Use Folders Functionality

People Folder – Create and Run Query

URP: XXX HR Administration
URP: XXX HR Data Entry

Navigation Path: (N) Folders > People Folder

Hint/Tip
There are two ways to define and run a Folder query:
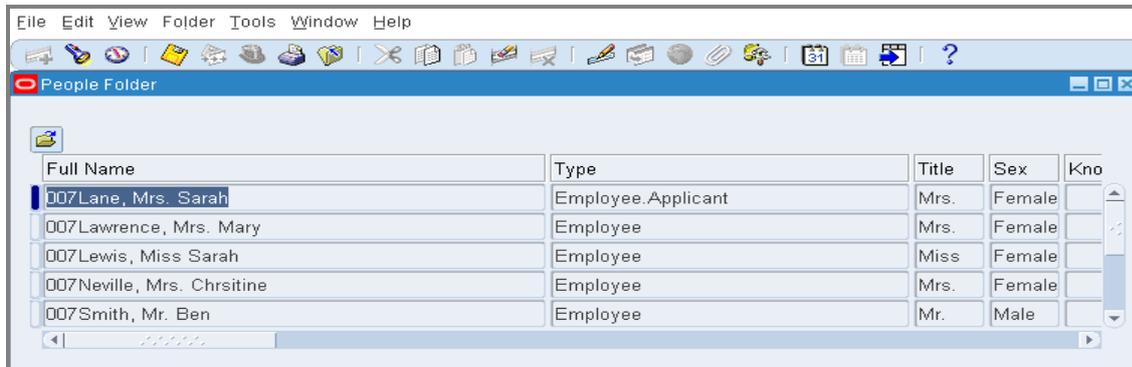
Query mode (used in the Step/Actions in this chapter)
or
Use Menu bar options:

View > Query by Example > Enter (define the query)

View > Query by Example > Run (retrieve the information)

Step	Action
1	With the **People Folder** form open, press **F11** key to enter Query mode
2	Enter the required search criteria in the relevant field(s). *A single search can have more than one criterion.*
3	Press the **CTRL+F11** keys to execute the query
4	**People Folder** form will refresh and now show the search result *All the employee records found that match the search criteria.*

Search Result

View Last Record

Step	Action
5	Select **View > Record** > **Last** from the menu bar. *A **Decision** box will open.*

Hints/Tips

Continue button – will retrieve the next 100 records
Stop button – will halt the query
Continued to End button – will retrieve all the rows

Last Record Result

Count records to be retrieved – no search criteria

| Step	Action
1	With the **People Folder** form open, press **F11** key to enter **Query** mode.
2	Enter the required search criteria in the relevant field(s).
	You do NOT have to run the Query.
3	Press the **F12** key.
	The system will count the records that match the entered search criteria.

Count Result
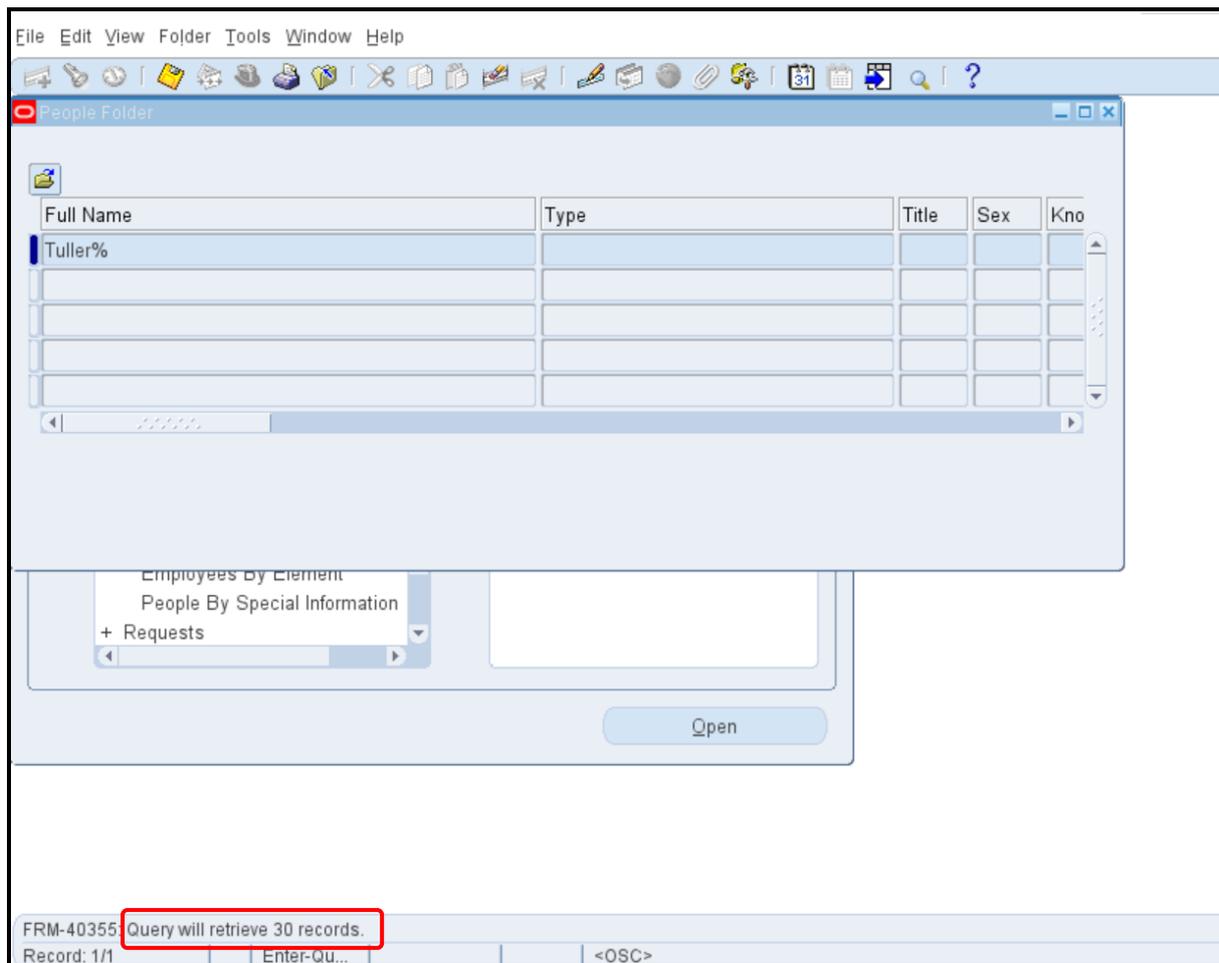
Hint/Tip
The count result will show on the Oracle 'by line' at the bottom of the form.

Folder Tools
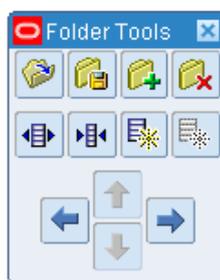
Navigation Path: (N) >Folders > People Folder > Folder Menu > Folder Tools

Hints/Tips

The icon on the main toolbar will also open the Folder Tools toolbar.

Hold the cursor over any icon and the function description will appear.

The Folder Tools toolbar will stay visible on the screen and can be moved to a convenient place.

Folder Tools toolbar:

Open – open another Folder

Save – save the current Folder

New – create a new Folder

Delete – delete an existing Folder

Widen field – increase the width of a field

Shrink field – decrease the width of a field

Show field – show a field not currently on display

Hide field – hide a field currently on display

Move column left - swap the current field with the field to its left

Move column right - swap the current field with the field to its right

Widen field

Step	Action
4	Click **Folders** on the **Menu** bar and select **Folder Tools** from the **Drop-down** list. *The **Folder Tools** tool bar will appear.*
5	Click anywhere in the column containing the field to be widened.
6	Click on the **Widen Field** icon in the **Folder Tools** menu and the column will increase in width.
7	Repeat Step 6 until the field is the desired width.

Shrink Field

Step	Action
8	Click anywhere in the column containing the field to be reduced.
9	Click on the **Shrink Field** icon in the **Folder Tools Toolbar** and the column will shrink in width.
10	Repeat Step 9 until the field is the desired width.

Hint/Tip
Drag and Drop with the mouse can also be used to Widen or Shrink a field.

Hide field

Step	Action
11	Click **Folders** on the **Menu** bar and select **Folder Tools** from the **Drop-down** list. *The **Folder Tools** tool bar will appear.*
12	Click anywhere in the column containing the field to be hidden.

13	Click on the ▦ **Hide Field** icon in the **Folder Tools** menu and the column will disappear from view.

Show field

Step	Action
14	Click in the field to the left of the required position for the reinstated field
15	Click on the ▦ **Show Field** icon in the **Folder Tools Toolbar** and the field will reappear. *If more than one field is available, a **list of values** will appear - select from the options shown in the usual way.*
16	Repeat Steps 14/15 if more than one **Show Field** value is required. *Only one value can be selected from the **list of values** at a time.*

Hints/Tips

The **Show** field will automatically be sited adjacent right of the field where the cursor is sitting when the **Show Field** icon is activated.

Use the **Move** function if the field does not reinstate in the desired position.

Move field

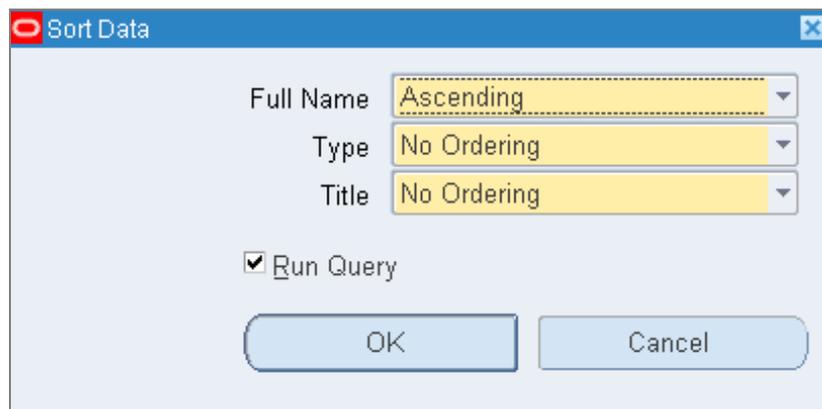| Step	Action
17	Click anywhere in the column containing the field to be moved.
18	Click on the ← **Move Left** icon in the **Folder Tools** menu and the column will reposition one column place to the left.
19	Click on the → **Move Right** icon in the **Folder Tools** menu and the column will reposition one column place to the right.
20	Repeat Step 18 or Step 19 until the field is in the desired position.

Sort Data

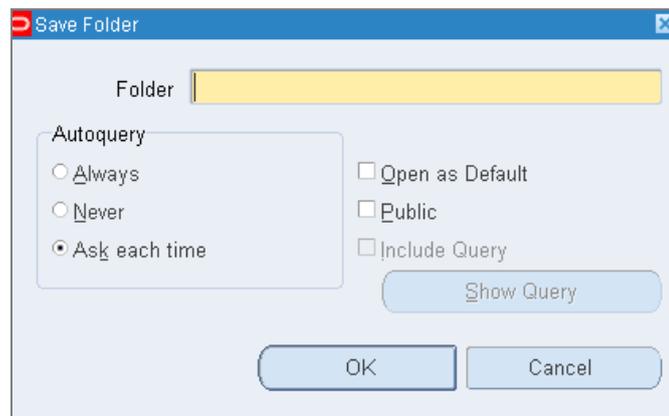**Navigation Path N>Folders>People Folder>Folder Menu>Sort Data**

Hint/Tip
Click on the field header for a simple single sort.

Step	Action
1	Click **Folders** on the **Menu** bar and select **Sort Data** from the **Drop-down** list. *The **Sort Data** form will appear.*
2	Click on the ▼ icon in the required field and select the sort order. *More than one sort order can be defined at the same time.*
3	Leave the **Run Query** Check box ticked if the query is to be run as soon as the form is closed. *Checked is the default value for the **Run Query** check box.*
4	Click on the **OK** button and the **Sort Data** form will close.

Save Folder

Navigation Path N>Folders>People Folder>Folder Menu>Save

Hints/Tips

Auto query Options

Always – the query will be automatically performed each time the folder is opened.
Never – the query will be saved with the Folder, but will not automatically run when the folder is opened.
Ask Each Time – when the Folder is opened the system will ask if the query is to be performed immediately.

Public
Check box ticked - Allows other Users access to the Folder – they cannot overwrite it. If they want to save the Folder, they must give it a different name. Each User will then own their individual version.

Check box blank – Folder and only be seen by the User who created it.

Include Query
Check box ticked – Query saved with the Folder definition and used next time the Folder is run.

Check box blank – No Query saved with the Folder definition. The original query (if any exists), will be used.

Step	Action
1	Click on the [icon] Save icon and the **Save Folder** form will open.
2	Click in the **Folder Name** field and enter a name for the folder.
3	Check the required check box in the **Auto query** area.
4	Check the **Public** box if desired.
5	Click **OK**.

Export Folder Information

Navigation Path N>Folders>People Folder>File Menu>Export

Step	Action
1	Open the required folder.
2	**Run** the Query.
3	Select **File > Export** from the **Menu** bar.
	*The File **Download Message** box will appear.*
4	Click on the **Open** button.
	*The file will open as a **MS Excel** spreadsheet, populated with the exported data.*

Export Result

18. APPENDIX B – MANAGEMENT COST CODES

Code	Description
01	Chief Executive
02	Financial Director
03	Medical director
04	Nursing Director
05	Other Executive Directors
06	Non-Executive Director Emoluments
07	Chairman and Lay Members
08	Contracts
09	Corporate Planning and Development
10	Divisional Management Communications
11	Estates
12	Finance
13	Information Management and Technology
14	Personnel
15	Public Relations
16	Operations Management
17	Risk Management
18	Quality Assurance
19	Training
20	Voluntary Services
21	Other Senior Managers Corporate Functions
22	Other Senior Nurse Managers Corporate Functions
23	Accident and Emergency
24	Business Management
25	Clinical Directors
26	Community Health Centre/Hospital Management/Administration
27	Control Room Management
28	Divisional Superintendent (Group Station Officers)
29	General Management of Clinical Services
30	General Practitioners as Managers
31	Outpatients
32	Pathology Laboratory
33	Patient Transport Services
34	Pharmacy
35	Theatres
36	X-Ray/Imaging Department
37	Other Senior Managers Clinical and Operational Services
38	Other Senior Nurse Managers Clinical and Operational Services
39	Administrative Services
40	Catering
41	CSSD
42	Domestic Services
43	General Services
44	Hotel Services
45	Laundry
46	Secretarial Services
47	Medical Records
48	Patient Services
49	Support Services
50	Supplies/Purchasing
51	Other Senior Managers Support Services
52	Other Senior Nurse Managers Support Services
A01	Chairman and Lay Member
A02	Chief Executive
A03	Finance Director

A04	Director of Clinical Governance
A05	Nursing Director
A06	GP Director
A07	Director of Operations
A08	Social Services Officer
A09	GPs
A10	Community Professionals
A11	Other Executive Directors
A12	Administrative and Clerical Support to Chief Executive, Chairman and Directors
B14	Commissioning
B15	Planning and Development
B16	Public Health Strategy
B17	Business Performance
B18	Estates
B19	Information Management and Technology
B20	Human Resources
B21	Finance (inc. FHS Payments)
B22	Public Relations and Communication
B23	Risk Management
B24	Quality Assurance
B25	Training
B26	Other Corporate Functions
B27	Other Senior Managers
B28	Other Senior Nurse Managers
C30	Clinical Directors
C31	Locality Managers
C32	Multi-disciplinary Community Teams
C33	Rehabilitation & Recuperation
C34	General Management of Clinical Services
C35	General Practitioners as Managers
C36	Community Health Centre/Hospital Management/Administration
C37	Other Clinical and Operational Services
C38	Other Senior Managers
C39	Other Senior Nurse Managers
D41	Administrative Services
D42	Catering
D43	Domestic Services
D44	General Services
D45	Hotel Services
D46	Laundry
D47	Secretarial Services
D48	Medical Records
D49	Patient Services
D50	Other Support Services
D51	Supplies/Purchasing
D52	Other Senior Managers
D53	Other Senior Nurse Managers
Y	Yes

# 19. APPENDIX C – LIST OF STANDARD BI DASHBOARDS

	Finance Reporting	Local Workstructures	HR Administration
NHS Absence Dashboard	✓		✓
NHS Element Entries Dashboard	✓		✓
NHS Bank and Agency Administration Dashboard	✓		✓
NHS Compliance Dashboard			✓
NHS Qualifications Dashboard	✓		✓
NHS Change Event Log	✓		✓
NHS Learning Administration Dashboard			✓
NHS Absence Analysis Dashboard	✓		✓
NHS Assignment Changes Dashboard			✓
NHS Employment Checklist Dashboard			✓
NHS Financial Costs Analysis Dashboard	✓	✓	✓
NHS Staff in Post Dashboard	✓		✓
NHS Workforce Profile Dashboard			✓
NHS Pension Dashboard	✓		✓
NHS Professional Registrations Dashboard	✓		✓
NHS Staff Movements Dashboard	✓		✓
NHS Absence Dashboard	✓		✓
NHS Staff Requirements Dashboard			✓
NHS Travel and Subsistence Dashboard	✓		✓
NHS Recruitment Dashboard			✓
NHS Position Analysis Dashboard	✓	✓	✓

20. APPENDIX D – NAVIGATING AROUND ESR

Menus

ESR is a menu driven system. Individual menus are created to reflect the user's access rights to ESR.

A user will be allocated a number of User Responsibility Profiles (URPs) according to the requirements of their role. The user will see the list of URPs they can access when they log into the system:
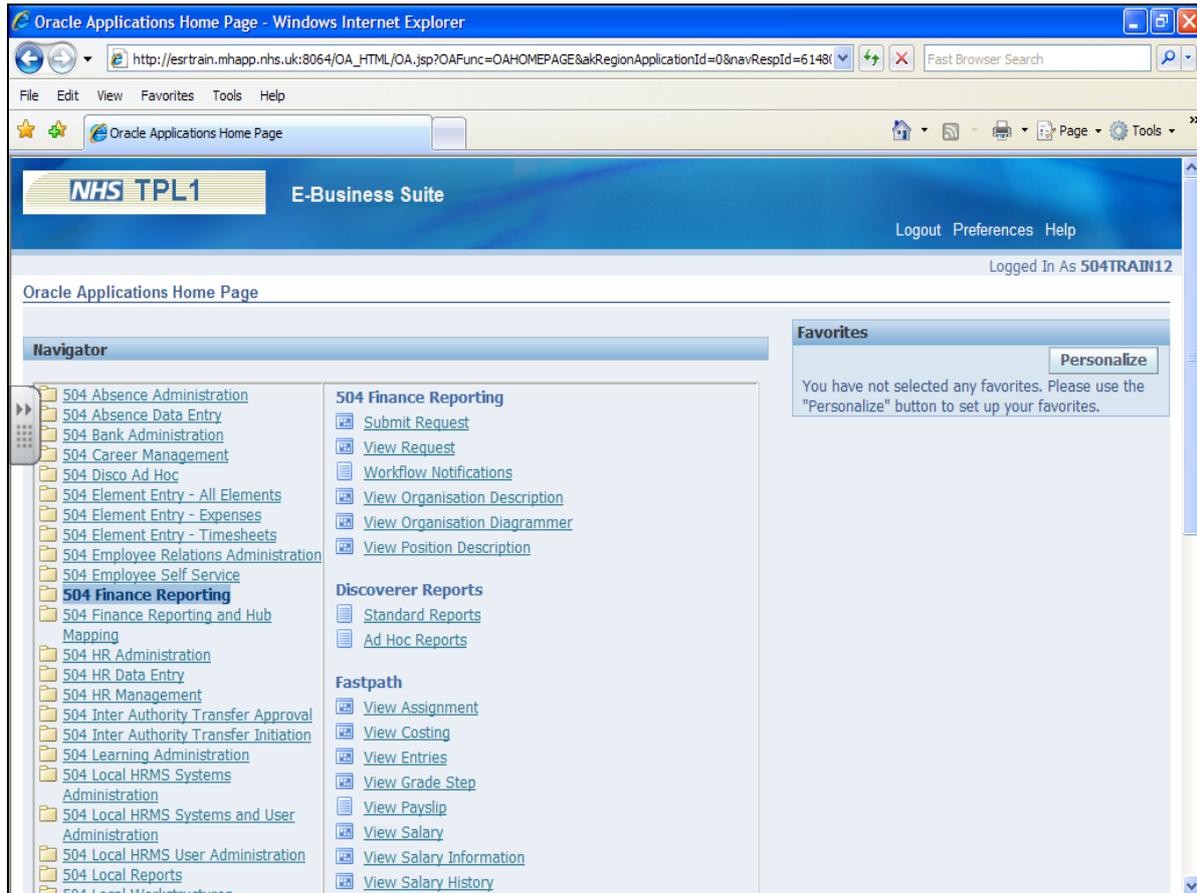

Within each URP, there is a list of available activities. If a user has access to a URP, they will have access to all activities within it, as this cannot be restricted.

To navigate the system, click on the menu option required.
Where screens are shown with a white background and brown writing, the user is in the self-service part of the system. Most menu options will take the user into Oracle Applications. These screens are blue, grey and white:

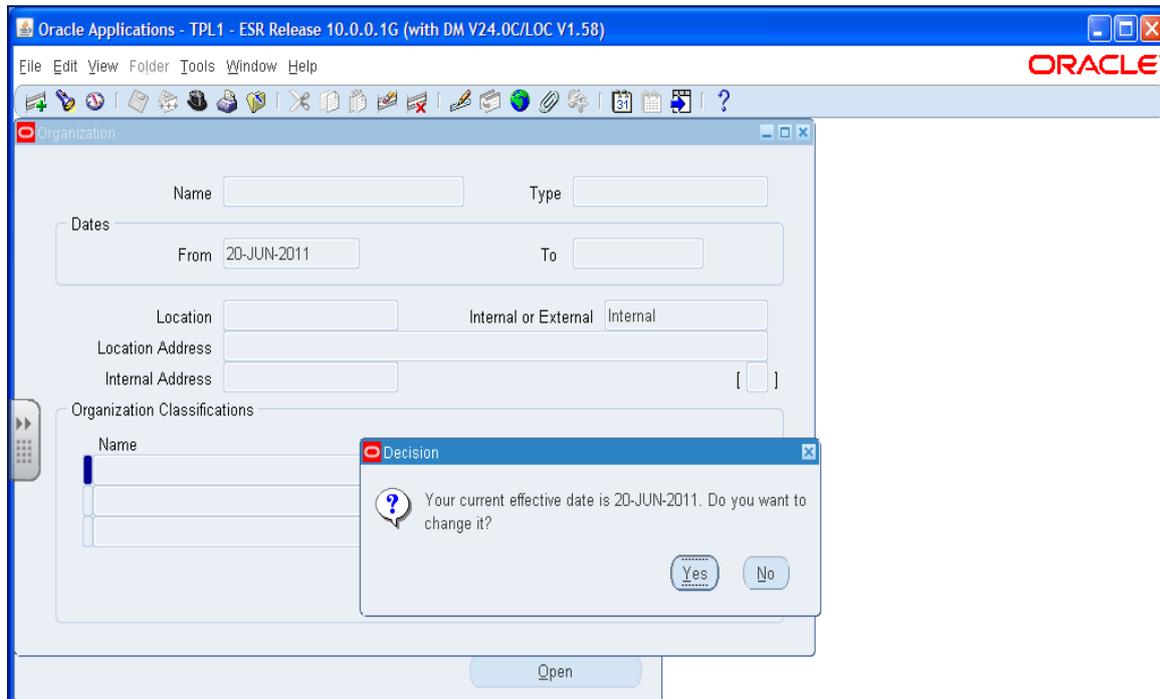To expand and collapse menus, use the plus and minus cells.
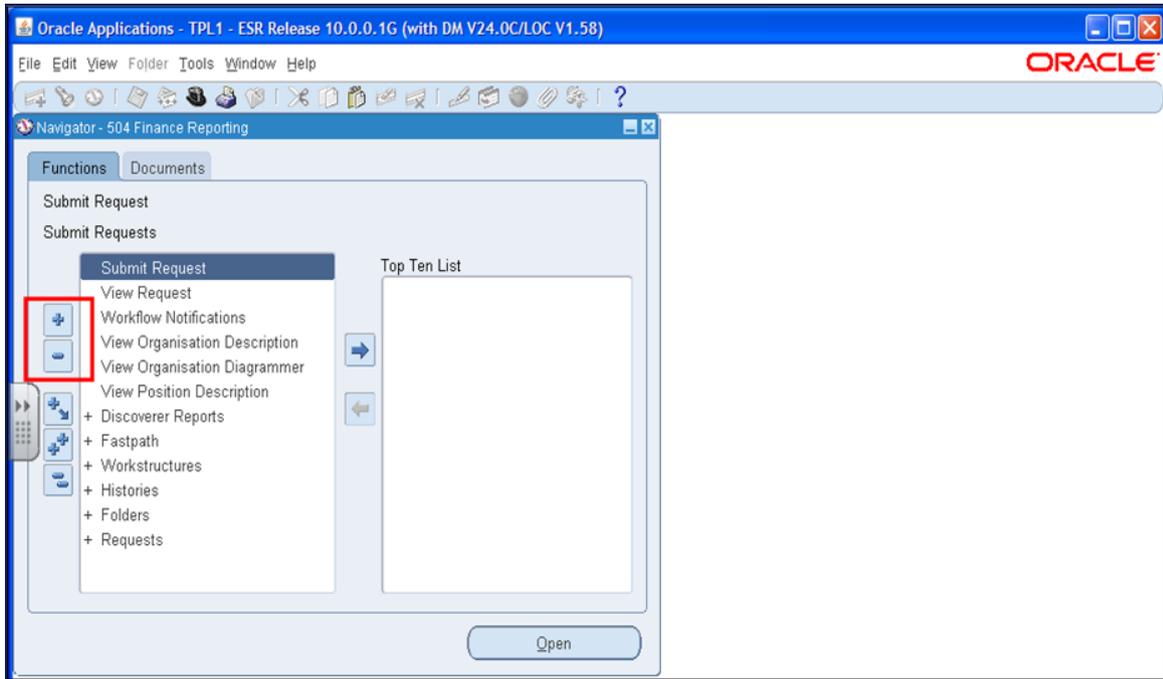
Menu options lead to Oracle screens. Cells which have search options available or mandatory fields are coloured yellow.
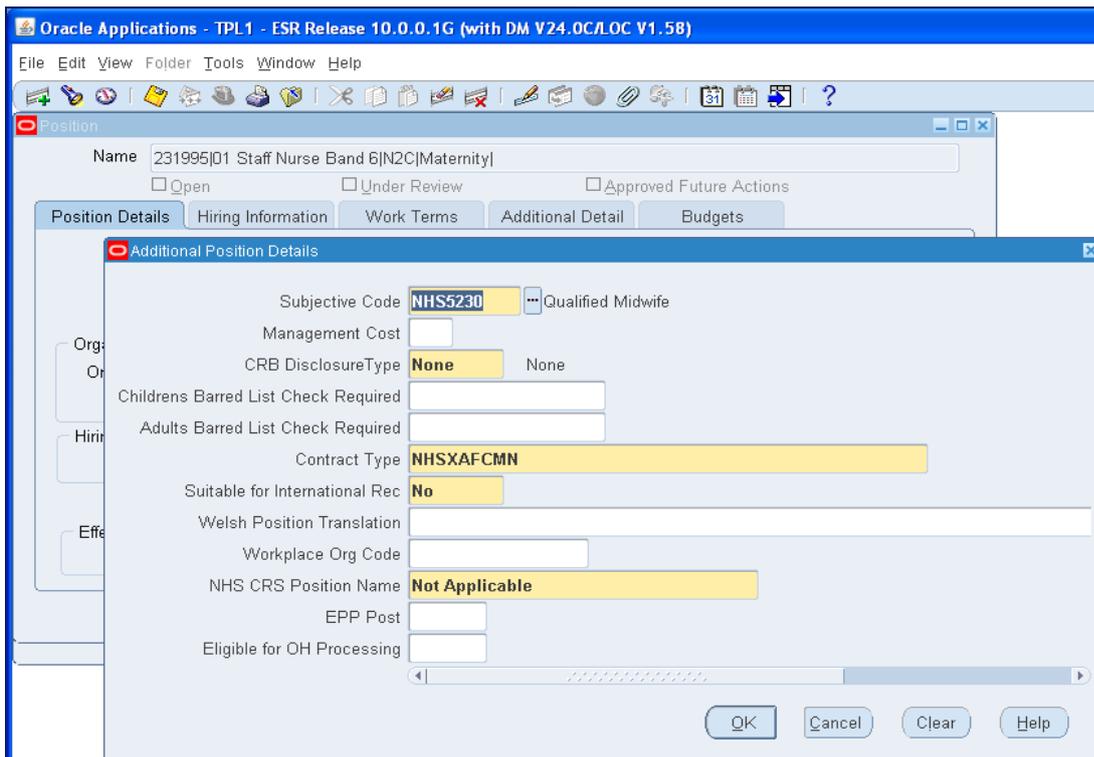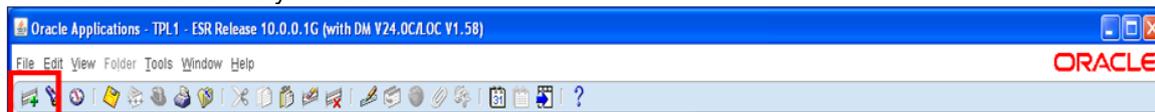
Tool Bars

The same tool bar is displayed throughout ESR. Options which are available are displayed in colour. If the functionality is not available, the icon is greyed out.

The tools a user is likely to use are:

 **New or Add.** This is needed in some areas when adding a record such as creating a new position.

Search Tool (torch). Users will use this frequently. It is used to find another record similar to the one they are looking at, for example, if they are viewing the assignment record for one member of staff and wish to move to the assignment record for another member of staff.

Save. Whenever changes are made to a record, they must be saved or they will not take effect. If deliberate changes have not been made and a prompt appears to save changes, click no.
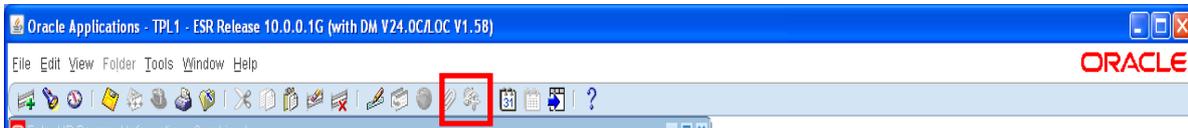
Switch Responsibility (top hat). Use to change from one URP to another.
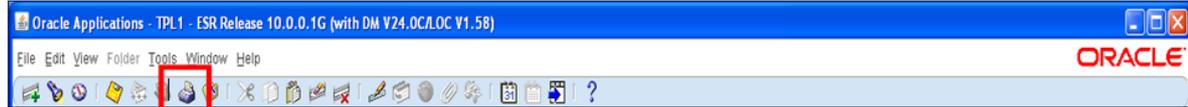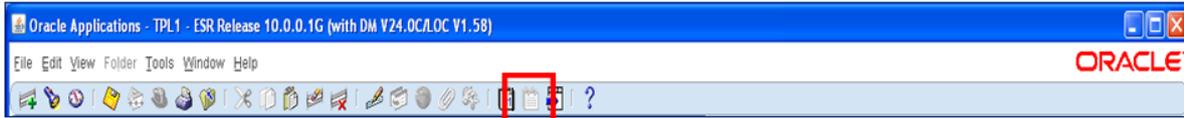

Print. Use to print a record.

NB. All payroll records are highly confidential – ensure appropriate care is taken if records are printed out.


Delete. The delete tool is used when removing a code from a record which was previously split coded and is reverting to a single code.

Effective Date (Date Track). Used to change the date when viewing data or making changes.

Date Track History. For certain data fields the history of changes to the record is held. For example, when looking at a staff assignment the history of all changes to the assignment are displayed. This function is not available on all fields.
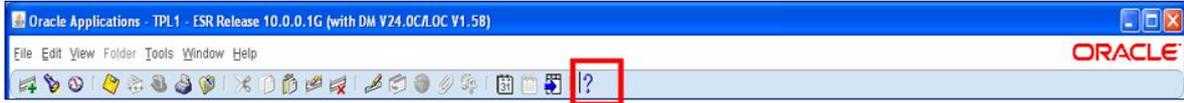
The help icon will assess the NHS user manual most relevant to the screen being accessed. When in the help screen only rely on the information in the NHS menu as information here is specifically tailored to the NHS system. The Oracle help index gives more general help and may not reflect the way the system is being used.
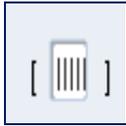
Tabs

Most of the screens in ESR have multiple tabs on them. Each tab displays different information. Any information not displayed on the front screen may be available by looking at the different views. For example if an assignment relates to an Ex-Employee the leaving date can be found on the others tab.
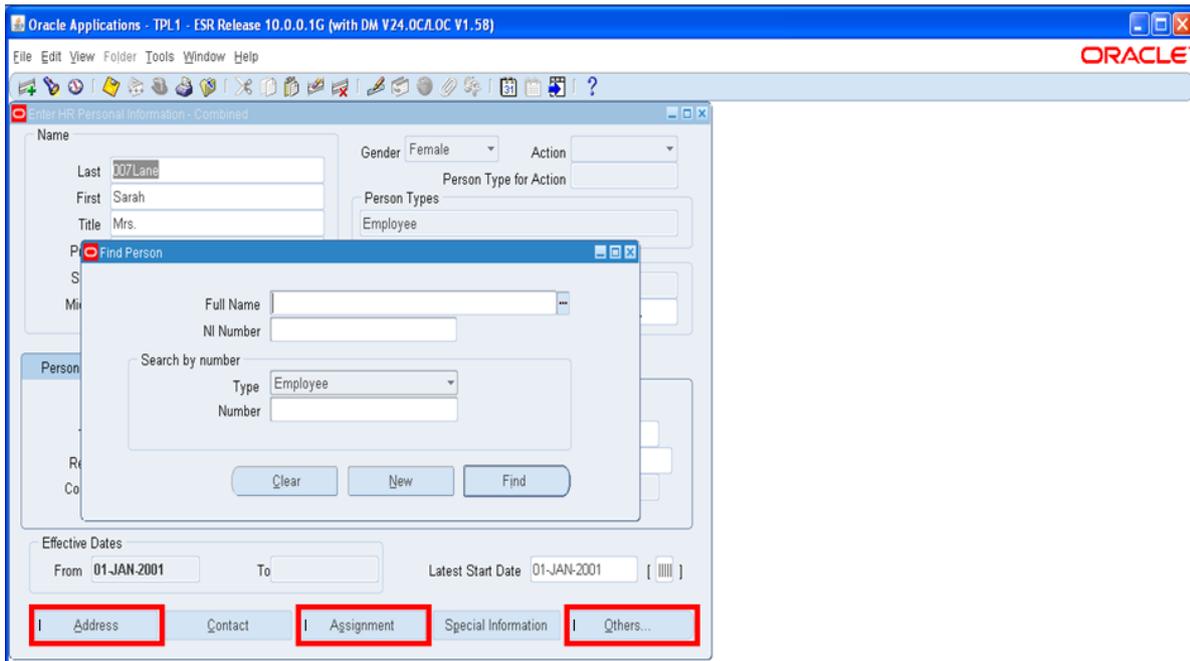
21.

Additional Details Icon

The icon known as "Additional Details" appears on many screens and varies in appearance. Clicking on this icon will reveal additional information such as the incremental date when looking at the assignment screen or the subjective (Account) code when looking at the position screen

22. APPENDIX E – ADDITIONAL INFORMATION

Online Help

As described in the navigating ESR online help is available when using ESR by clicking on the blue icon.

ESR Hub

Access to the ESR Hub (my.esr.nhs.uk/dashboard/web/esrweb) is restricted to NHS staff.

Once registered to use the site, users will have access to a wide range of information such as the ESR User Manual, User Notices, links to relevant websites e.g. NHS Pensions and frequently asked questions.

23. APPENDIX F – EMPLOYEE ON COST ELEMENTS

This section describes an issue with the elements related to "NI employer" and "Pension ER" and how NHS organisations should map them.

In order to present the Gross Cost of an assignments pay, ESR normally distributes an assignments Employers' costs across all pay related elements present for an assignment. ESR generates the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" when there are no pay related elements present in the current pay period.

Typically this will occur when an Employer has adjusted the Employer's NI and/or Employers Pension Balances in a period where there is no normal pay. This may happen as part of a correction to balances when the employee is on no pay or after the employee has left the trust.

The default costing in ESR of the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" elements is to the employees normal account code, which is correct. However, the ESR Systems Integration Team have found examples where NHS organisations are mapping these elements to control accounts or other account codes.

This section shows an example of an assignment with normal pay and employer costs followed by an assignment where there are employer's costs but no "normal" pay in the period. This second example is where the "NI Employer Undistributed" and "Pension ER Undistributed" elements are present.

Example of a normal pay period for an Assignment

Screen shot 1 is an example of the source GL interface file received from ESR for an assignment where there are Employers Costs and also Pay Related Elements in the same period.

The costs of the Employer's NI and Employer's Pension are distributed across any pay related items such as Basic Pay, Night Duty EN and Sunday EN.

In the example below, the Amount field in row 10 / column O contains the Actual amount which is the Basic Pay plus the part of the Employers NI and Employers Pension that is attributable to Basic Pay. The value in "10/O" minus the value from "10/R" and 10/S is therefore the net Basic Pay that the employee was paid.

Likewise, the amounts in "row 5" and "row 6" contain values that reflect the Weekday OT and Saturday Enhanced, with their part of the Employers Costs attached.

The total of Columns R and S for the assignment is then the total of the Employers NI and Pension ER for that assignment.

Screen Shot 1

This shows how normal elements such as "Basic Pay", "Sunday EN" and "Night Duty EN" are presented in the source file :-

Example of a pay period for an Assignment with no pay related items but with Employer Costs

Screen shot 2 is an example of the source GL Interface file from ESR for an assignment where there are Employer costs but no pay related items to attribute them to.

The assignment has £379.27 of Employers NI and £480.50 of Employers Pension. The assignment has no pay related elements to "attach" the employer's costs to, as it would do normally.

In these cases, ESR inserts the "dummy" elements "NI Employer Undistributed" and "Pension ER Undistributed" in the interface file and places the Employers costs in cells 4P and 6P respectively.

Screen Shot 2

A.	Element: "NI Employer undistributed" value in source file.
B.	Element: "Pension ER undistributed" value in source file.
C.	Balance Sheet element values for "NI ER's" and "NHS Pension Scheme Ers" in source file.

The account codes attached by ESR to "NI Employer Undistributed" and "Pension ER Undistributed" are the same account codes that pay related elements would have been costed to, with their associated employer's costs; therefore there is no need to map these elements as they are already going to the correct account code.

When reconciling the GL interface file to the NHS Element Costing Summary report, the elements "NI Employer", "Pension ER", "Pension Adj ER" and "Pension ER Arrs" appear under the Employer Charges section. These are not the totals of the "Undistributed" elements of the same name described above that appear on the interface. Users should not be worried that the amounts are different to those against the element names on the Interface.

Screen Shot 3
The amounts on the report in the Employer Charges actually reflect the breakdown of the Employer charges. The following table shows how the values against the Pensions Employer Charges for the undistributed costs, plus the distributed costs, reconcile to the Pensions Control Account.

Pension ER Arrs Undistributed	-142.47
Pension ER Undistributed	4,607.15
Pension ER	1,300,134.80
Pensions ER Arrs	172.67
Sub Total	1,304,772.15
NHS Pension scheme ER's	1,304,772.15
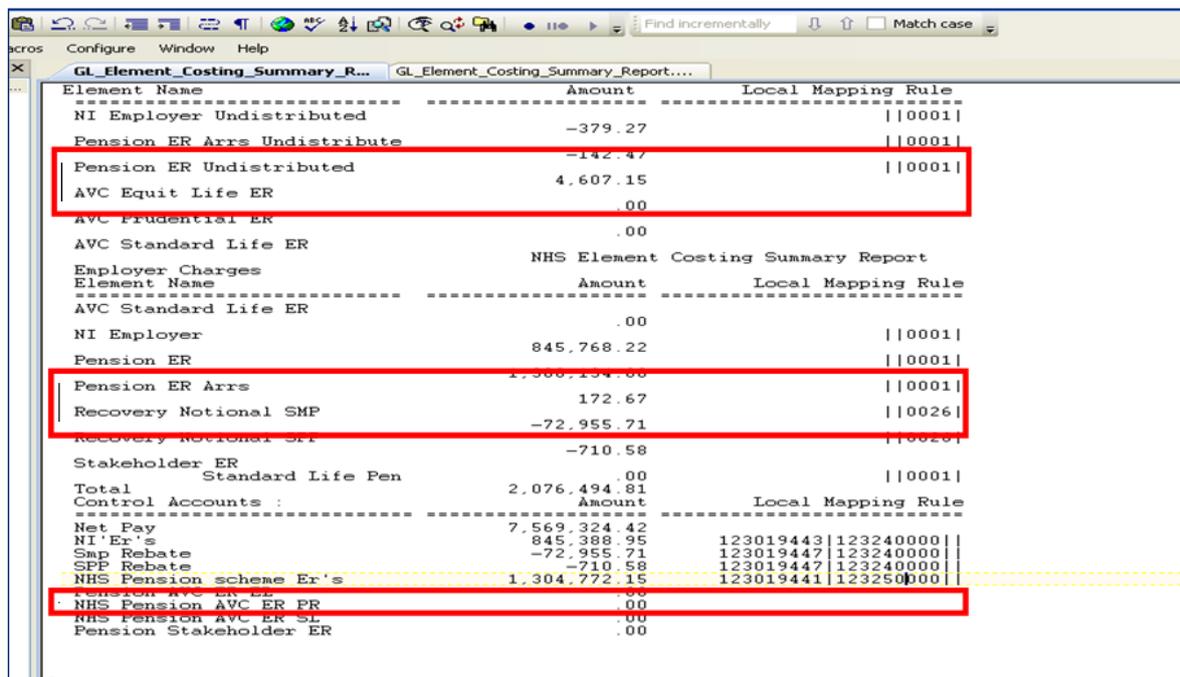
Summary: -
Always allow ESR to drive the costing of the "NI Employer Undistributed", "Pension ER Undistributed", "Pension Adj ER Undistributed" and "Pension ER Arrs Undistributed" elements, do not add them to your local mapping tables, unless you wish to override the Analysis 1 or Analysis 2 values.

Do not attempt to reconcile the values on the Element Costing Summary Report for these elements to those presented on the GL Interface Source File, as they are not the same entity.

If in doubt, please log an SR on the ESR Helpdesk (Remedy) asking for advice and have the call referred to the ESRNHSINT team.

24. APPENDIX G – NON NHS PENSION EMPLOYEE ELEMENTS

This section describes an issue with the elements related to Non NHS Pension Elements and how NHS Organisations should map them.

Unlike NHS Pension Scheme deductions which are distributed by default, deductions in respect of other pension schemes are presented in the General Ledger as "Undistributed" costs.

These pension deductions are dealt with in a similar manner to the "Pension ESR Undistributed" (see Appendix F).

The ESR elements which start with "**Local Pension EE"** record the amount deducted from the gross cost of an assignment, and should be mapped to the Control Account which holds Employee Non NHS Pension deductions.

Employer costs are shown by a pair of elements, which will balance to zero across the payroll.

The ESR elements which start with "**Local Pension ER"** record the employer cost of the Non NHS Pension Scheme. It is an addition to the gross cost of an assignment, and should be mapped to reflect this.

The default costing in ESR of elements which start with "Local Pension ER" is incorrect. NHS Organisations are advised to map these elements to "hashes" in the cost centre field. That is, to default to the employees cost centre account code.

At a subjective level, most NHS Organisations should map these elements to "hashes" in the subjective code field. That is, to default to the employees subjective account code. ISFE Clients should map these elements to "####3###"" in the subjective code field.

The GLMAP Local Pension Scheme Employer element, will act as a payroll level contra to all elements which start with "Local Pension ER" within the ledger. As the element records the amounts deducted from gross cost of an assignment, it should be mapped to the Control Account that holds the Employer Non NHS Pension Deductions.

This section shows an example of an assignment, paying into a Non NHS Pension Scheme;

Gross	NI Cost	Element
2988.55	284.68	Basic Pay
22.31	0	Local Pension ER NEST
-246.94	0	NI A
-388.40	0	PAYE
-17.85	0	Local Pension EE NTR NEST
-284.68	0	NI Er s
-22.31	0	Local Pension Scheme Employers
-2050.7	0	Net Pay BACS Tape

The elements highlighted with a blue background are the employers gross cost of an assignment and should be mapped to the assignment cost centre.

The elements highlighted with a green background are the contras to the gross pay bill that is not part of the gross pay of an assignment. These elements attribute the costs to the relevant control account in the General Ledger. Deducting the elements highlighted with a green background from those elements highlighted with a blue background gives the gross pay of an assignment.

The elements highlighted with an orange background are the deductions from the employee gross pay, to give the net pay. These elements attribute the deductions to the relevant control accounts in the General Ledger.

NHS Organisations should particularly note the following;

1) NHS Organisations which use bespoke software to produce their Target GL Interface files as an Assignment Balancing file may find that their GL file does not balance once the NEST Pensions elements are in use. To resolve this issue, please log an SR on the ESR Helpdesk (Remedy) asking for this issue to be resolved and have the call referred to the ESRNHSINT queue. There is a charge from the NHS ESR Team to resolve this issue.

2) The mapping above will only attribute the costs to the employee home cost centre. Where distribution of costs is required (typically bank staff), NHS Organisations will need to introduce or upgrade a facility known as "apportionment" processing on the NHS GL Interface Hub. To introduce or upgrade the apportionment process, please log an SR on the ESR Helpdesk (Remedy) asking for apportionment to be introduced/upgraded on the NHS GL Interface Hub and have the call referred to the ESRNHSINT queue. There is a **no charge** from the NHS ESR Team to resolve this issue.