# ELECTRONIC STAFF RECORD

# ESR-NHS0060 - Workflow Notifications Guide

Information Classification:Restricted: ESR organisation staff only

Owner: Author: Creation Date: Last Updated: Version: ESR Development and Operations Team Matt Lye 1 March 2006 14 June 2024 29.0

Approvals:

 Name
 Chris Moorley

 Title
 NHS ESR Head of Operations and Development

## 1. DOCUMENT CONTROL

## **CHANGE RECORD**

Date	Author	Version	Change Reference
31 Dec 09	Chris Moorley	5.1	Updated and consolidated original guidance
30 Jun 10	Chris Moorley	5.2	Included ESR release 7 changes
31 Jul 10	Chris Moorley	5.3	Include feedback from reviewers
31 Aug 12	Chris Moorley	6.0	Include additional notifications and updated screens
25 Oct 12	Chris Moorley	7.0	Updated following ESR r16
15 Jan 13	Chris Moorley	8.0	Updated following ESR r17
19 Aug 13	Chris Moorley	9.0	Updated following ESR r19
03 Oct 13	Chris Moorley	10.0	Updated following ESR r20
09 Jan 13	Chris Moorley	11.0	Updated following ESR r21
08 May 14	Chris Moorley	12.0	Updated following ESR r22
17 Sep 14	Chris Moorley	12.1	Updated to ESR r24
03 Mar 15	Matt Lye	13.0	Updated to ESR r25
15 Apr 15	Matt Lye	13.1	Updated to ESR r26.1
23 Apr 15	Matt Lye	14.0	Uplifted to version 14.0
27 May 15	Matt Lye	14.1	Updated due to change in ESR System Provider
04 Jun 15	Matt Lye	15.0	Uplifted to version 15.0
15 Apr 16	Matt Lye	16.0	Updated to ESR r30.0
20 Jun 16	Matt Lye	17.0	Updated to ESR r31.0
13 Oct 16	Matt Lye	17.1	Updated to ESR r32.0
11 Nov 16	Nick Adcock	18.0	Approved
21 Jul 17	Matt Lye	18.1	Updates to screenshots and functionality
20 Oct 17	Matt Lye	18.2	R36 Functionality, updates to screenshots
27 Oct 17	Matt Lye	19.0	Uplifted to version 19.0
21 Mar 18	Matt Lye	20.0	Updates to screenshots and functionality
01 May 18	Matt Lye	20.1	R38 Functionality, embedding of Email Notification Guide
03 Aug 18	Matt Lye	20.2	R39/39.2 Functionality
24 Oct 18	Matt Lye	20.3	R40 Functionality
17 Jan 19	Matt Lye	204	R41 Functionality
04 Apr 19	Matt Lye	20.5	R42 Functionality
15 Jul 19	Nick Adcock	21	Uplift to version 21
11 Oct 19	Matt Lye	21.1	R43 Functionality
31 Dec 19	Matt Lye	21.2	R44 Functionality
13 Jan 20	Nick Adcock	22	Updated and uplifted to 22
17 Mar 20	Matt Lye	22.1	R45 Functionality
30 Apr 20	Nick Adcock	23	Updated and uplifted to 23
30 Apr 21	Matt Lye	23.1	Updated to R49 Functionality and MSO Role Notifications
12 Jul 21	Matt Lye	23.2	R50 Functionality
29 Sep 21	Nick Adcock	24	Update agreed and uplifted to 24
18 Nov 21	Matt Lye	24.1	Updated to R51.3 Functionality
26 Nov 21	Julie Bickerton	25.0	Approved version
23 Dec 21	Matt Lye	25.1	Updatedagainst R52, R52.2, R52.3, R53 and R53.2.
16 Mar 22	Nick Adcock	26	Update agreed and uplifted to v26
14 Mar 23	Matt Lye	26.1	Reviewed up to Release 57.3
17 Oct 23	Chris Moorley	27	Update agreed and uplifted to v27
19 Jan 24	Chris Moorley	28	Uplitted to v28 following internal review
14 Jun 24	Matt Lye	28.1	Reviewed
24 Jun 24	Chris Moorley	29	Approved version

## REVIEWERS

Name	Position
NHS Development Team	
NHS Functional Account Managers	

## DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

## 2. CONTENTS

1.	DOCI	JMENT CONTROL	2
	CHAN	GE RECORD	
	REVIE	WERS	
	DISTR	BUTION	2
2.	CON	TENTS	
3.	INTR	ODUCTION	5
4.	ΝΟΤΙ	FICATIONS OVERVIEW	6
	41	VIEWING AND SEARCHING NOTIFICATIONS	7
	4.1.	SUPERVISOR AND FMPLOYEE NOTIFICATIONS	
	4.3	PREFERENCES	, 9
	4 4	VACATION RULES	
	4.5	PROXY AND WORKLIST ACCESS	
	4.6	EMAILS AND NOTIFICATIONS	
	4.7.		
	4 8	TRANSACTION MONITOR	
	4.9.	Managing Workel ow Notifications	
5	ROLE	E BASED NOTIFICATIONS	10
0.	5 1		
	5.1. 5.2	ALLOCATING ROLES.	
	53	AFC INCREMENT DEFERRAL ROLE	
	5.4	PAY PROGRESSION ROLE	26
	5.5	SAS PAY PROGRESSION ROLE	
	5.6	(ASSIGNMENT) DIARY REMINDER	
	5.7		28
	5.8	CONFLICT OF INTEREST REVIEWER	
	5.9	EMPLOYMENT CHECKLIST NOTIFICATIONS	30
	5 10	EMPLOYEE RELATIONS ROLE	31
	5 11	EXPIRY NOTIFICATIONS	32
	5.12.	RIGHT TO WORK DOCUMENT EXPIRY NOTIFICATION	
	5.13.	DISCLOSURE AND BARRING SERVICE NOTIFICATIONS.	
	5.14.	GENERIC SYSTEM ADMINISTRATION	
	5.15.	IAT NOTIFICATIONS	43
	5.16.	DENTAL PROFRESSIONAL REGISTRATION	59
	5.17.	HEALTH CARE PROFESSIONAL REGISTRATION ROLE	63
	5.18.	MEDICAL STAFFING OFFICER ROLE	67
	5.19.	PHARMACY PROFESSIONAL REGISTRATION ROLE	
	5.20.	OCCUPATIONAL HEALTH ADMIN	80
	5.21.	APPLICANT DETAILS	81
	5.22.	EMPLOYEE COMPETENCE PROFILES ACROSS ORGANISATIONS	
	5.23.	INTERNET ACCESS APPROVAL	85
	5.24.	MATERNITY RETURN DATE NOTIFICATION	87
	5.25.	New Starter Notification	89
	5.26.	NHS CRS RA AGENT	
	5.27.	NHS CRS ADD APPLICANT ERRORS AND NHS ADD EMPLOYEE ERRORS	
	5.28.	NURSING PROF REGISTRATION	
	5.29.	OCC HEALTH ABSENCE REFERRAL	
	5.30.	PAYROLL SUPER ADMIN	
	5.31.	(Person) Diary Reminder	
	5.32.	PROPERTY REGISTER	

	5.33.	RECRUITMENT – NON DEANERY APP	
	5.34.	SSHR PAYROLL APPROVALS	
	5.35.	STC LEARNING ADMINISTRATOR	
	5.36.	SUPERVISOR HIERARCHY NOTIFICATION	
	5.37.	TERMINATION NOTIFICATION	
	5.38.	Reverse Termination Notification	
6.	SYST	EM GENERATED NOTIFICATIONS	109
	6.1.	CAPABILITY REVIEW NOTIFICATION	
	6.2.	EXIT QUESTIONNAIRE NOTIFICATION	
	6.3.	LEARNER NOTIFICATIONS	
7.	EMPL	OYEE AND MANAGER NOTIFICATIONS	115
	7.1.	PAY PROGRESSION NOTIFICATIONS	
	7.2.	ABSENCE TRIGGER POINTS	
	7.3.	PERSONAL DETAILS CHANGES	
	7.4.	VERIFICATION OF PERSONAL INFORMATION AND EQUALITY AND DIVERSITY	
	INFOR	MATION	
	7.5.	CLASS ENROLMENT	
	7.6.	COMPETENCY PROFILE CHANGES	
	7.7.	CHANGES TO QUALIFICATIONS	
	7.8.	CHANGES TO REGISTRATIONS AND MEMBERSHIPS	
	7.9.	CONFLICT OF INTEREST DECLARATIONS	
	7.10.	DECISION MAKER	
	7.11.	EMPLOYEE END EMPLOYMENT	
	7.12.		
	7.13.		
	7.14.		
	7.15.	INTERNAL HIRE FUNCTIONALITY FOR SELF SERVICE	
	7.16.	CHANGE OF SUPERVISOR	
	7.17.		
	7.18.	CHANGE OF CONTRACT AND WORKING LERMS	
8.		NISTRATOR SELF SERVICE	
	8.1.	ADMINISTRATOR NOTIFICATIONS	
	8.2.	TYPICAL TRANSACTION EXAMPLES	

## 3. INTRODUCTION

This document is a guide to the different notifications which are delivered within the ESR system. The document is broken into three sections:

- Section 1 gives an overview of how notifications work within ESR and the options available on receipt of a notification;
- Section 2 details the notifications generated from triggers within the core application, such as a New Starter or Leaver;
- Section 3 details notifications which are generated within the Self Service environment, such as the approval of a personal details change made by an employee.

The purpose of this document is not to detail every notification produced by ESR, or act as a training guide, but to give an overview and general understanding of the most commonly used notifications.

Every effort has been made to ensure the accuracy of this document, however if there are any changes or additions needed then please email via <u>esr.pmo@nhs.net</u> including full details of the requirement.

Where references are made in this document to the 'supervisor' this is the named person in the Supervisor field of the employee assignment, as shown below; this may or may not be that same employee's line manager.

Salary Information	upervisor	Probation & Not	ice Period	Standard Condit	ions	Statutory Inform	ation		
Na	me Adar	ms, Mr. Larry							
Assignment Num	ber 2009 ber 2009	9263							
Effe	ctive Date	·S							
	From [	22-AUG-2011			To				
<u>G</u> rade Step	E	intries	Salary Int	formation	С	osting	<u> </u>	Others	

Similarly, where reference is made to the 'hierarchy'. This is usually in relation to the Self Service hierarchy of supervisors and employees as defined by the organisation, and **not** the organisational hierarchy of directorates and departments.

## 4. NOTIFICATIONS OVERVIEW

A notification within ESR is a system delivered message which either has options for a supervisor to action, or is for information purposes.

Notifications can be accessed directly from the Portal.

Users logging into the Portal will see how many Notifications they have open, signified by the number next to the Notifications icon.



Clicking on the icon will take the user directly to their Worklist where they can view and action the notifications.

≡ <u>N</u>	Workflow		Q   🏫 🍠 Search Home Favor	t 🔅 ∣ ites∨ Settings∨	Logged In As 979RPERKINS	7 U Help Logo	) out Portal
Work	list						
View All	Notifications 🗸 Go						
Select No	tifications: Open Reassign Close   🔄 🖉 🚥						
E From	🔺 Туре 🗠	Subject 🛆	Sent 🔫	Due 🔺	Status 🔺		
<b>D</b>	XX New Starters Workflow	Projected New Starter Notification	01-Apr-2022	30-Jun-2022	Open		
<b>.</b>	XX Auto User Notifications	NHS Auto User Create Message	01-Apr-2022		Open		
<b>.</b>	XX Auto User Notifications	NHS Auto User Create Message	25-Mar-2022		Open		

When logging in to the professional ESR solution forms, users will receive a 'Note' advising them of any open notifications in their system inbox waiting to be actioned:



On receiving the system "Note" users of the professional forms will need to follow the navigation path below:

#### N > Requests> Workflow Notifications:



Users are then able to view their notifications as above.

## 4.1. Viewing and Searching Notifications

Users can change the View filter to enable them to see notifications other than those that are still open. Closed notifications are removed from view 45 days after they are closed.

Wo	orklist		
View	Open Notifications	~	Go
Selec	All Notifications FYI Notifications Notifications From Me Open Notifications		ssign Close   📴 🥢 …
	To Do Notifications		ion.

It is possible to search the Worklist by selecting the Query by Example icon.

≡ <mark>NHS</mark>	Workflow		Q   🏫 - Search Home Favo	★ 🔅   rites ∨ Settings ∨	Logged In As 979RPERKINS	? Help L	ර ogout Pc	) ortal
Worklist								
View All Notificat	ions 🗸 Go							
Select Notification	ns: Open Reassign Close   🔄 🖉 🚥							
□ From ▲	Туре 🗠	Subject 🛆	Sent 👻	Due 🔺	Status 🛆			
<b>D</b>	XX New Starters Workflow	Projected New Starter Notification	01-Apr-2022	30-Jun-2022	Open			
<b>.</b>	XX Auto User Notifications	NHS Auto User Create Message	01-Apr-2022		Open			
<b>.</b>	XX Auto User Notifications	NHS Auto User Create Message	25-Mar-2022		Open			

Search terms can be entered in the search fields. Pressing Enter executes the search.

Ξ	■ <b>NHS</b> w	rkflow	( Se	Q   <b>îî ★</b> arch Home Favorites∨	<b>₿</b> Settings∨	Logged In As 979RPERKINS	? Help	ل Logout	) Portal
١	Worklist								
1	View All Notifications	✓ Go							
	Select Notifications:	Open Reassign Close   🔄 🏈 🚥							
П	□ From △	Type 🗠	Subject 🛆	Sent 👻	Due 🔺	Status △			
			%Auto User%						
1.0	<b>D</b>	XX Auto User Notifications	NHS Auto User Create Message	01-Apr-2022		Open			
	<b>D</b>	XX Auto User Notifications	NHS Auto User Create Message	25-Mar-2022		Open			
	<b>.</b>	XX Auto User Notifications	NHS Auto User Create Message	24-Mar-2022		Open			

The following rules apply to the terms entered:

Search terms are case sensitive.

The wildcard search term % can be used.

When the worklist is set to View All Notifications, it is possible to search on Status.

When searching status, the term must be entered in uppercase e.g. OPEN, CLOSED.

When searching multiple columns, all criteria must be met to return results.

#### 4.2. Supervisor and Employee Notification Actions

The majority of notifications sent between the employee and supervisor which are requesting a change of information or enrolment on training have four options available to the supervisor in response:

#### Approve

This accepts the change and the information will be updated in the employee record.

#### Reject

This will reject the changes made and the information will not be updated. The employee will receive a notification informing them of this.

#### Reassign

The supervisor can select another employee to reassign the notification to, requesting that they action the change.

#### Return for Further Information

The employee will receive a notification back from the supervisor in which the supervisor should detail the additional information required.

Where employees have additional supervisors, requests for changes will be sent to all supervisors with the exception of PMP and Appraisal processes which use the standard assignment supervisor hierarchy for processing of notifications. The first action taken against a notification will close the notification for all supervisors.

This principle applies to other transactions that are sent for approval. For example, when a supervisor returns a request for correction, the initial notification will be closed for all users. The corrected request will then be sent to all supervisors, when approved by one of the supervisors (not necessarily the initial supervisor who requested the correction), the notification will be closed for all users.

The majority of notifications generated within Self Service which require an action by the supervisor are subject to time out rules. This means that after a defined period of time a notification which has not been actioned will move up the assignment supervisor hierarchy to next level of approval. They will not be sent to supervisors of additional supervisors.

Notifications requiring a response will continue to escalate up the supervisor hierarchy all the way to the top. At this point they will either error following the time out period or continue to re-circulate around the hierarchy from the original requisition until such time as they are actioned or the process errors.

Timeout rules are covered in more detail in section 4.7 of this document.

## 4.3. Preferences

Users have the ability to control certain elements of ESR behaviour through the "ESR Preferences". This can be found by clicking on their initials in the top right corner of the header in the Portal.

ESR Preferences can only be set when logged in via the Health and Social Care Network (HSCN), they cannot be changed when logged in via the Internet.

Ensuring that the correct preferences are set will also enable system pop-ups to be viewed where defined. To ensure these can be viewed correctly Accessibility > Accessibility Features will need to be set to None.

Accessibility			
Accessibility Features	None	~	Û

#### 4.3.1. Email Preferences

The options available will be dictated by the email domain of the user e.g. firstname.lastname@domain.net. Where the domain is classed as a secure email i.e. @nhs.net, then the following options will be available:

- Actionable Notification Email
- Summary Notification Email
- Do not send me mail

#### Notifications

Email Style Actionable Notification Email Notifications will be sent in your current default language, American English.

✓ TIP You can only receive e-mail summaries if your email address has been entered in your employee record.

## Where the user does not have a secure email domain then the option to receive an Actionable Notification Email will not be available.

#### Notifications

Email Style Summary Notification Email 
Notifications will be sent in your current default language, American
English.

✓ TIP You can only receive e-mail summaries if your email address has been entered in your employee record.

An overnight summary email will be provided with more detailed information including notification type and who it relates to.

## 4.4. Vacation Rules

Users can set up rules to manage notifications by selecting the Vacation Rules option from their Worklist:

Worklist		
View Open Notification	is 🔽 Go	
2 2 5 🕸 🕶 🖬 🗸	· · · · · · · · · · · · · · · · · · ·	
From A	Subject 🗠	Sent 🔻
Leese, Vivian	You have successfully enrolled in the class.	05-Mar-2018
	IAT Update Competence Message for Mr. Adam King	22-Feb-2018

The user will then be reminded of any previous rules that they have set-up, and can create additional rules by selecting the 'Create Rule' button.

Vacation Rules					
Creste Rule   🐹 🌫 🖙 🜩 💌 🐨					
Rule Name	Item Type	Notification	Update	Delete	Statu
You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.					
<					>
Return to Worklist					

The Item Type will default to "All".

	0	
Item Type	Notification	Rule Response
acation Rule: Item Typ	e	
Select the type of notification that wil	l activate this rule.	
Item TypeAll	$\checkmark$	
and a second second second second second	Step 2	

If left as "All" this will then skip to the final step to set the dates the rule applies for. If the item type is changed to HR, then the user will need to decide if this is all HR notifications or just specific ones:

0		0
Item Type	Notification	Rule Response
Vacation Rule: Not	ification	
Indicate the notification fo	mat that will activate this rule	
Item Type HR		
Notification <ul> <li>All</li> </ul>		
O Select	Q	
		Cancel Back Step 2 of 3 Next

Additional information can then be added to specify the periods for which the rule will be applied (for example periods of annual leave) and any message that is to be added to the routed notification.

Iter	O m Type	Notification	
Vacation Ru	le: Response		
* Indicates required field	1		
Item Type	HR		
Notification	All		
* Start Date	09-Apr-2018 00:00:00		
* End Data	(example: 06-Mar-2018 12:26:21)		
Lilu Date	13-Apr-2018 17:00:00	1.0011	
Iviessage	I will be on annual leave until Monday 16th Ap	oril 2016.	
	Comments will display with each routed patification	v	
Reassign	All Employees and Users	Q	
		~	
	Delegate your response		
	Transfer notification ownership	LOTTL	
	A manager may transfer a notification for a specific project to	o the new manager of that project.	
<ul> <li>Deliver no</li> </ul>	otifications to me regardless of any general rule	5	

The user can then choose whether to Reassign the notification (with delegate authority or by actually transferring the ownership of it), or by responding to the Requestor with the contents of the note attached. Once the name has been selected, the Rule Response is completed as demonstrated below.

	0		0
Iter	туре		Notification
√acation Rul	le: Response		
* Indicates required field			
Item Type	HR		
Notification	All		
* Start Date	09-Apr-2018 00:00:00	<b>#</b>	
* End Data	(example: 06-Mar-2018 13:26:58)	0.0	
Enu Date	13-Apr-2018 17:00:00		
Message	I will be on annual leave until M	onday 16th April 2018.	^
			~
0 B -	Comments will display with each routed notifi	ication	
<ul> <li>Reassign</li> </ul>	All Employees and Users 🔽	Jackson03, Sam	Q
	<ul> <li>Delegate your response</li> </ul>		
	A manager may delegate all notification a	approvals to an assistant.	
	<ul> <li>Transfer notification owner</li> </ul>	ship	
O Deliver no	A manager may transfer a notification fo	r a specific project to the new manager o	f that project.
O Deliver no	ourications to me regardless of an	iy general rules	

The Rule can now be submitted and will appear on the Notification Routing Rules page from which it can be updated or deleted in the future as appropriate.

Worklist > Vacation Rules					
Create Rule   🗵 🌫 🖻 🌣 🔻 💷 🗸					
Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Jackson03, Sam	HR	<all></all>	1	Î	Inactive
<					

Return to Worklist

## 4.5. Proxy and Worklist Access

The proxy functionality within ESR allows delegated access to URPs and notifications, so that tasks can be performed by one person on behalf of another. Users can grant proxy access to the Self Service responsibilities listed below and specify a list of other users who can access their worklist and action them on their behalf via Settings.

Any changes performed by the proxy user are captured in the ESRBI Change Event Log Dashboard – Employee Analysis and also in the Proxy Report available to the delegating user from the Proxy Configuration form.

## **Proxy Configuration**

Manage the people that can access your account and act on your behalf.



#### 4.5.1. Proxy Access

Proxy access is available for the following URPs:

- XXX Manager Self Service (Payroll Approvals Required)
- XXX Manager Self Service (Payroll Approvals Not Required)
- XXX Administrator Self Service (Payroll Approvals Required)
- XXX Administrator Self Service (Payroll Approvals Not Required)
- XXX Supervisor Self Service
- XXX Supervisor Self Service (Limited Access)

For English organisations, a Smartcard user will be unable to grant proxy access to a Non Smartcard user, but a Non Smartcard user can grant access to a Smartcard user.

Select Settings - Manage Proxies.



Click Add Proxy.

NHS		<b>A</b> Home	<b>⊗</b> Navigator ∨	★ Favorites ∨	<b>Ç</b> Settings ∨	Logged In As 504		Logout
Proxy Configuration								
Manage the people that can access your account and act	on your behalf.							
Add Proxy Run Proxy Report 📔 😂 📼 🔅 👻 💷								
Details Last Name	First Name	User Name		Start Date		End Date	Update	
No results found.								
<								>

To grant proxy access:

Select the username and dates when the access is to be given

In the Grant Responsibility Access section, select the Responsibility that they will be given access to

Add People	9					Sub <u>m</u> it	Cance <u>l</u>
Add Proxy							
* User Name	504AWALKER30	Q	Notes to Proxy	As discuss	ssed		
* Active From	01-Jul-2017 🛗						
Active To	<b>#</b>						
Grant Responsibilit	ty Access						
Responsibilities	O None						
	<ul> <li>Selected</li> </ul>						
	O All						
Available Responsi	bilities				Selected Responsibilities		
				>			
				Move	504 Supervisor Self Service (Limited Access)		
				>>			
				Move All			
				<			
				Remove			
				«			
				Remove All	· ·		

The user granted proxy access will receive a notification informing them that they have been given access.

Vorklist >		Logged In As 504AWALKER01
roxy Access for Viv	ian Leese has been granted	
Information     This notification does not requi	re a response.	
		ок
To Walker, Adam Sent 01-Jul-2017 11:38:42 ID 347482 You have been granted the ability to act as a	I proxy for Vivian Leese. In order to act as a proxy, click on the 'Switch User' global icon or link from the Navigs	ator screen
Start Date	01-J0L-2017 00:00:00	
	As discussed	
Notes From Delegator		

#### 4.5.2. Worklist Access

Select Settings - Manage Proxies.

NHS	★ Favorites ∨	<b>©</b> Settings ∨	Logged	In As 504SJACKSON03	? Help	ل Logout
Llama		Preference	S			
nome						
If TIP You have 3 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notification	ons.	Access Re	quests			
				1		

#### Click Add Proxy.

NHS		<b>☆</b> Home	<b>∑</b> Navigator ∨	★ Favorites ∨	Settings ~		Logged In As 504SJACKSON	03 ? Help	U Logout
Proxy Configuration									
Manage the people that can access your account and act of	on your behalf.								
Add Proxy Run Proxy Report   😹 🎜 🖬 🌞 🛪 🏢 🗸									
Details Last Name	First Name	User Name		Start Date			End Date	Update	
No results found.									
<									>

Select the username and dates when the access is to be given

In the Grant Worklist Access section, select the workflow items that access is being given to or select All.

Add People	e							Sub <u>m</u> it	Cance <u>l</u>
Add Proxy									
<ul> <li>User Name</li> <li>Active From</li> <li>Active To</li> </ul>	504TR. 05-Ma 08-Ma	AIN21 r-2018 🛗 r-2018 🛗	Q	Notes to Proxy		¢			
Grant Responsibilit	ty Acces	5S							
Responsibilities	<ul> <li>N</li> <li>S</li> <li>A</li> </ul>	lone elected							
Grant Worklist Acc	cess								
Workflow Item T	Гуреs	<ul><li>None</li><li>Selected</li><li>All</li></ul>							
Available Item Type	es				> Move Move All Remove	Selected Item Types NHS IAT STAT and Mand Competence Approval XX Inter Authority Transfer Approval			
					Remove All				

Click Submit.

## 4.6. Emails and Notifications

ESR notifications have the ability to be delivered directly to a user's email account. The notifications that can be sent by email are covered in the document ESR-NHS0252 ESR Email Notifications.

ESR provides the ability to approve, reject or request more information directly from a secure email account. There are two levels of email capability dependent on email domain security:

- Approval and summary emails available to NHS.net and other approved secure domains;
- Summary email other email domains outside an approved list.

ESR users have the ability to:

Receive Workflow Notifications via email (outbound For Your Information (FYI), For Your Action (FYA) and Summary) generated from ESR.

NHS ESR users, on receipt of an FYA email notification can take inbound actions such as Approve, Reject and Request for Information from the email notification. On receipt of the email response the workflow will be progressed within ESR based on the incoming action.

Where a VPD is SPINE enabled and where a notification will update a data item that triggers the SPINE Interface and the transaction requires additional workflow approval, the outbound FYA email will be supressed and a secure FYI email will be sent to the user informing of the transaction and to login to ESR to take the required action.

Workflow Email Notifications will be sent to the email address held on the Office Details tab against the Person Record of the intended recipient.

### 4.7. Time Out Rules

As discussed earlier, the majority of notifications are subject to time out rules, for example when an administrator makes changes in Administrator Self Service and an approval notification is sent to a supervisor to approve the changes, the supervisor will be given a fixed amount of time to approve the notification.

If the notification is not approved within the time allowed then the notification will be progressed onto the next supervisor in the hierarchy, or returned to the initiator. The Manager Flag tick box located on the Miscellaneous Tab on the Assignment Form is used to highlight whether or not a supervisor is classed as a 'Manager' for approval of notifications in relation to Administrator Self Service.

The time out days for each administrator function are listed in the table below.

Function	Time Out Days
Administer Assignment Changes	5
Administer Hours Changes	5
Administer End Employment	5
Administer End Non Primary Assignment	8
Administer Hires	5
Administer Personal Information	8
Administer Property Register	8
Administer Supervisor	5
Administer Location	5
Administer Absence	5
Administer Competencies	8
Administer Qualifications	8
Administer Registrations and Memberships	5

The table below details the time out period in days for employee initiated changes requiring approval:

Function	Time Out Days
Absence*	28
Personal Information	8
Education and Qualifications	8
Enrol In Training	8
Competence Profile**	8
Professional Registration	3
Internet Access Approval	10

\*Note - After 28 days, requests for Annual Leave will be returned to the initiator so that they can cancel the workflow.

\*\*Note - After 8 days, requests for updates to competence profiles will be returned to the initiator so that they can cancel or resubmit the workflow.

#### 4.8. Transaction Monitor

The Transaction Monitor allows users to view and track details of Self Service transactions that have a status of 'Pending Approval', 'Complete' and 'Error'. For self service transactions that are 'Pending Approval' or 'Complete' users can use the transaction monitor to view the approval history, comments, and attachments for the transactions, if any.

It is available to all Self Service URPs, HR Administration, HR Administration (With RA), Payroll Super Administration and Payroll Administration.

It enables:

Employees to view all transactions that they initiate.

Managers to view those transactions initiated by themselves on any user within their hierarchy.

HR/Payroll users to view all transactions initiated by users within their VPD.

The Transaction Monitor displays transactions which have been created on or after 15<sup>th</sup> December 2013. Completed transactions are available for 45 days, with the exception of absence and competence transactions which are available back to 15<sup>th</sup> December 2013.

#### 4.9. Managing Workflow Notifications

The ability for a System Administrator to view workflow notifications within ESR has been provided through the Workflow Administrator URP.

The administrator can see all workflows which have been initiated from within their organisation and has the ability to reassign workflow notifications.

This User Responsibility Profile is intended for use by a System Administrator or similar, and is not intended for general allocation. The responsibility allows users to reassign Workflows, changing the intended approvals for a given workflow, for example when an approver has taken unplanned leave. In allocating this responsibility to a user the organisation are accepting that the user is authorised for this level of system access.

To ensure this functionality is appropriately utilised, it has been agreed that the maximum number of users with access to this responsibility profile should be 7 per organisation. Usage will be monitored centrally and if more than 7 users have access to this user responsibility within an organisation it will be flagged by the ESR System Provider and discussed with the NHS central team.

The workflow Status Monitor can be used to find the location of workflow notifications within ESR i.e. whose worklist the notification is in. When conducting a search, it is important that criterion is used. Failure to do this will result in the search taking an excessive amount of time, and may result in errors.

Monitor Search	n								
Workflows									
Search									
Select "Show More Search Op	otions" to s	search for workflows by activity o	haracteristics.						
Workflow Type	e		2			It	tem Key		
Type Internal Name	e					U	lser Key		
Workflow Owned B <sup>r</sup>	(Example: All Em	plovees and Users			_ Q	* Workflov	w Status An	y Status 🗸	
Show More Search Optio Results: No Search Conv Select Workflow and View	ns ducted Activit	y History Status Diagram	Participant	Respon	ises				
Show More Search Optio Results: No Search Con Select Workflow and View	ns ducted Activit	y History Status Diagram	Participant	Respon <u>User</u>	ises			Child	
Show More Search Optio Results: No Search Con Select Workflow and View Vorkflow Select Status Type	ns ducted Activit Item Key	y History Status Diagram	Participant	Respon <u>User</u> <u>Key</u>	ses <u>Owned By</u>	<u>Started</u> ▼	Completed	Child 1 Workflows	
Show More Search Optio Results: No Search Con Select Workflow and View Vorkflow Select Status Type     Status Type     Results From HR	Activit Activit Item Key 3504	y History Status Diagram Process Name XX NHS Enroll in Learning App	Participant	Respon <u>User</u> <u>Key</u>	ses <u>Owned By</u> Leese, Vivian	<u>Started</u> ▼ 13-Jul-2017 08:37.44	Completed	Child Workflows	
Show More Search Optio Results: No Search Con Select Workflow and View Select Status Type  Select Status Type  Active HR  Status Type  Status Ty	Activit Activit Item Key 3504 3443	y History Status Diagram Process Name XX NHS Enroll in Learning App NHS Employee Personal Inform	Participant roval nation Process	Respon <u>User</u> <u>Key</u>	Cowned By Leese, Vivian Leese, Vivian	Started ▼ 13-Jul-2017 08:37:44 12-Jul-2017 08:52:20	Completed	Child i Workflows .2	

Detailed information for using Workflow Administrator is available in the ESR User Manual.

## 5. ROLE BASED NOTIFICATIONS

Role based notifications allow relevant business information to be targeted at specific ESR users whose job requires them to either be aware of or act on this information. The list of roles currently available in ESR is shown in the table below.

Role	Purpose
AfC Increment Deferral	To support AfC terms and conditions for incremental pay
	progression the AfC Increment Deferral role is available, with
	holders receiving notifications to alert them of action required.
Applicant Details	Role holders will receive a notification advising them of
	details updated in the My Applicant Details portlet
Assignment Reminder	Notifications sent to the role holders detail information
<u>//tolignment/terminder</u>	relating to tasks and reminders placed on an individual's
	assignment
Auto User Account Details	Role holders will receive a notification advising of user
	account details created using the automated process e.g.
	usernames and passwords
Conflict of Interest Reviewer	Role holders will receive a monthly summary of the Conflict
Connict of Interest (Veviewer	of Interest declarations made or undated in their organisation
	in the previous month
DBS Administration	Notification cont to the role holder when a person's
DBS Administration	subscription to the DBS Undate convice is due to evoire
DBC Status & Safaguarding	Notification cont to the role holder when the regults of the
DBS Status & Saleguarding	Notification sent to the role holder when the results of the
	DBS Opuale e-buik check shows the status of either New
Dentel Drof Degistration	Allows the role helder to receive notifications reporting the
Dental Prof Registration	Allows the role holder to receive notifications regarding the
	information transferred using the Professional Bodies
	Interface for General Dental Council members. The
	notifications detail failed lines, lines which have been eveneedfully
	on being accepted and lines which have been successfully
Employee Checklist	I here are four roles associated with the employee checklist
	which direct notifications to specific staff groups for 'General',
	Medical and Dental, Nursing and Midwifery and All.
	Notifications will be sent listing all employees and applicants
	who have had automatic updates made to the Date of
Events and Datafia an Data	Medical Clearance field of have an OH Status of unfit .
Employee Relations Role	I his notification is triggered on the same day any warning
	Expiry Date field on any of the Employee Relations forms
	OCCURS.
Expiry Notifications	Alerts the role holder of the expiration of Registrations and
	Memberships; Competencies; Fixed Term Contracts; and
	Reviews Due. There are four roles associated with the Expiry
	Notification which direct notifications to specific staff groups
	for General, Medical and Dental, Nursing and Midwifery
	and All.
Generic System Administration	Notification sent to the role holder when there are no active
	Users allocated to the DBS Status Notification role.
GI: ETA – Occ Health ETT Role	After the bi-directional interface has run, if there are updates
	to immunisations, the role holder will receive a notification
	describing the success, error or failure of that update and can
	then act accordingly.
GI: OHA – Occ Health Assessment	After the bi-directional interface has run, if there are updates
Role	to OH assessments, the role holder will receive a notification
	describing the success, error or failure of the update and can
	then act accordingly.
HCPC Registration	Allows the role holder to receive notifications regarding the
	information transferred using the Professional Bodies
	interface for Health Care Professions Council members. The
	notifications detail failed lines, lines which require a decision

Role	Purpose
	on being accepted and lines which have been successfully updated.
IAT Approver	The role holder can approve requests for IAT. They will also be able to Perform PDS Copy for Self Service hires
IAT Initiator	When a non-automated IAT request is approved, the approval polification will be delivered to all role holders
IAT Service History	This role holder will receive the IAT NHS Service History
	an employee.
Internet Access Approval	Allows the role holder to manage requests for remote access for Employee Self Service and Employee Self Service (Limited Access).
Jr Doc & Trn Dentist Contract	This role holder will receive a notification when Junior Doctors and Trainee Dentists are transferred to an
	organisation with the values for the following elements held
	by the employee: Cash Floor Protection NHS and Annual Leave Appointment NHS.
Maternity Return Ntf	Identifies employees that are due to return to work from maternity leave and sends a notification to the role holder
	There are four roles associated with the Maternity Return Ntf
	which direct notifications to specific staff groups for 'General', 'Medical and Dental', 'Nursing and Midwifery' and 'All'.
Medical Staff Officer	Allows the role holder to receive notifications regarding the
	Information transferred using the GMC and Doctors in Training (DIT) interfaces. The notifications detail failed lines.
	lines which require a decision on being accepted and lines
Multi-Employer Comp Undate	Which have been successfully updated.
	with additional employments at other organisations is
	awarded a competence at one of those organisations.
NHS CRS Add Applicant Error	Role holders will receive workflows related to Applicant errors
NHS CBS Add Employee Error	returned from CIS.
NIS CKS Add Employee End	External Shared Service Staff errors returned from UIM.
NHS CRS RA Agents	Enables the role holder to receive notifications in relation to
	the ESR interface with UIM and the NHS Bank Inactivation Concurrent Process
New Starter Notification	Sends an automated list of new starters that are due to join the organisation to the role holder
Nursing Prof Registration	The Professional Bodies Interface includes updated files from
	the Nursing and Midwifery Council (NMC) and information is
	sent to role holders. The notifications detail failed lines, lines
	have been successfully updated.
	A separate notification is sent advising when an NMC
	registrant's revalidation date is due in twelve, six and four
	months. A short notice notification is also sent when the revalidation for a new starter is less than four months away
Occupational Health Admin	This role holder will receive notification of OH information
	generated through the IAT process.
Occ Health Absence Referral	sent notifications as part of absence trigger points.
PDS Notification	Role holders will have the option to perform the PDS Copy
	PDS notification will be sent to the role holder where this has
	been populated.
Pay Progression	Role holders will be sent notifications on a monthly basis,
	outlining all employees due a pay affecting increment in the
Payroll Super Admin	Notifications advising that Time and Attendance and
	Pensions interface files have been received are sent to the
	role holders.

Role	Purpose
Person Reminder	Notifications sent to the role holders detail information relating to tasks and reminders placed on an individual's person record.
Pharmacy Professional Registration	Allows the role holder to receive notifications regarding the information transferred using the Professional Bodies interface for General Pharmaceutical Council members. The notifications detail failed lines, lines which require a decision on being accepted and lines which have been successfully updated
Property Register	Role holders will receive a notification one week before the employees leave where they still have property assigned.
Recruitment - Non Deanery App	A notification will be sent to the role holder with details relating to the creation of both successful and or failed applicant records.
Reference Approver	The role holder will receive a notification entitled 'Request for Standard Reference Information' and is required to approve/reject the request, validating and populating the applicant information as required.
Reference Receipt	Role holders will receive a notification from the Reference Approver at the approving organisation advising if the reference request has been approved or rejected. Where approved this will include a copy of the standard reference form.
Reverse Termination	Sent to role holders when an employee's termination is reversed.
Right to Work	Alerts the role holder to the expiration of a Right to Work document. There are four roles associated with the Right to Work which direct notifications to specific staff groups for 'General', 'Medical and Dental', 'Nursing and Midwifery' and 'All'.
XXX <u>SSHR Payroll Approvals</u>	Allows the role holder to approve payroll impacting changes generated from self service Managers and Administrators.
STC Learning Administrator	Allows the role holder in the Shared Training Provider to manage learning enrolment requests from customer organisations through the receipt and generation of notifications.
Stat & Mand Competencies Ntf	The IAT process will transfer any national statutory and mandatory competences to role holders at the pre hire stage.
Supervisor Hierarchy Ntf	Role holders will receive a notification each time that a Supervisor's assignment in their organisation is changed to a particular status.
Termination Notification	Sends an automated list of employees due to be terminated to the role holder.

## 5.1. Allocating Roles

To allocate any of the above mentioned roles to individuals in your organisation you will need access to either XXX Local HRMS Systems Administration or XXX Local HRMS Systems and User Administration URP and select the Maintain Roles function from the menu options.

#### Oracle Applications Home Page

Navigator

504 Employee Self Service       50         504 HR Administration       Image: Solid Systems and User Administration         504 Local HRMS Systems and User Administration       Image: Solid Systems and User Administration	04 Local HRMS Systems and User Administration Setup Users Maintain Roles Maintain CRS Person UUID
504 HR Administration 504 Local HRMS Systems and User Administration	Setup Users Maintain Roles Maintain CRS Person UUID
504 Local HRMS Systems and User Administration	Maintain Roles Maintain CRS Person UUID
	Maintain CRS Person UUID
	i Maintain Croir eison oorb
	OLM Data Crowns
	NHS User Level Override Setup
	nintain Level Values
M	aintain Local values
	l Flexfield Values
	Administer Folders
	Application Utilities Lookups
Re	equests
	Submit Request
	View Request
	Workflow Notifications
Di	iscoverer Reports
	Standard Reports
	Ad Hoc Reports
<u> </u>	

Click in the role you wish to allocate and then click in to the Person field on the Users tab. You can then either search for or enter the name of the person to whom you wish to allocate the role (names are stored Last Name, Salutation, First Name).

Maintain Roles					
Role Na	me	Role Type	Further Information	Enabled	•
Emp Cł	necklist - General	HR Manager			-
Emp Cł	necklist - M&D	HR Manager			
Emp Cł	necklist - N&M	HR Manager			
Expiry I	Ntf - All	HR Manager			
Expiry I	Ntf - General	HR Manager			
Users	Positions	Templates	Extra Information		
Person		User	Default Role	Benefit Role	Enabled
		· · · · · · · · · · · · · · · · · · ·			

### 5.2. Local Roles

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

They can be assigned to organisations for:

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

Assigning a role to an organisation will assign it to all organisations beneath it in the organisation hierarchy, unless they are overwritten at a lower level.

Notifications for employees in positions in organisations with a local role assigned will be sent to the local role holder.

Where an organisation has no override assigned to it, either directly or at any point above it in the hierarchy, then the national role will continue to be used.

Can be assigned to person records (via Professional forms or Self Service) for:

- New Starter Notification
- Termination Notification

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

#### 5.2.1. Naming Conventions

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

aintain Roles						=
Role N	ame	Role Type	Furt	her Information	Enabled	
504 V	/ard 10 PDS Notificati	o			<ul><li>✓</li></ul>	—
Ĩ						
Ĭ						
Ĭ						
Users	Positions	Templates	Extra Inf	ormation		
Person		User		Default Role	Benefit Role	Enabled
Harrison, M	iss Anne	504AHARR	ISON			
Perkins, Mr.	Richard	504RPERK	NS			~

Locally created roles need to comply with the following rules:

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

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

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

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

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

Organization				_ 🗆 ×			
Name	504 Ward 10	Туре	Ward				
Dates From	AddT Org. Unit Details Organisation End Date Reason Welsh Organisation Translation						×
Location Address Internal Address Organization Classifica	Agenda for Change Effective Date Hosted Organisation CRS Organisation NACS Code						
Name HR Organization	Department Manager NHS CRS Worklist NHS CRS Sponsor						
	Payroll Approval Role IAT Standard Reference Approval Stat & Mand Competence Role						
	PDS Notification Role Pay Progression Role Target Organisation	504 Ward 10 P	PDS Notification			•	
		C1		<u>о</u> к	Cancel	Clear	Help

### 5.3. AfC Increment Deferral Role

To support AfC terms and conditions for incremental pay progression the AfC Increment Deferral role is available, with holders receiving notifications to alert them of action required. Notifications are triggered by the outcome of the Pay Progression Meeting and AfC Development Review appraisal process, the table below showing the values available for selection in ESR and the effect of each of these:

Value	Afc Development Review	Pay Progression Meeting
Yes	The appraisee progresses on to the next incremental point. There is no change to the existing process and no further action is required. No notification is generated.	Where a row exists in the Appraisals and Development Summary EIT for a review type of 'Pay Progression Meeting' and this row has an appraisal date in the 365 days prior to their increment date being processed then the appraise will advance to the next point on the pay scale.
No	The appraisee does not progress on to the next incremental point. No further incremental progression will be possible without intervention. A notification is sent to the role holder.	The appraisee will not be advanced to the next pay step point. A notification is sent to the role holder.

Value	Afc Development Review	Pay Progression Meeting
Yes following initial deferral	This will trigger a notification to the role holder advising that manual intervention is necessary to ensure the appraisee is given the appropriate incremental progression.	This will trigger a notifictation to the role holder advising that manual intervention is necessary to back date pay to the Date of Re-Instatement – specified on the notification.

Rules for when notifications will be sent are as follows:

- The AfC Pay Progression field is populated/updated with '2-No' or '3-Yes following initial deferral'
- The Appraisals and Development Summary EIT 'last update date' is greater than the date the 'NHS AfC Increment Deferral Notification' process ran.
- Where multiple EIT rows exist the latest Appraisal where the Appraisal Date is less than the Increment Date.

For a subsequent appraisal following a 'No' response, 'Yes following initial deferral' must be selected to trigger a notification to the role holder. For review types of Pay Progression Type, a value must be entered in the Date of Re-Instatement field.

An example of a notification advising that incremental progression will be withheld is shown below:

Vorklist >										
1 Information										
This notification does not require a response	8.									
)eferral of Pay Progressi	on									
							ОК	Reassign	More Informatic	n Request
From SYSADMIN										
To 16836609										
Sent 27-Mar-2019 08:28:16										
ID 554432303										
The new progression will automatically be deformed	thread on the outrom	o of the energical processo	at the part increase	ant data far line	following Emr	launer:				
The pay progression will automatically be delened	a based on the outcom	e of the appraisal proces	s at the next increm	ent date for the	rolowing Emp	voyees.	-	Party and a second s		
Name	Assignment Number	Appraisal Type	Appraisal Date	Increment Date	Deferral Date	Supervisor	Supervisor Email	Main Reviewer	Main Reviewer Email	Comme
AfCIncrementFiftySeven, Mr. AfCIncremTestFiftySeven	27713879	Pay Progression Meeting	01-APR-2019			SNMGR, Mrs. SNMGR	esr.test02@nhs.ne	t		
AfCIncrementSixty, Mr. AfCIncremTestSixty	27713882	Pay Progression Meeting	01-APR-2019			SNSupervisor, Mrs. SNSupervisor				

An example of a notification advising that incremental progression needs to be reinstated is shown below:



## 5.4. Pay Progression Role

Notifications will be sent to role holders on a monthly basis, outlining all employees due a pay affecting increment in the next 45 days.



## 5.5. SAS Pay Progression Role

Notifications will be sent to role holders on a monthly basis, outlining all SAS employees due a pay affecting increment in the next 45 days.



### 5.6. (Assignment) Diary Reminder

This facility allows notes and actions to be recorded against person and assignment records in the professional forms, with the ability to enter due dates, review dates and dates of completion.

Events will be notified to the Person Reminder or Assignment Reminder roles based on the Item Type selected for the Diary Reminder entry as follows:

- Personal (Person Reminder)
- Absence (Assignment Reminder)
- Assignment (Assignment Reminder)
- Payroll (Assignment Reminder)

An overnight summary notification will be produced for the appropriate role listing all events where either of the following is true:

- Review Date is today
- Date Due is 30 days from today

An example of the notification is shown here:

wa Di	ary	Remi	inder for 1	.8-JUL-2	2017							
	1 Info This	ormatio notificati	n ion does not require	a response.								
S	To 50 ent 01 ID 34 his is a Dia	4 Diary F - Jul-201 7290 ary Remind	Reminder 18071714 7 14:15:01 Jer summary for 01-JUL	-2017							OK Reassign Request Information	
L	.ast Name	First Name	Employee Title Number	Applicant Number	Assignment Number	Item	Status	Date Due	Date Done	Review Date	e Notes	
J	loshi	Neela	Mrs. 20095060			Assignment	Pending	17- JUL-2017		01- JUL-2017	Check element entries to ensure that correct non-recurring payments have been stopped	
Return	n to Wor splay nex	<mark>klist</mark> kt notifica	ation after my respor	ıse							OK Reassign Request Information	

### 5.7. Auto User Account Details

The Automated User Account process runs each night, and a list of the accounts generated will be sent in a summary notification to holders of the 'Auto User Account Details' role. At least one user must be assigned to this role for the process to work.

Role holder receives workflow notification.

Worklist View Open Notifications Go									
Select Notifications: Open Reassign Close									
Select All   Select None									
Select From Type	Subject	<u>Sent</u> <del>▼</del>	Due						
XX Auto User Notifications	NHS Auto User Create Message	18-Jul-2017							
<ul> <li>TIP Vacation Rules - Redirect or auto-respond to notifications.</li> <li>TIP Worklist Access - Specify which users can view and act upon your notification</li> </ul>	ons.								

#### Detailed Auto-User Account Notification.

#### Worklist >

#### NHS Auto User Create Message

Information
 This notification does not require a response.

To 298 Auto User Account Details 3012161233461828

Sent 30-Dec-2016 12:33:44 ID 295744905

The following new accounts were created by the Automated User Account Creation Process which ran at 30-DEC-2016 12:01:22

Last Name	First Name	Title	Employee Number	Applicant Number	Organisation	Position Title	User Name	Password	Email Address	User Person Type	Message
Kumar	Mary Esther	Mrs.	15109827		123 Ward 19	Position 5360878	123MKUMAR01	2NOX3G3P		Employee	
Grainge	Harriott	Ms.		52	123 Ward 12	Position 52000	123GRAINGER	2DFG3F29		Applicant	

In order for this process to work organisations must decide to opt into this process by setting the correct option on the Organisation Descriptive Flex Field for the Employing Authority Level Organisation (most commonly this is the organisation type of 'Trust').

The available options are:

- No User Creation (null will also be interpreted as this value)
- No User Creation No Approval Required for Remote Access
- Employee SSHR
- Employee SSHR (Limited Access)
- Employee SSHR (Limited Access) No Approval Required for Remote Access
- Employee SSHR No Approval Required for Remote Access

Where something other than one of the 'No User Creation' options is selected then from that point, all new hires and applications set to 'Offer Accepted' will be processed overnight to generate new user accounts with access as defined above.

Where organisations have not set up their supervisor hierarchy and approval is required for remote access, then the organisation must assign at least one person to the Internet Access Approval role.

### 5.8. Conflict of Interest Reviewer

Holders of this role will receive a monthly summary of the Conflict of Interest declarations made or updated in their organisation in the previous month.

These will be automatically sent out at the start of each calendar month for the previous calendar month.

The notification will have a count at the top of all 'Nothing to Declare' declarations and then a table of all other declarations with some summary details.

The notification will include information where an employee has deleted a declaration that has previously been recorded and has a Manager Action recorded against it.



#### 5.9. Employment Checklist Notifications

A national process will run twice daily to generate notifications listing all employees and applicants who have had automatic updates made to either the 'Date of Medical Clearance' field or have an occupational health status of 'Unfit' on the Employment Checklist (Special Information Type) SIT by the Occupational Health Module.

To receive these notifications users must be assigned to one or more of the Employment Checklist roles:

Emp Checklist - All	Emp Checklist - N&M
Emp Checklist - M&D	Emp Checklist - General

Notifications will be sent to the following roles using the conditions set out:

Emp Checklist – All	role receives notifications for all staff
Emp Checklist - M&D	role receives notifications for Medical and Dental staff only
Emp Checklist - N&M	role receives notifications for Nursing and Midwifery staff only
Emp Checklist – General	role receives notifications for General staff only (note 'General' here means all other staff i.e. those not defined as M&D or N&M)

Where no users are assigned to a role then no notifications will be generated. Where no staff have been updated by the Occupation Health module since the last run then no notifications will be generated.

#### **Example Notification**

The follow record.	ving En	nplo	yee	s h	ave had	d auto	matic	update	es ma	de to f	their	Emplo	yme	nt C	Checklist		
i Informat This notifie	ion ation does no	t requir	re a resp	oonse.													
To Leese21 Sent 18-Jul-2 ID 347291	. Vivian 017 14:32:51	L											0	К	Reassign Reque	est Informat	ion
																	1
Staff Group	Organisation	Last Name	First Name	Title	Assignment Number	Applicant Number	Position Number	Position Description	Position Occ Code	Location	Primary Flag	Data Item	New Value	OH Status	OH Restrict/Conditions	EPP Clearance	EPP Post
Staff Group Nursing and Midwifery Registered	Organisation	Last Name Joshi	First Name Neela	Title Mrs.	Assignment Number 20095060	Applicant Number	Position Number 84608	Position Description Staff Nurse Band 6	Position Occ Code N6A	Location 504 ESR Hospital	Primary Flag Y	Data Item Date of Medical Clearance	New Value	OH Status Unfit	OH Restrict/Conditions	EPP Clearance No	EPP Post

## 5.10.

**5.10.** Employee Relations Role The Employee Relations Administrator URP can be used to capture information relating to the following areas:

- Capability (No Underlying Health Reason) •
- Capability (Underlying Health Reason) •
- Disciplinary •
- Flexible Working •
- Further ER Stages .
- Grievance •
- Harassment •

Where the 'Warning Expiry Date' field is completed for any of the ER processes a notification will be triggered to the role holder on that day.

🕙 Navigator - 504 Employee	Relations Admin	istration		
Functions Document	s			
Employee R 🙀 Find Pe	rson			
Enter and m	Cytra Daraan I	nformation/limonac11_Mi		
+ Mar		niornation(onnenes ri, m		
- Emp	Type	O Extra Parson Informati	nn	X
	Capability N		m	
- v	Capability U	Process Start Date	30-MAR-2017	A
😛 + Bus	Disciplinary	Case Reference No	GR/123/17	
+ Dis	Flexible Wor	Position 1	84608 Staff Nurse Band 6 N6A Surgery	20095323
43	Further ER \$	Position 2		
	Grievance	Position 3		
	Harassment	HR Contact	Matthews11, Ms. Pauline	
		Line Manager Contact	Leese11, Mrs. Vivian	
(	U	Reason	Organisational Change	
		Stage	Formal Stage 4	
	Details	Meeting Date	13-APR-2017	
·	Individual 3	Represented By	Union/Staff Body/Prof Org	
		Outcome	Upheld in Full	
		Investigating Officer	Steele11, Mrs. Kerry	
	ш	Warning Expiry Date	11-MAY-2017	
		Process End Date	11-MAY-2017	
		Further ER Stages	No	
C.				D.
				el Clear Help

#### Example notification:

#### **Employee Relations Warning Expiry Date**

0	Inform This not	ation tification doe	es not requi	ire a resp	onse.								
To Sent ID An Er	504 Er 11-Ma 34744	nployee Rela y-2017 10:2 8 elations Warnir	ations 110 3:09 ng Expiry dat	5171023 The has occu	34 Irred for	r the following	people. You should review the reco	ord and take	the necessary action requi	red.	OK Reass	ign Request	Information
	EIT Name	Employee Number	Last Name	First Name	Title (	Organisation	Staff Group	Job Role	HR Contact Name	Line Manager	Case Reference	Warning Expiry	Warning Expiry
G						-				Name	Number	Date 1	Date 2
	Grievance	20095323	Jimenes1:	Monica	Miss	504 Ward 10	Nursing and Midwifery Registered	Staff Nurse	Matthews11, Ms. Pauline	Name Leese11, Mrs. Viviar	GR/123/17	11-MAY-2017	Date 2

For Flexible Working, where the Agreed Arrangements End Date has been entered, the Role Holder will receive a notification 14 days prior to this date.

Estra Person Intermation: 01-APR-2020(Perkins, Ur. Richard)				
	Edra Person Information			×
Туре				
Data Entry Group	Туре	Childcare	-	
Development Support	Process Start Date	03-NOV-2020		
EU Status	Case Reference Number			-
Employment Checklist Details	Position 1	92767 Staff Nurse N6A General Medicine		2006594
Flexible Working	Position 2			
IAT Operations	Position 3			
Illegal Working Checklist	HP Contact			
Job Plans - Medical and Dental	Line Menaner Centerl	Harrison Miss Ann		
Job Plans - Other Staff Groups	Cine Manager Contact	Harrison, Miss Ann		
	Date Application Submitted	03-NUV-2020		
Details []	Date Application Received	03-NOV-2020		
Childcare 03-NOV-2020  92767\ Staff Nurse\ N6A\ General Medicine    Harrison, Mis	Application Complete	Yes		
	Other Applications Within 12 Months	No		
	Requested Change	Decrease hours - remain PT		
	Agreed Arrangements	Temporary		
	Agreed Arrangements End Date			
	Within 28 Days			
	Meeting 1 Date	30-NOV-2020		
	Represented at Meeting 1 By			
	Meeting 2 Date			
	Represented at Meeting 2 By			
	Decision Required By	03.FEB-2021		
	Decision Date			
	Outcome	Panding Decision		
	Outcome			
	Cutcome Details			
	Effective Date of Change			
	Date Decision Letter Sent			
	Process End Date	1		
		A		Ð
		QK	Clear	Help
A				
This notification does not require a response.				
End of Flexible Working Arrangements for Richard Pe	erkins			
10 298 FLEXWORK_Employee_Relations_Role 64 Sent_05-Nov-2020.11-27-47				
ID 132605				

## 5.11. Expiry Notifications

There are four roles associated with expiry notifications, all expiry notifications will be sent to holders of each of the four the Expiry Notification Roles:

- Expiry Ntf All
- Expiry Ntf General
- Expiry Ntf M&D
- Expiry Ntf N&M

The four separate roles allow users to receive notifications for specific staff groups as required:

- Notifications for all employee assignments will go to users enrolled onto the 'All' role.
- Users enrolled onto the 'General' role will only receive notifications for staff in positions where the Occupation Code is defined as 'General' (i.e. all other Occupation codes which are not 'Medical and Dental' and not 'Nursing and Midwifery').
- Users enrolled onto the 'M&D' role will only receive notifications for staff in positions where the Occupation Code is defined as being Medical and Dental.
- Users enrolled onto the 'N&M' role will only receive notifications for staff in positions where the Occupation code is defined as being Nursing and Midwifery.

Expiry notifications are sent to the Expiry Notification role holder for each of the following events:

- Fixed Term Contract End Date
- Review Date
- Professional Registrations Expiry Date
- Competencies Expiry Date

A separate notification will be received for each type of event at the following frequencies:

- 3 Month Notification. This will list all employee assignments where the expiry date is due in 90 days.
- 1 Month Notification. This will list all employee assignments where the expiry date is due in 30 days\*.

 The Short Notice Notification will list all employee assignments where there has been an update to the expiry date which results in the new expiry date being less than 30 days from the current date as at the time of the update\*

#### **Manager Notifications**

- The one month expiry notification sent to line managers is sent on the 1st of the month\*. The
  notification lists all staff with expiry dates in the following calendar month. This notification is called the
  'Next Month' notification.
- The three month notification sent to line managers is sent on the 1<sup>st</sup> of the month and shows dates for staff with expiry dates in 3 calendar months' time. For example a notification sent on the 1<sup>st</sup> June will list all staff with expiry dates in September.

\***Note** - This is with the exception of Registration Expiry notifications which is outlined in the <u>Registration</u> Expiry section.

### 5.11.1. Competency Expiry Notification

The recording of mandatory training, such as Manual Handling or Fire Safety, is best achieved in ESR by using the national Core Skills Training Framework. Individual competencies can then be added to an employee's competence profile on completion of the appropriate training.

Once populated, the renewal period against the competency will be used to automatically apply an end date to the competency when it is associated with a person's record. The Competency Expiry Notification will then use this date to trigger a workflow notification. The notification is sent to:

- Manager This is the person entered in the Supervisor field on the employee's assignment.
- Employee
- Role Holder Any user of ESR who has been set up to receive the expiry notifications. This is set up using the System Administration URPs, and the Maintain roles functionality:

#### **Employee 1 month and Short Notice notifications**

As part of the 1 month and short notice expiry events the Learning automatic subscription and enrolment process will perform a competence assessment on the employee. The content of the notification will vary based on the existing subscriptions and enrolments that the employee has and the availability of learning within the ESR Learning Catalogue to achieve the competence.

Outcome of competence assessment	Content of notification
Already subscribed/enrolled on learning	Informed to play/search using the My Compliance
	Portlet.
Subscribed and/or enrolled onto associated	Informed that competence can be gained by
learning	completing the learning they have been
	subscribed/enrolled upon.
Not subscribed/enrolled but learning available to	Informed that the competence can be gained by
achieve competence.	completing one of the listed learning events.
Not subscribed/enrolled and no learning available	Informed that no learning available and asked to
	contact learning administrator

#### 5.11.2. Fixed Term Contract Expiry

For employees on a fixed term contract the end date and the reason can be recorded on the assignment additional details (DFF) form.

OWTE: 1.00 Primary				es05, Miss Monica) 📃 🗖 🗙
Organization	504 Ward 1	10	Group	Default Home
Job	Nursing an	d Midwifer	v PagistaradlStaff Nurs Dagition	84608IStaff Nurce Band 6IN6AISurgend
Grade	NHS XR06	Review Bo		· · · · · · · · · · · · · · · · · · ·
Location	504 ESR H	ospital	Fixed Term / Temp Con End Date	01-MAY-2017
			Fixed Term / Temp Cont Reason	Covering Maternity Leave
Assignment Number 2009529		Local Employment Contract	· · · · · · · · · · · · · · · · · · ·	
Assignment	t Category	Permane	New Deal	
Salary Information	Superviso	r Proba	Job Sharer	
Culdry mornation	Conformation		NHS Job Application Reference	
	Salary B		NHS Jobs Application Link	
Review Salary			Night Worker	
Every			Flexible Working Pattern	
			I D-+-	

The date entered in the Fixed Term/Temp Con End Date field is used as the trigger to send a notification highlighting the impending contract expiry to the employee's manager. The manager is identified as the person completed on the Supervisor field on the employees assignment record.

Users who are identified against the expiry notification roles will also receive the notification. This notification is NOT sent to the employee.

#### 5.11.3. Registration Expiry Notification

All employees' that have a Registration/Membership Body(s) that is due to expire will have a registration expiry notification sent to both their Supervisor, and themselves. The registration expiry notification will also be sent to holders of the expiry notifications roles.

The registration expiry notification uses the expiry date set on the Registration and Memberships Person Extra Information form.

Extra Person Information	inditis .					
Registration/Membership Body		Expiry Date is a System Mandatory field when				
Professional Registration Number	4K5678B					
Expiry Date	15-MAR-2016			creating a registration or		
First Registered Date				membership. This field		
Revalidation Date		will trigger the sending of				
E-Rec Vacancy Ref		a Registration Expiry				
	<u>e</u>					
		QK	Cancel (	Clear ) (Help)		

The notification is only sent for statutory registrations/memberships. Those currently flagged to send notifications are:

- Chartered Institute of Management Accountants
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Pharmaceutical Council
- Health and Care Professions Council
- Nursing and Midwifery Council

- Social Work England
- Social Care Wales

Registration Expiry Notifications are sent 25 days prior to the expiry date. The short notice notification is generated when the Registration expiry date is less than 25 days away for employees, managers and role holders.

The Manager notification is produced on the 7<sup>th</sup> of the month.
## 5.11.4. Reviews Due Notification

When an employee has had their appraisal or development review, this information is entered onto ESR using the Self Service functionality. The Reviews Due Notification will then use the Next Meeting date to trigger a workflow notification.

The notification is sent to:

- Employee
- Manager This is the person entered in the Supervisor field on the employee's assignment.
- Role Holder Any user of ESR who has been set up to receive the Expiry Notifications. This is set up using the System Administration URPs, and the Maintain roles functionality:

# 5.12. Right to Work Document Expiry Notification

There are four roles associated with Right to Work expiry notifications. All expiry notifications will be sent to holders of each of the four Expiry Notification Roles:

- Right to Work All
- Right to Work General
- Right to Work M&D
- Right to Work Nursing

The four separate roles allow users to receive notification for specific staff groups as required:

- Notifications for all employee assignments will go to users enrolled onto the 'All' role.
- Users enrolled onto the 'General' role will only receive notifications for staff in positions where the Occupation Code is defined as 'General' (i.e. all other Occupation codes which are not 'Medical and Dental' and not 'Nursing and Midwifery').
- Users enrolled onto the 'M&D' role will only receive notifications for staff in positions where the Occupation Code is defined as Medical and Dental.
- Users enrolled onto the 'Nursing' role will only receive notifications for staff in positions where the Occupation code is defined as Nursing and Midwifery.

Employees whose Right to Work is time limited and require a valid proof of right to work from one of the acceptable Home Office List B evidence, can have the expiry date of the proof recorded against their record in ESR. This information is held on the additional person details Descriptive Flexfield located on the Person form. Extra Information Type form called Illegal Working Checklist, List B (Group 1 or Group 2) 'Valid To Date' field.

<mark>O</mark> Extra I	Person Information	
Type Illega	I Working Checklist	
	Extra Person Into. Details	×
	Source Document Checked	2. Current Biometric Immigration Document (BR Permit) issued by the Home Office
De	Date Checked	)3-SEP-2015
List	Reference Number	321465D
	Valid From	)1-MAY-2015
	Valid To	30-APR-2017
		QK Clear Help

The Right to Work Expiry Notification will then use this date to trigger a workflow notification. The notification is sent to:

- Manager This is the person entered in the Supervisor field on the employee's assignment.
- Employee
- Role Holder Any user of ESR who has been set up to receive the expiry notifications. This is set up using the System Administration URPs, and the Maintain roles functionality:

This will contain details of the right to work source and what evidence was provided as proof previously.

A separate notification will be received at the following frequencies:

- 3 Month Notification. This will list all employee assignments where the Right to Work expiry date is due in 90 days.
- 1 Month Notification. This will list all employee assignments where the Right to Work expiry date is due in 30 days.

Alerts are received by the role holder, manager and employee.

# 5.13. Disclosure and Barring Service Notifications

There are three roles associated with the Disclosure and Barring Service functionality in ESR:

- DBS Administration The role holder is informed when a person's subscription to the DBS Update service is due to expire within 30 days. A notification is also sent to the Employee.
- DBS Status & Safeguarding

Alert the role holder when the results of the DBS Update e-bulk check shows the status of either New Information or No Match Found against an employee whose DBS Disclosure is registered with the DBS Update Service and have given permission for the organisation to monitor its status, and;will prompt the Safeguarding role to consider if a Safeguarding issue occurred and if so to make a referral to the DBS Barring team.

Generic System Administration
 Has been developed because the DBS Update Service requires information about the organisation requesting the update

### 5.13.1. DBS Administration

Holders of this role will receive notifications related to a person's subscription to the Disclosure and Barring Service (DBS).

A Notification will be triggered when a person's subscription to the DBS Update service is due to expire within 30 days (using the Disclosure Certificate Date field to determine the annual renewal date). A notification is also sent to the Employee

DB	S S	Subscri	iption	Remin	der										
•	Information This notification does not require a response.														
T Ser I	OK     Reassign     More Information Request       To     Jackson, Simon       ient     15-Jul-201722:34:34       ID     348768010														
DB	S Sub	scription Remin	der												
No	e follo te: Th	e renewal date	is based on th	e DBS Disclosi	S Subscription to th ure issue Date and o	e DBS Update Service with only their Primary Assignn	hin 30 day nent is det	s. Please en: ailed below.	ure they have take They may have ad	en the necessary a ditional assignme	action to renew th ents.	eir DBS subscript	ion. A reminder h	as also been sent to the employee.	
lf y	ou ha	ve any queries	relating to this	notification p	lease contact the N	HS Interfaces Team by rai	sing a Serv	ice Request	on the Remedy He	lpdesk.		- ·	<b>.</b>	[	
ті	tle	Last Name	First Name	Employee Number	Name	Position Title	Assgn Category	Supervisor	Check	Number	DBS Certificate Date	Type of Disclosure	Disclosure Issue Date	Adults Barring List Check Requested	Requested
м	iss	Joshi	Neela	12345678	504 Ward 10	Staff Nurse	Fixed Term Temp	12345679 Leese, Vivian Mrs.	10-Jun-2017	585/ESR01	14-Aug-2015	Enhanced	14-Aug-2015	Yes	Yes
														OK Reassign	More Information Request
Return Dis	n to V iplay	Vorklist next notificat	ion after my	response											

# 5.13.2. DBS Status and Safeguarding DBS 'Alert' Status Update

A Notification will be triggered and sent to the role holder when the results of the DBS Update e-bulk checks show the following statuses against an employee whose DBS Disclosure is registered with the DBS Update Service and they have given their permission for the organisation to monitor its status. This is done by flagging the 'permission to check DBS status' field on the CRD and Vetting checklist EIT to 'Yes'.

- No Match Found
- New Information

DBS	- Alert	Notifi	cation											
<b>0</b>   T	nformation	on does not re	equire a resp	onse.										
To Sent ID	OK     Reassign     More Information Request       To     Jackson, Simon       Sent     13-Jul-201722-36-00       JD     348469710													
DBS - A The fol	DBS-Alert Notification													
Note: V If you h	Where a persor lave any querie	holds more the solution of the	han one positio	on there may be m 1, please contact the	ultiple records below. • NHS ESR Systems Integr	ration Team	by raising a S	iervice Request of	n the ESR Helpdesk.					
Title	Last Name	First Name	Employee Number	Organisation Name	Position Title	Assgn Category	Supervisor	DBS Website Check	DBS Unique Number	Result	Type of Disclosure	Disclosure Issue Date	Adults Barring List Check Requested	Childrens Barring List Check Requested
Miss	Johsi	Neela	12345678	504 Ward 10	Staff Nurse	Permanent	12345679 Vivian Leese	13-Jul-2017	585/ESR01	No Match Found	Enhanced	2017/03/09 00:00:00	Yes	Yes
	OK Reassign More Information Request													
Return to	Worklist / next notific	ation after m	y response											

### **DBS Dismissal – Refer to DBS**

A Notification will be triggered and sent to the role holder when an employee's employment has been ended due to one of the following dismissal reasons:

- Dismissal Some Other Substantial Reason
- Dismissal Statutory Reason
- Dismissal Conduct

DBS	3S Dismissal Refer to DBS													
Information This notification does not require a response.														
To Sent ID DBS Dis The fol initiate	Jackson, Sin 13-Jun-201 341636255 smissal Refer t lowing employ the Refer to D	on 7 22:36:44 o DBS ree has recently IBS form. This c	y been dismisse an be found elt	d from your organis he in the HR Admir	ation and may require ref Istration or Employee Rel	erral to the D ations URPs.	DBS. If this p	erson was removed	d from 'Regulated	d Activity' because	they pose a safe	guarding risk, ther	OK Reassign	More Information Request
Title	Last Name	First Name	Employee Number	Organisation Name	Position Title	Assgn Category	Superviso	DBS Website Check	DBS Unique Number	DBS Certificate Date	Type of Disclosure	Disclosure Issue Date	Adults Barring List Check Requested	Childrens Barring List Check Requested
Miss	Joshi	Neela	12345678	504 Ward 10	Staff Nurse	Permanent	12345679 Vivian Leese		505/ESR01	17-Dec-2014	Enhanced	17-Dec-2014	Yes	Yes
eturn to Displa	Worklist y next notific	ation after m	y response										OK Reassign	More Information Request

# 5.14. Generic System Administration

The following notification will be triggered and sent to the role holder when there are no active users allocated to the DBS Status Notification role

### **DBS Role Holder Not Allocated**

This notification has been developed because the DBS Update Service requires information about the organisation requesting the update. The first name and last name of the "DBS Status and Safeguarding" role holder must be supplied to the DBS Update Service when checking the status. Without this information, the NHS Hub cannot submit a Status Request. The notification will urge the Generic System Administrator to allocate the role to an appropriate employee within the organisation, so that DBS Updates can be processed by ESR.

DBS Role Holder Not Allocated		
Information     This notification does not require a response.		
	OK Reassign	Request Information
To XXIH. GEN_II. ADHOC_USER Sent 18-Oct: 2017 16:49:14 ID 347548		
It has been noted that your organisation has DBS Certificates that are registered with the DBS update service. The DBS Status and Safeguarding role within ESR is currently not allocated for your employing authority (VPD). This will pre taking place. Please allocate the role as a matter of urgency to someone within your organisation. Contact your HR department for advice on who this role should be allocated to.	event automatic update ch	ecks for DBS Certificates from
If you have any queries regarding this notification please contact the NHS Interfaces Team by raising a Service Request on the Remedy Helpdesk.		
	OK Reassign	Request Information
Return to Worklist		

# 5.15. IAT Notifications

Inter Authority Transfers (IAT) are a feature of ESR that enables the automated transfer of staff information between organisations, when moving from one post to another. As the Automated IAT approval process removes the need for the source organisation to approve requests then notifications will vary.

### 5.15.1. IAT Approver

Holders of this role are alerted to the fact that they need to action a Portable Data Set (PDS) request for a member of staff.

The end to end IAT process requires both an initiator and an approver, with the IAT Approver Role being allocated to at least one employee in the organisation together with the IAT Approver URP; if this is not done then the process will fail.

The approval aspect of the process needs to be completed following the receipt of the PDS request from the employees' new place of work.

Note: The Automated IAT process does not require this step.

### Clicking the Portable Data Set Request notification displays the following screen

Inter Authority Tr	ansfer - Portable Data Set Request Gerald Cruise
Information     This notification does not re	equire a response.
	OK Request Information
To XXHR_IAT_ADHOC_IAT_ Sent 14-Sep-2017 07:50:19 ID 349563 504 ESR Hospitals NHS Trust have man	APPROVER 16 Je an offer of employment to Gerald Cruise and they have stated that they are currently / were last employed within the NHS at 502 ESR Hospitals NHS Trust.
Initiator Details	
Contact Name: Leese, Mrs. Vivian (504 Contact Number: Contact Email: Comments:	TRAIN21)
<b>Basic Appointee Details</b>	
Last Name:	Cruise
First Name:	Gerald
Title:	MR.
Known As:	
Date Of Birth:	U1-JAN-1950
Ni Number: Desfessional Paristration No (if applie	NSI21212C
Unique NHS Identifier:	20893
You are requested to allow the transfer	r of this information to 504 ESR Hospitals NHS Trust. 504 TRAIN21 has confirmed that the person referred to above has given permission to perform this data copy.
The attached link will take you to the lA	AT matching form.
References	
Employee Match Form	
	OK Request Information
Return to Worklist	
Display next notification after	my response

The IAT Approver will then need to click 'Employee Match Form' to complete the process of finding matching employee details and approving the transfer of information.

Where there are multiple holders of the IAT Approver Role, requests sent to holders of the role function in a similar way to a shared email inbox. Once the request has been read/actioned by one of the holders it will no longer be available for selection by any others. Role holders need to be aware of this and ensure that once the request is marked 'OK', they should then also complete all necessary actions.

# 5.15.2. PDS Copy for Self Service Hires

Where an Applicant Hire is performed via Self Service . The NHS Admin/Manager Hire or Placement Process for Applicant notification, sent to the IAT Approver Role 'allows the role holder to perform the PDS Copy.

Clicking on the Perform PDS Copy button will close the original IAT PDS Request Authorisation Notification generated as part of the IAT process.

The 'Perform PDS Copy' button will not be displayed if there is not an open IAT from which the PDS Copy can be performed.

Worklist >										
NHS Admin/Manager Hire or	Placement Process	s for Perkins, Mr.	Richard							
-			OK Perform PDS Copy	Reassign	Request Information					
From SYSADMIN										
To IAT Approver 638										
Sent 17-Jan-2019 11:11:19										
ID 348754	ID 348754									
Last Approver: Jackson, Sam										
User Name: 504SJACKSON Comments:										
The following eventues has been blood by lockers. One		ATTA In a strength of								
The following employee has been hired by Jackson, Sam.	Please ensure the relevant PDS Copy (	IAT) is performed.								
If there are any issues with this record then please contact	Jackson, Sam.									
Employee Name: Perkins, Mr. Richard										
Applicant Number: 18794										
Employee Start Date: 17-JAN-2019 Employee Organisation: 504 Ward 10										
Action History										
Num Action Date Action	From	То	Details							
1 17-JAN-2019 11:11:19 Submit	SYSADMIN	IAT Approver 638								

Return to Worklist

# 5.15.3. IAT Initiator

The IAT process is automated so that the initiating organisation can both request and approve an IAT. This process will only be enabled where a 100% match has been found against the NI number, Last Name and Date of Birth and, the source organisation has set the "Auto IAT Approval" option within the Add'I Org Unit Details descriptive flexfield to Yes. All other matches will continue under the original process, requiring approval from the source organisation. Where all criteria are met the 'Auto Person Match' button becomes available.

IAT Person Restriction			
Eull Name	Tuno	Title	NII Number
Harry, Miss Anna	Applicant	Miss	AA112233C
		1	D
Auto Person Match Requ	lest Reference	Internal Applica	int Reference

When an IAT request is approved using the non-automated process, the approval notification will be delivered to all members of this role within the initiating organisation. This enables those organisations where multiple users deal with IAT requests to access all the incoming IAT approval matches rather than managing on a one to one relationship. When an IAT request is approved using the automated IAT process or if an organisation has no members within the IAT Initiator role when an IAT request is approved using the non-automated process, then the approval notification will be delivered to the initiating user only.

															Cancel Pe	erform Portable Data Set	Copy Reassign
To X04R_IAT_ADHOC_INIT ent 08-Jun-2018 10:07:52 ID 91981	IATOR45																
Inter Authority Transfer - Po	rtable Data Set Res	guest Authori	isation IAT2 AA														
Appointee Name: UAT2 AA Employee Number: 20000133																	
426 King's Lynn and Wilsbech Hosp	itals NHS Trust have gi	ven approval for	the copy of the Po	table Data Set for the follow	ing person to take place.												
Basic Person																	
Last Name: AA																	
First Name: UAT2 Known As:																	
Title: MR. Date Of Birth: 12-N NI Number: J11 Professional Registration No: Unioue NHS Identifier: 78	OV-1974 1111A																
DBS/CoGS Details (For info	mation only - not p	urt of PDS)															
Type of DBS Disclosure Date DB No Values	IS/CoGS Received DB	5 Disclosure Is	sue Date DBS Uni	gae Number DBS Check C	Dutcome												
Statutory Benefits Entitleme	nt																
CSD 1 Week (for information only) Loss of Office Payment Date: Loss of Office Reckonable Service NHS Pensioner: Date NHS Pension Benefits Paid 1	Date:																
Portable Data Set - Contract	Summary: IAT2 A																
Name of Current Employer: 6 Continuous Service Date 3 Mth: Continuous Service Date 12 Mth:	idd Hospital NHS Trust																
Medical Appraisal Details																	
Review Type: Period Start Date:																	
Period End Date: Review Date:																	
Net Review Date:																	
Assignment History	0							_	-								
01-JAN-2016 06-JUN-2018	30 NOV-2017 06-JUR	+ 2018 20000	193 Allied Hea	th Professionals - Music The	rapist Consultant, NHSDIND6(Non	Review	Body Ban	16	410 33	195 1.00 Yes	10-APR	2056					
01-APR-2016 06-JUN-2018 01-APR-2016 06-JUN-2018	01-AUG-2016 06-JUR 01-APR-2016 31-3.8	+2018 200001 -2016 200001	193-2 Add Prof 5 193-2 Students	cientific and Technic - Advan Student Radiostanber - Dias	noed Practitioner NHSD(ND2)Non mostic NHSD(R12)Revie	Review no Roch	Body Ban (Rand 9	12		45 No 32 No		_					
01-JAN-2015 06-JUN-2018	01-APR-2016 29-NO	v 2017 20000	193 Allied Hea	th Professionals - Music The	rapist Consultant, NHSJON06(Non	Review	Body Ban	6	-	1.00 Yes							
01-JAN-2016 06-JUN-2016	01-349-2016 [31-944	* 2008 J20000	Medicaria	d Dental - Salaried General I	Practioner INPOMNISSHOU	nascon	House On	Cer 2		100 765							
and the second memory	Data Lituriananat	1	Laterat			_	_	_	_	Incommentat	LOED 1	003	Icross	Descenter, 1			
Employer Lase From	To From	To	Number	Job Title	Grade	Point	Salary V	VTE	Primary	Date	Week	Months	Months	Leaving			
425 Organisation 22-JAN- 306992 2019	22-AUG- 2019		28069452	Estates and Ancillary - Support Worker	NP152XN022/Non Review Body Band 2			16667	Y								
225 Organisation 01-JUN- 44622 2017	10-MAY- 2019	09-JUL- 2019	28058523	Healthcare Scientists - Manager	NHSDR09/Review Body Band 8 - Range B	540	58148		Y								
225 Organisation 01-JUN- 44622 2017	01-JUN-2017	09-MAY- 2019	28058523	Healthcare Scientists - Manager	NHS/XR09/Review Body Band 8 - Range B	540	58148	L	Y								
Service History Total Value :2 yr	ars and 111 days																
Service History for Bank	ssignments"																
Employer Date	Date Assignment	Assignment.	Assignment	Job Title	Grade	Point	e Salary	WTE	Primary	Incremental	CSD 1	CSD 3	CSD 12	Reason for			
425 Organisation 22-JAN-	10 From 22. LIN 2014	10	20069452-9	Estates and Ancillary -	NHS/0N02/Non Review Body	4			N	t Andre	wheek	Months	Plotths	Larving			
306992 2019 425 Organisation 22, IAN	24-30IN-2011	21.445	10007402-2	Support Worker Estates and Anvillance	Band 2 NHS0N02INm Review Body	+	-	~			-			$\left  - \right $			
306992 2019	22-JAN-2019	2019	28069452	Support Worker	Band 2	1	$\vdash$	0	r					$\vdash$			
125 Oceanization 01, U.B.	10-JUL-2019		28058523	Manager	Band 8 - Range B	540	58148	0	Y								
225 Organisation 01-JUN- 44622 2017		J OB JUN-	20050522.2	Healthcare Scientists -	NHS/0R09/Review Body Review B	540	67616	0	N				1				
225 Organisation 01-JUN- 44622 2017 225 Organisation 01-JUN- 44622 2017	01-JUN-2017	2018	20050523-2	Manager	Danu D. Karge D	-	31323	_	_	_							
225 Organisation         01-JUN- 2017           225 Organisation         01-JUN- 2017           225 Organisation         01-JUN- 2017           Service History for Bank Assignment         Service History for Bank Assignment	01-JUN-2013	2018 wars and 292	Jays	Manager	Cand o - Kange o	-	31313										
225 Organisation 01.JUN- 44622 2017 225 Organisation 01.JUN- 44622 2017 Service History for Bank Assigne	01-JUN-2013 ments Total Value :1 y	2018 mars and 292	days	Manager	LanderRadge		37313										

Where the person transferring is a Doctor in Training then the DBS data will be included in the Portable Data Set. This is signified in the notification. Doctor in Training

### DBS/CoGS Details

```
· · · ·
```

 Type of DBS Disclosure
 Date DBS/CoGS Received
 DBS Disclosure Issue Date DBS Unique Number DBS Check Outcome
 Children's Barred List Check Requested Adults Barred List Check Requested

 CoGS
 02-JUN-2018
 06-JUN-2018
 No
 No

### Other Staff

### DBS/CoGS Details

```
(For information only - not part of PDS)
```

 Type of DBS Disclosure Date DBS/CoGS Received DBS Disclosure Issue Date DBS Unique Number DBS Check Outcome Children's Barred List Check Requested Adults Barred List Check Requested

 CoGS
 02-yUN-2018
 06-yUN-2018
 No
 No

# 5.15.4. No IAT Approver Notification

This is sent to the Initiator at the requesting Organisation. It is triggered when the system has found no IAT Approver at the Source Trust and therefore the initiated request cannot be actioned. Notification details:

Heading	Information
То	<name></name>
Subject	IAT Approver not found at selected Trust
Body	The IAT Initiation Request you submitted on <date> for <first name=""> <last name&gt; was unable to locate an IAT process Approver at <t1>. To progress your IAT request, please contact the Human Resource Department at <t1> and inform then that they do not currently have an IAT Approver Role. Once this request has been actioned, please resubmit your IAT Initiation Request.</t1></t1></last </first></date>

The Workflow Message Text message will contain the data items listed below.

Data Item	Description
Old Trust	The organisation that the Portable Data Set will be copied
	from
Date	The date the request was initiated
Last Name	The Appointees last name
First Name	The Appointees first name

Note: This notification only applies where the non-automated IAT process is used for the request.

### 5.15.5. IAT Request Timed Out

This notification applies to non-automated IAT requests and is triggered after 8 working days has passed without approval. The details of the notification include:

Heading	Information
То	IAT Initiator
Subject	Inter Authority Transfer – Portable Data Set Request Timed Out
Body	Your request for the Portable Data Set for <first name=""> <last name=""> has timed out. Please contact the Human Resources Department at <t1> to discuss your</t1></last></first>
	You should then re-try the IAT process from the point of initiation.

The Workflow Message Text message will contain the data items listed below.

Data Item	Description
IAT Initiator	The user that initiated the IAT request
Old Trust	The organisation that the Portable Data Set will be copied
	from
Last Name	The Appointees last name
First Name	The Appointees first name

### 5.15.6. IAT Record Match Not Found

This notification is sent to the Initiator when no match can be found at the source organisation for the person concerned.

The details include:

Heading	Information
То	IAT Initiator
Subject	Inter Authority Transfer - Record match not found: <first name=""> <last name=""></last></first>
Body	Your request for the Portable Data Set for <first name=""> <last name=""> has been processed by <t1>.</t1></last></first>
	<t1> was unable to locate a record meeting the match criteria for <first name=""> <last name="">, and have provided the following comments <comments></comments></last></first></t1>
	Please check that <t1> was a correct selection as a holder of a record for <first name=""> <last name="">.</last></first></t1>
	If you are satisfied that <t1> was a valid selection, please contact the HR Department at <t1>.</t1></t1>
	If <t1> was not a valid selection, identify the correct employer. In either case, you can then re-run the IAT process from the point of initiation.</t1>

The Workflow Message Text message will contain the data items listed below.

Data Item	Description
Old Trust	The organisation that the Portable Data Set will be
	copied from
Last Name	The Appointees last name
First Name	The Appointees first name
Comments from T1 User	The Comments entered by the "Old Trust" User

**5.15.7. IAT Data Copy Failed** The details below contain the content of the IAT Data Copy Failed notification.

Heading	Information
То	Portable Data Set Copy Performer
Subject	Inter Authority Transfer – Error – Data Copy Failed
Body	The IAT process to copy the Portable Data Set for <first name=""> <last name=""> has failed. Failure Reason : <system message=""></system></last></first>
	Please contact your support administrator, or resolve the data inconsistency mentioned within the Failure reason above.

# 5.15.8. IAT Data Copy Successful

This notification is sent to both the source and requesting organisation upon successful copying of the portable dataset into the requesting organisation. This is sent for either IAT process used.

/orklist > hter Authorit	ty Transfe	r - Portab	le Data Set Copy Confirmation Gloria Anton
Information     This notification d	oes not require a res	ponse.	
			OK Reassign Request Informatio
To Leese, Vivian Sent 01-Aug-2017 16 ID 347865 The IAT process to copy the	-22:01 Portable Data Set for G	loria Anton from 502	ESR Hospitals NHS Trust was completed successfully.
Please note: XX_IAT_REG_M	MEM_BODY_IGNORED		
A copy of the Portable Data information:	Set for Gloria Anton ha	s been taken from 502	2 ESR Hospitals NHS Trust and released to 504 ESR Hospitals NHS Trust on 01-AUG-2017. This Portable Data Set consists of the following Personal
	Portable Data Set	Value Value after Co	py Updated by Copy
Last Name	Anton	Anton	No
First Name	Gloria	Gloria	No
Title	Ms.	Mrs.	No
Middle Name	Rachel	Rachel	Yes
Marital Status	Divorced	Divorced	Yes
Nationality	British	British	Yes
Known As			No
Previous Last Name			No
Date of Birth	07-JUN-1960	07-JUN-1960	No
NI	NE502108A	NE502108A	No
Gender	Female	Female	No
12 Mnth Continuous Svs	01-JAN-2000	01-JAN-2000	Yes
3 Mnth Continuous Svs	01-JAN-2000	01-JAN-2000	Yes
Date of Entry to NHS	01-JAN-2000	01-JAN-2000	Yes
Unique NHS Identifier	80	80	Yes
Email Address			No
oss of Office Payment Da	te		No
	ata		No
Loss of Office Reck Serv D	acc		
Loss of Office Reck Serv D NHS Pensioner			No

The PDS data items included in the notification are available in the IAT Contents of Portable Data Sets, available on the Hub .

## 5.15.9. PDS Notification

Where an open IAT exists, users in this role will receive the Inter Authority Transfer - Portable Data Set Request Authorisation notification and will have the option to perform the PDS Copy when hiring an applicant.

## 5.15.10. Pension Override Date

The Override Pension End Date that is recorded on the PDS following an IAT request is used to derive the information to generate the date to feed into the Override Pension Start Date.

A notification will be sent to PDS Notification role holders to advise that the Override Pension Start Date has been automatically updated.



## 5.15.11. IAT Service History

The IAT NHS Service History notification is sent to the IAT Service History role holder. It provides a consolidated history of NHS service history based on the following conditions:

- There is a 100% person match found.
- The organisations are all opted into Auto IAT.

Service History will be displayed from latest to the earliest employment.

The notification will display two tables, one showing Substantive Service History and one showing Bank Service History. Each table will have a sub total displaying the years and days of service history derived from the 'Date From' and 'Date To' fields and will take into consideration overlapping periods of service.

The notification will also include a Combined Service History total which will combine the two sub totals.

rklist >																
Information This notification	does not re	equire a	response.													
T NHS Se	ervice	His	tory Fo	r Perk	ins Rich	hard For Infe	ormation Only									
							, in the second s				¢	OK Reas	sign	More Inf	ormation R	equest
To XXHR_IAT Sent 08-Jun-203 ID 91980 NHS Service Histor Employee or Applic	SERVICE 18 10:07:5	HISTO 2 nation O	RY46 nly Perkins Rie 0133	chard												
Basic Person																
Last Name: First Name: Known As: Title:	Perkins Richard MR. 12-NO	1 /_1974														
NI Number: Unique NHS Identif	JY1111 fier: 78	11A														
Employer	JY1111 fier: 78	Date	Assignment	Assignment	Assignment	Job Title	Grade	Point	Salary	WTE	Primary	Incremental	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason fo
NI Number: Unique NHS Identif Service History' Employer 425 Organisation 306992	JY1111 fier: 78 Date From 22-JAN- 2019	Date To	Assignment From 22-AUG- 2019	Assignment To	Assignment Number 28069452	Job Title Estates and Ancillary - Support Worker	Grade NHSJXN02]Non Review Body Band 2	Point	Salary	WTE 26667	Primary Y	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason fo
Employer 425 Organisation 306992 225 Organisation 44622	JY1111 fier: 78 Date From 22-JAN- 2019 01-JUN- 2017	Date To	Assignment From 22-AUG- 2019 10-MAY- 2019	Assignment To 09-JUL- 2019	Assignment Number 28069452 28058523	Job Title Estates and Ancillary - Support Worker Healthcare Scientists - Manager	Crade NHSIXN02[Non Review Body Band 2 NHSIXR09[Review Body Band 8 - Range B	Point 540	Salary 58148	WTE 26667	Primary Y Y	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason for Leaving
Unice of alth. Number: Unique NHS Identifi Service History' Employer 425 Organisation 306992 225 Organisation 44622 225 Organisation 44622	JY1111 fier: 78 Date From 22-JAN- 2019 01-JUN- 2017 01-JUN- 2017	Date To	Assignment From 22-AUG- 2019 10-MAY- 2019 01-JUN-2017	Assignment To 09-JUL- 2019 09-MAY- 2019	Assignment Number 28069452 28058523 28058523	Job Title Estates and Ancillary - Support Worker Healthcare Scientists - Manager Healthcare Scientists - Manager	Grade NHSJXN02[Non Review Body Band 2: NHSJXR09[Review Body Band 8: Range B NHSJXR09[Review Body Band 8: Range B	Point 540	Sələry 58148 58148	WTE 26667 1 1	Primary Y Y Y	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason fo
Vale of other. Number: Unique NHS Identif Service History' Employer 425 Organisation 306992 225 Organisation 44622 225 Organisation 44622 Service History Tota Service History Tota Service History	JY1111 fer: 78 Date From 22:JAN- 2019 01:JUN- 2017 01 01:JUN- 2017 01 01:JUN- 2017 01 01:JUN- 2017 01 01 01 01 01 01 01 01 01 01 01 01 01	Date To ears an Assig	Assignment From 22-AUG- 2019 10-MAY- 2019 01-JUN-2017 d 111 days mments**	Assignment To 09-JUL- 2019 09-MAY- 2019 Assignment	Assignment Number 28069452 28058523 28058523 Assignment	Job Title Estates and Ancillary- Support Worker Healthcare Scientists- Manager Healthcare Scientists- Manager	Grade NHSDXN02[Non Review Body Band 2 NHSDXN09[Review Body Band 8- Range B NHSDXD9[Review Body Band 8- Range B	Point 540 540	Salary 58148 58148	WTE 26667 1 1	Primary Y Y Y	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason fo
Unic of alth. IN Number: Unique NHS Identif Service History' Employee 425 Organisation 306992 225 Organisation 44622 225 Organisation 44622 Service History Tota Service History Employee 425 Organisation	JY1111 fer: 78 Date From 22:JAN- 2017 01-JUN-	Date To ears an Assig	Assignment From 22.AUG- 2019 10-MAY- 2019 01-JUN-2017 d111 days mments** Assignment From 2.2. III.8.10000	Assignment To 09-JUL- 2019 09-MAY- 2019 Assignment To	Assignment Number 28069452 28058523 28058523 28058523	Job Title Estates and Ancillary-support Worker Healthcare Scientists - Manager Healthcare Scientists - Manager	Grade NHSDXN02[Non Review Body Band 2 NHSDXN09[Review Body Band 8- Range B NHSDXN09[Review Body Band 8- Range B	Point 540 Poin	Salary 58148 58148	WTE 26667 1 1	Primary Y Y Primary	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason for Leaving Reason for Leaving
Service History'     Employer     425 Organisation     306992     225 Organisation     4622     225 Organisation     44622     Service History Tota     Service History     Employer     425 Organisation     306992     425 Organisation	JY1111 fee: 78 Date From 22-JAN- 2017 01-JUN- 2019 01-JUN- 2019 01- 01- 01- 01- 01- 01- 01- 01-	11A Date To Assig	Assignment From 22-AUG- 2019 10-MAY- 2019 01-JUN-2017 d 111 days aments** Assignment From 22-JUN-2019 22-JUN-2019	Assignment To 2019 09-JUL- 2019 09-MAY- 2019 Assignment To 21-AUG- 21-AUG-	Assignment Number 20069452 20058523 28058523 28058523 28069452-2 28069452-2	Job Title Estates and Ancillary - Support Worker Healthcare Scientists - Manager Healthcare Scientists - Manager Job Title Estates and Ancillary - Support Worker Estates and Ancillary -	Grade NH55/X402[Non Review Body Band 2: Arage B NH55/X409[Review Body Band 8: Range B Crade Grade HH55/X402[Non Review Bod HH55/X402[Non Review Bod	Point 540 540	Sələry 58148 58148 2 Sələry	WTE 26667 1 1 1 1 1 0	Primary Y Y Y Primary N	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason fo
Unic of althin. IN Number: Unique NHS Identifi Service History' 425 Organisation 306992 225 Organisation 44622 225 Organisation 44622 Employee 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 425 Organisation 306992 30	JY1111 fer: 78 Trom 22-JAN- 2017 01-JUN- 2017 01-JUN- 2017 01-JUN- 2017 01-JUN- 2017 01-JUN- 2017 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2019 01-JUN- 2017	Date To Date To Date To	Assignment From 22-AUG- 2019 10-MAY- 2019 01-JUN-2017 d 111 days mments* From 22-JUN-2019 22-JUN-2019 10-JUL-2019 10-JUL-2019	Assignment To 09-JUL- 2019 09-MAY- 2019 Assignment To 21-AUG- 2019	Assignment Number 28069452 28058523 28058523 28058523 28069452-2 28069452-2 28069452-3	Iob Title Estates and Ancillary- Support Worker Healthcare Scientists - Manager Healthcare Scientists - Manager Iob Title Estates and Ancillary- Estates and Ancillary- Estates and Ancillary- Healthcare Scientists - Manager Healthcare Scientists - Manager	Crade NH:SIXM02[Non Review Body Band 2 NH:SIXM07[Review Body Band 2 NH:SIXM07[Review Body Band 3 - Range B Crade Crade NH:SIXM07[Non Review Body Band 2 NH:SIXM07[Non	Point 540 540 7 7 7 540	Salary 58148	WTE 26667 1 1 1	Primary Y Y Y Y Y N Y	Incremental Date	CSD 1 Week	CSD 3 Months	CSD 12 Months	Reason for Leaving

Service History for Bank Assignments Total Value :1 years and 292 days

Combined Service History Total Value:2 years and 154 days

The Portable Data Set copy can only be copied when the person has started working for you. Please select the Perform Portable Data Set Copy action once you have an employee record.

\* Note that the number of lines of Assignment History in the approval will be limited to 25. All Assignment History lines, however, will be copied as part of the Portable Data Set.

\*\*Service History is only displayed from Organisations who are opted in to the Auto IAT process.

# 5.15.12. Stat & Mand Competencies Ntf

The IAT process will transfer national statutory and mandatory competencies at the pre hire stage. When the IAT is approved a pre IAT notification will be sent to the Stat and Mand Competencies Ntf role holder for action. This notification will detail any competencies with a national framework type of MAND, CSTF, CCF or EDU that the applicant has.

The role holder must approve, reject or edit the competencies being transferred (by clicking the Update Competence Form link on the notification). If a role holder does not carry out any action then the competencies will not be transferred.

Once the competencies have been approved or edited via the form and submitted, no further changes can be made to competencies with the above national framework types and any updates made at the source organisation will not be included in the PDS Copy

If the organisation has no users in the Stat & Mand notification role then the competences will be transferred as part of the PDS Copy and no changes will be possible.

The IAT Update Competence Notification and IAT Competence Management form have a Status column.

- A green status means that the competence being transferred will not expire in the next three months
- An amber means that the competence being transferred will expire in the next three months.

	√lessage for	Mr. Richard	Perkins				_		
To XXHR_IAT_ADHOC_COMP_APPROVER ent 19-Oct-2018 15:29:00 ID 349468	R25						Аррго	we Reject R	Reassign
nter Authority Transfer - National Competencies									
N2 EQB Hospitals NHQ Tourt have given approval	for the undate of the fell	wing National Compotons	ion for the following por	ron to take place					
ast Name: Perkins irist Name: Richard Itle: Mr. pplicant Number: 18800 imployee Number:		owing reasonal competence	ing the the following par	on to take pace.					
tosition Number; 84710 Iole: Staff Nurse taff Group: Nursing and Midwifery Registered rganisation: 504 Ward 10	d								
Competency Information									
Competency Name			Proficiency Level	Valid From	Valid To	Status	Date Last Awarded	Awarded By	Title
NHS CSTF Equality, Diversity and Human Rights - 3	} Years		1 - Assessed	22-Nov-2015	21-Nov-2018			User	
NHS CSTF Fire Safety - 1 Year			1 - Assessed	22-Jul-2018	21-Jul-2019			User	
HSICSTFIHealth. Safety and Welfare - 2 Years			1 - Assessed	07-Jun-2018	06-Jun-2020			User	
Competency Requirements for the position				Low	High	Essential	Date From	Date To	
INCOTEIC-menuiostian 1 Varal				1 - Assessed	1 - Assessed	Y	01-Jan-1951		
vnsjcsrrjcommunication - 1 rear				1 - Assessed		N	01-Jan-1951		
HS CSTF Equality, Diversity and Human Rights - 1	l Year			1 - Assessed	1 - Assessed	Y	01-Jan-1951		
HSJCSTF Communication - 1 Fear  HSJCSTF Equality, Diversity and Human Rights - 1  HSJCSTF Fire Safety - 1 Year	l Year								
HSJCSTF Communication - 1 Fear)  HSJCSTF Equality, Diversity and Human Rights - 1  HSJCSTF Fire Safety - 1 Year   HSJCSTF Fire Safety - 3 Years	1 Year			1 - Assessed	1 - Assessed	Y	01-Jan-1951		
HSICSTFICOMMUNICATION 1 Fear HSICSTFIFequality, Diversity and Human Rights - 1 HSICSTFIFire Safety - 1 Year HSICSTFIFire Safety - 3 Years HSICSTFInformation Governance - 1 Year	1 Year			1 - Assessed 1 - Assessed	1 - Assessed	YN	01-Jan-1951 01-Jan-1951		
HSICSTFICUTIONTIAL AND A CONTRACT AN	1 Year			1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N	01-Jan-1951 01-Jan-1951 01-Jan-1951		
HSICSTF[communications] rear HISICSTF[communications] rear HISICSTF[communications] HISICSTF[int] affect - 1 Year HISICSTF[Morg and Handling - Level 1- 1 Year] HISICSTF[Morg and Handling - Level 1- 1 Year]	1 Year			1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
VHSCSTFLeaders), Diversity and Human Rights - 1 VHSCSTFLeaders), Diversity and Human Rights - 1 VHSCSTFLeaders, Diversity - 3 Years I VHSCSTFLeaders), - 3 Years I VHSCSTFLeaders), - 1 Year I VHSCSTFLeaders, - 1 Year I VHSCSTFLeaders, - 1 Year I VHSCSTFLeaders), - 1 YEAR I YE	I Year			1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
Versics if really lowershand theman Rights - 1 Versics Terflequidity, Diversity and Human Rights - 1 Versics Terflering Safety - 3 Years   Versics Terflering and Handling - Level 1 - 1 Year   Versics Terflering and Handling - Level 1 - 1 Year  Versics Terflering - Level 1 - 1 Year  IoQ4LOCAL Test	l Year			1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
VHSCLFTpCommunications - 1 rear) VHSCSTFTpcounts / Dversity and Human Rights - 1 VHSCSTFTpice Safety - 3 Year] VHSCSTFTpiromation Governance - 1 Year] VHSCSTFTpiromation Governance - 1 Year] VHSCSTFTpiromauring Adults - Level 1 - 1 Year] VHSCSTFTpiromauring Adults - Level 1 - 1 Year] VHSCSTFTpiromation Governance -	I Yearj	nonths		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
HISCOTFICUENT. Diversity and Human Rights - 1 HISCOTFICEURING, Diversity and Human Rights - 1 HISCOTFIFIC and the Server - 3 Years   HISCOTFIFIC moving and Handling - Level 1 - 1 Year   HISCOTFIFIC moving and Handling - Level 1 - 1 Year   HISCOTFIC House and Handling - Level 1 - 1 Year   HISCOTFIC House and Handling - Level 1 - 1 Year   HISCOTFIC House and Handling - Level 1 - 1 Year   HISCOTFIC House and Handling - Level 1 - 1 Year   HISCOTFIC House and Handling - Level 1 - 1 Year   HISCOTFIC HOUSE AND HANDLING - Level 1 - 1 YEAR   HISCOTFIC HOUSE AND HANDLING - LEVEL 1 - 1 YEAR   HISCOTF	I Year] expire within the next 3 n not expire within the next	nonths t 3 months		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1 - Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
VHSC317EQuality, Diversity and Human Rights - 1 VHSC3TFE[eaulty, Diversity and Human Rights - 1 VHSC3TFE[eaulty, Diversity and Human Rights - 1 VHSC3TFE[information Governance - 1 Year] VHSC3TFE[information Governance - 1 Year] VHSC3TFE[inf	LYear] expire within the next 3 n not expire within the next	nonths t 3 months		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1-Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
VHSCL51FE(call), Diversity and Human Rights - 1 VHS(CSTFE)(call), Diversity and Human Rights - 1 VHS(CSTFE)(call), Diversity and Human Rights - 1 VHS(CSTFE)(formation Governance - 1 Year) VHS(CSTFE)(formation Governance - 1 Year) VHS(CSTFE)(safeguarding Adults - Level 1 - 1 Year) SO(L) CCAL Test] indicates that the Competence will Indicates that the Competence will	expire within the next 3 n not expire within the next	nonths t 3 months		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1-Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
HandCarthy Control And Annual Rights - 1 HASCSTFFEedually, Doversity and Human Rights - 1 HASCSTFFIer Safety - 1 Year] HASCSTFFIer Safety - 3 Yeara] HASCSTFFIer Moving and Handling - Level 1 - 1 Year] HASCSTFFIer Moving and Handling - Level 1 - 1 Year] HASCSTFFSHequiding Adults - Level 1 - 1 Year] HASCSTFSHequiding Adults - Level 1 - 1 Year] HASCSTFSHequiding Adults - Level 1 - 1 Year] Indicates that the Competence will Indicates that the Competence will	Expire within the next 3 m not expire within the next 3 m	nonths t 3 months		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1-Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
HardCarr (Communication 3 - 1 rear) HARCENTE/Gaulty (Diversity and Human Rights - 1 HARCENTE/File Safety - 1 Year) HARCENTE/File Safety - 3 Years] HARCENTE/Howing and Handling - Level 1 - 1 Year] HARCENTE/Howing and Handling - Level 1 - 1 Year] O4(LOCAL)Test]  ey.  Action History	Ever expire within the next 3 m not expire within the next	nonths t 3 months		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed	1-Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
VHSCS17FE(could): Diversity and Human Rights - 1           VHSCS17FE(could): Diversity and Human Rights - 1           VHSCS17FE(could): Diversity and Human Rights - 1           VHSCS17FE(richt): Diversity - 1           Action History           Num           Action Diste	expire within the next 3 m not expire within the next	nonths 13 months From		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed To	1 - Assessed	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		
HersCoTFigueInternationation - Tear)     HersCoTFigueInternation     Indicates that the Competence will     Indicates     Indicates that the Competence will     Indicates     Indicates     Indicates     Indicates	Expire within the next 3 m not expire within the next 3 m not expire within the next 3 m Submit	nonths t 3 months From NHSMLYE		1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed 1 - Assessed XXHR_IAT_ADHOC_COMP_APPI	Details ROVER25	Y N N N	01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951 01-Jan-1951		

### Example form

IAT Competence Management											 Approve and Submit	Cancel
Applicant Details												
		Ap Em Pi	l plicar ploye ositio Si Orj	Last Name Peri Tirst Name Rich Title Mr. ht Number 1889 e Number n Number 847 Role Stal taff Group Nur ganization 504	kins hard 00 10 f Nurs sing al Ward	e nd Midwifery Rej 10	gistere	ed				
Competency Information												
Only selected rows will be transferred												
🐹 2 🕞 🔅 🗕 🏢												
V Type Competence Name										Awarded By		
✓ IAT NHS CSTF Fire Safety - 1 Year		Assessed	$\mathbf{\vee}$	22-Jul-2018	曲	21-Jul-2019	曲		曲	User 🗸		
✓ IAT NHSICSTFIEquality, Diversity and Human Rights -	3 Years	Assessed	~	22-Nov-2015	<b>m</b>	21-Nov-2018	<b>m</b>		m	User 🗸		
✓ IAT NHSICSTFIHealth, Safety and Welfare - 2 Years]		Assessed	~	07-Jun-2018	<b>m</b>	06-Jun-2020	<b>**</b>		£	User 🗸		
REO NHSICSTFIInformation Governance - 1 Yearl					em 1		£		<u>m</u>			
REO NHSICSTEIEire Safety - 1 Yearl			~		£		£		£			
REO NHSICSTEIMoving and Handling - Level 1 - 1 Year	1				£		<u>66</u>		£			
PEO NHSICSTEIEquality Diversity and Human Pichte	1 Vearl				66				eee			
PEO NHSICSTEISafamuarding Adulte - Level 1 - 1 Vearl	2 TOUT				<u>60</u>				A4			
			•									
		▼								×		
REQ NHS[CSTF[Communication - 1 Year]			~							✓		
Competency Requirements for the position												
					D							
NHSICSTEICommunication - 1 Yearl 1 - 4	Assessed 1	- Assessed Y	ssent	01-Jan-1951	Date							
NHS CSTF Equality, Diversity and Human Rights - 1 Year  1 - /	Assessed	N		01-Jan-1951								
NHS CSTF Fire Safety - 1 Year  1 - /	Assessed 1	- Assessed Y		01-Jan-1951								
NHS CSTF Fire Safety - 3 Years  1 - A	Assessed 1	- Assessed Y		01-Jan-1951								
NHS CSTF Information Governance - 1 Year  1 - A	Assessed	N		01-Jan-1951								
NHS CSTF Moving and Handling - Level 1 - 1 Year  1 - A	Assessed	N		01-Jan-1951								
NHSICSTEISafeguarding Adults - Level 1 - 1 Year   1 - A	Assessed	N		01-Jan-1951								
504[LOCAL Test]		N		01-Jan-1951								
Current Competency Details for the person												

Competence Name Proficien	cy Level Valid From 1	Valid To Date Last Awar	ded Awarded By Title	e Last Updated By
No results found.				

### Key:

Indicates that the Competence will expire within the next 3 months Indicates that the Competence will not expire within the next 3 months

Approve and Submit Cancel

# 5.15.13. Reference Approver (IAT Standard Reference)

IAT Initiators are able to request a reference for applicants as part of the IAT process. Requesting this triggers a separate process once the IAT request is approved. The standard Reference Templates replicate the detail as outlined in NHS Employers guidance and would usually be sent to the last/current employer for an ex.employee/employee.

The notifications related to this process are sent to the Reference Approver role (at the approving organisation) and the approved reference details or rejection is sent back to the Reference Receipt role (at the initiating organisation).

The Reference Approver will receive a notification entitled 'Request for Standard Reference Information':

The current/previous employer on receipt of the request will be able to review and validate the information held in ESR which is contained in the Standard Reference Request. Any additional supporting information can also be included at this stage and if necessary the detail populated from ESR can be overtyped, before the data is approved and sent to the requesting Organisation. The Reason for Leaving (highlighted in green) sent to the requesting organisation will state Not Applicable unless updated by the Reference Approver.

An Employee Relations indicator (highlighted in blue) will alert the Reference Approver role holder completing the reference that active Employee Relations information is present on the record for whom the reference is being requested.

The first responder to approve/reject the notification will trigger a 'Reference Receipt' notification to be delivered to the 'Reference Receipt' role holder(s) in the requesting organisation.

Request for Standard Reference Informa	tion for MR. Richar	d Perkins from 504 ES	SR Hospitals NHS Trust	
				Approved Rejected Reassign
To 503 IAT REF APPROVER 28				
Sent 19-Oct-2018 14:42:20				
ID 349433 Action History				
Num Action Date Action	From		Details	
1 19-OCI-2018 14:42:20 SEND_FIRST  Please review and amend as appropriate the information held within FSP for:	ANONYMOUS	503_IA1_REF_APPROVER_28		
Title :MR LastName :Perkins FirstName :Richard Middle Name : Employee Number :20110804				
Once agreed please approve to return the standard reference data to the initiating	gOrganisation.			
Please note: Employee Relations information exists in ESR record for this emp	loyee. Please check and update the R	eference appropriately.		
Existing Information				
National Ins Employ Applicants <u>Current/Most Resent iob</u> Applicants asson for Les Date of DBS Check Level of DBS Check If Enhanced with Barred List check was und indicate which barred Is Adut	Last Name Perkins Middle Name First Name Richard Title MR. Date of Birth 01-JAN-1971 Trance Number AA828002A enert Date from 01-SEP-2011 ment Date to 15-SEP-2013 Intle and Grade 1384-441/Staff Nurse B Unig (If Known) Employee Transfer Last Completed US-JUN-2018 ck undertaken CoGS ertaken, please NONE this applies to Trist Requested First Received	and 5 N6A   - NHS XR05 Review Body Bar	nd 5	
Response				
Employment date from:	01-Sep-2011			
Employment date to : Applicants Current/Most Recent job Title and Grade	15-Sep-2018 138444 Staff Nurse Band 5 N6A   -	NHS XR05 Review Body Band 5		•
				Ç
Reason for Leaving	Not Applicable	$\checkmark$		
Are there any warnings on the applicant's record that have not been disposed of?	No 💌			
If yes please give details (this may include warnings that could have been imposed, if the individual had not left before an investigation had concluded)				
is the applicant currently under investigation for any market (inc. conduct, or performance) under any of your employment policies? If yes, please give details (this may include any formal action that could have been taken, if the individual had not left before the investigation had concluded):	No			
Date of DBS Check last completed	24-Jun-2016 🛗			
Level of DBS Check undertaken	Enhanced			
Enhanced with Barred List Check undertaken?	Both			
Adults First Requested Adults First Received				
Did check return any information requiring further investigation?	No 💌			
Recent/Outstanding Allegations?	No 💌			
IT yes, please give details of allegations:				
Contact Name				
Contact email				
Contact Telephone Number				

# 5.15.14. Reference Receipt (IAT Standard Reference)

Role holders will receive a notification from the Reference Approver at the approving organisation advising if the reference request has been approved or rejected.

### Notification on approval of release of the standard reference:

This will include a PDF copy of the standard reference form with information populated by the approving Organisation from their ESR data set and any additional items included by the approving role holder.

### Example notification

Worklist >	
Information This notification does not require a response.	
Request for Reference Information for MR. Richard Perkins from 503 ESR Hospitals NHS Trust	OK Reassign Request Information
To Jackson, Sam Sent 19-Oct-2018 14:51:03 ID 349436	
Please find the standard reference information for:	
Title : MR. Last Name : Perkins Middle Name : Richard Applicant Yumber : 18000	
A copy of the information can be accessed using the attachment in this notification.	
Existing Information	
Last Name Perkins Middle Nam First Name Rohand Tite MR Date of Birth 01-JAN-1971 Date of Birth 01-JAN-1971 National Insurance Sambure As20002A Employment Date from 01-SEP-2011 Employment Date in 01-SEP-2013 Applicants Reason for Leaving (Introme Mutually Agreed Resignation - Local Scheme with Repayment Applicants Reason for Leaving (Introme Mutually Agreed Resignation - Local Scheme with Repayment Are there any current warnings on the applicant's record? V If yes, please give details of warnings conduct, capability or performance) under any of your employment policies? If fyes, please give details of investigation If yes, please, please Asset of Schewick (Internet Internet) Date of DBS Check Last Completed 04-SUN-2018 Level of DBS Check under taken of SCH Adults First Received Adults First Received Adul	
References	

Notification attachment delivered reference pdf

An example of the standard reference template::



504 Kingston PCT

CONFIRMATION OF EMPLOYN	IENT (WITHOUT SICKNESS A	BSENCE	) REQUEST		
PRE-OFFER REQUEST: to be used w offer being made.	where requesting information	PRIOR to	a conditional		
Last Name	Perkins				
First Name	Richard				
Middle Name					
Title	MR.				
Employment Dates	From: 01-SEP-2011		To: 15-SEP-2018		
Organisation	503 Havering PCT		I		
Applicants Current/Most Recent job Title and Grade	itle 138444 Staff Nurse Band 5 N6A   - NHS XR05 Review Body Band 5				
Applicants Reason for Leaving (if known)	Mutually Agreed Resignation - L	ocal Schen	ne with Repayment		
1. Are there any current Warnings on the a	pplicant's record?		Y		
Details of Current Warnings					
Details given					
2. Is the Applicant currently under investiga capability or performance) under any of you	ation for any matter (Including con ur employment policies?	duct,	N		
If yes, please give details of investigations:					
3. Please provide details of when you last	completed a DBS check				
<ul> <li>Date when DBS check was last comp</li> </ul>	leted	0.000			
<ul> <li>If Enhanced with Barred List check way which barred list this applies to</li> </ul>	as undertaken, please indicate	COAS			
- Did the check return any information t	that required further investigation	N			
<ol> <li>Are you aware of any recent/outstanding against the applicant that relate to any saf (including any referrals to the DBS)</li> </ol>	g allegations that were made eguarding issues/referrals	N			
If yes, please give details:					



### 504 Kingston PCT

5. The answers given above have been provided in good faith and are correct to the best of my knowledge and Belief.

Email address : david.smitn@trust.nns.uk Date : 19-OC1-2018	Referee name (please print): David Smith	Telephone number: 01234 567896	
	Email address : david.smitn@trust.nns.uk	Date : 19-0C1-2018	

Data Protection This form contains personal data as defined by the Data Protection Act. This data has been requested by the Human Resources/Workforce Department exclusively for the purpose of recruitment. The human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information.

### Notification following an Organisations decision not to release information via ESR

### Example notification



# 5.15.15. Doctors in Training & Trainee Dentist Contract

Role holders will receive a notification for Doctors in Training and Trainee Dentists. This will inform the target organisation of the values of certain elements held for the employee being transferred. The elements included in the notification are as follows:

- Cash Floor Protection NHS
- Annual Leave Appointment NHS

Where the employee does not hold either one or both of the elements at the source organisation. The

notification will state that this is the case and will list the elements that they don't hold.

# 5.16. Dental Profressional Registration

# 5.16.1. Dental Professional Registration Role (GDC)- Successful Update and Decision Notification

The Professional Bodies interface sends files to ESR to update the Professional Registration details of General Dental Council members.

This interface can update details on the Registrations and Memberships Extra Information Type only.

Extra Person Information					×
Registration/Membership Body					
Professional Registration Number					
Expiry Date					
First Registered Date					
Revalidation Date					
E-Rec Vacancy Ref					
	•	00000			Ð
		<u>O</u> K	Cancel	Clear	Help

An automatic update can only occur where the professional registration number matches an active employee AND the first name and last name of the employee also match the details obtained from the GDC Public register.

### **Automatic Update Notification**

Where automatic updates have occurred, a notification will be sent to the role holder of the "De<u>ntal Prof</u> <u>Registration</u>' role detailing the changes made.

The notifications are colour coded in Red, Amber or Green depending on whether any registration status issues exist.

### Notifications to GDC Registration Role

**Red Notification** 

11110	Workflow				Q Search	G Home	★ Favorites ∞ Set	↓ Logged In As 20 tings ∨	DIEMPA ?	ل) Logout
orklist >										
Informati	ion cation does not r	equire a response.								
rofessio	onal Boo	lies - Succ	essful Upd	lates RI	ED					
									ОК	Reassig
To EmpA										
To Emp A Sent 01-De	c-2020 16:20:2	1								
To Emp A Sent 01-De ID 83537	c-2020 16:20:2 7537	1								
To Emp A Sent 01-Der ID 83537	c-2020 16:20:2 7537 Body Interface	1								
To Emp A Sent 01-De ID 83537 Professional I The following	c-2020 16:20:2 7537 Body Interface people have ha	1 d their professiona	al registration details	s records upda	ated by the General Der	tal Council.				
To Emp A Sent 01-Der ID 83537 Professional I The following Please review Employee	c-2020 16:20-2 7537 Body Interface people have ha these changes Applicant	1 d their professiona and report any iss Last Name, First	al registration details ues to the appropria	s records update Professiona	ated by the General Der al Body. Professional Registration	tal Council.	First Registered	Revalidation/NMC CPD Prep.	GDC Registration	GDC
To Emp A Sent 01-Dev ID 83537 Professional I The following Please review Employee Number	c-2020 16:20:2 7537 Body Interface people have ha these changes Applicant Number	1 d their professiona and report any iss Last Name, First Name	al registration details ues to the appropria Organisation	s records upda ate Profession Location	ated by the General Der al Body. Professional Registration Number	tal Council. Expiry Date	First Registered	Revalidation/NMC CPD Prep. Exp Date	GDC Registration Status	GDC Professio

### **Amber Notification**

■ NHS	Workflow				Q Search	<b>î</b> Home	★ Favorites ∨ Set	<b>¢</b> tings ∨	Logged In As 201E	EMPA ?	Logout	() Porta
Worklist >												
Informatio     This notific:	on ation does not r	equire a response.										
Professic	onal Boo	lies - Succ	essful Upd	ates Al	MBER							
										ОК	Reassig	m
To Emp A												
Sent 01-Dec	:-2020 14:56:1 7533	3										
10 000077	500											
Professional B	Body Interface											
The following Please review	people have ha these changes	d their protession and report any iss	al registration details ues to the appropria	records upda te Professiona	ted by the General De I Body.	ntal Council.						
Employee Number	Applicant Number	Last Name, First Name	Organisation	Location P	rofessional Registration lumber	Expiry Date	First Registered Date	Revalidati Exp Date	on/NMC CPD Prep.	GDC Registratior Status	GDC Professio	on l
29057653		EmpB	201 Organisation	201 CST	166202	31-DEC- 2024	01-JAN-2010	31-DEC-	2020			
		1	1	JJ			1					
Return to Worklis Display next	t											
notification after												
iny response										OK	Poperie	
										OR	Reassig	,n

### **Green Notification**

	Workflow				Q Search	G Home I	★ Favorites ∞ Set	tings -	Logged In As 201	EMPA ? Helj	Logout	() Port
orklist >												
Information This notific	on cation does not re	equire a response.										
rofessio	onal Bod	ies - Succ	essful Upd	ates G	REEN							
										ОК	Reassig	m
To EmpA												
Sent 01-Dec	c-2020 15:03:23	3										
ID 83537.	7534											
Professional												
i i olessioildi [	Body Interface											
The following Please review	people have ha	d their professiona and report any iss	al registration details ues to the appropria	records upd te Profession	ated by the General Dent al Body.	al Council.						
The following Please review Employee Number	people have have these changes Applicant Number	d their professiona and report any iss Last Name, First Name	al registration details ues to the appropriat Organisation	records upd te Profession Location	ated by the General Dent al Body. Professional Registration Number	al Council. Expiry Date	First Registered Date	Revalidat Exp Date	on/NMC CPD Prep.	GDC Registration	GDC Professio	'n
The following Please review Employee Number 29057354	people have had these changes Applicant Number	d their professiona and report any iss Last Name, First Name EmpA	al registration details ues to the appropriat Organisation 201 Organisation	records upd te Profession Location 201 CST	ated by the General Dent hal Body. Professional Registration Number 166201	Expiry Date 31-DEC- 2024	First Registered Date 01-JAN-2010	Revalidat Exp Date 31-DEC-	on/NMC CPD Prep.	GDC Registration Status	GDC Professio	'n
The following Please review Employee Number 29057354	People have have the these changes Applicant Number	and report any iss Last Name, First Name Emp A	al registration details ues to the appropriat Organisation 201 Organisation	records upd te Profession Location 201 CST	lated by the General Dent hal Body. Professional Registration Number 166201	Expiry Date 31-DEC- 2024	First Registered Date 01-JAN-2010	Revalidat Exp Date 31-DEC-	on/NMC CPD Prep. 2020	GDC Registration Status	GDC Professio	n
The following Please review Employee Number 29057354 turn to Worklis ] Display next	people have have have have these changes. Applicant Number st	d their professiona and report any iss Last Name, First Name Emp A	al registration details ues to the appropriat Organisation 201 Organisation	records upd te Profession Location 201 CST	ated by the General Dent tal Body. Professional Registration Number 166201	Expiry Date 31-DEC- 2024	First Registered Date 01-JAN-2010	Revalidat Exp Date 31-DEC-	on/NMC CPD Prep.	GDC Registration Status	GDC Professio	n
The following Please review Employee Number 29057354 turn to Worklis ] Display next ification after recoorse	people have has these changes. Applicant Number st	d their professiona and report any iss Last Name, First Name EmpA	al registration details ues to the appropriat Organisation 201 Organisation	records upd te Profession Location 201 CST	ated by the General Dent tal Body. Professional Registration Number 166201	Expīry Date 31-DEC- 2024	First Registered Date	Revalidat Exp Date 31-DEC-	on/NMC CPD Prep.	GDC Registration Status	GDC Professio	n
The following Please review Employee Number 29057354 turn to Worklis Display next ification after response	sody interface people have has these changes Applicant Number	d their profession and report any iss Last Name, First Name EmpA	al registration details ues to the appropriat Organisation 201 Organisation	records upd te Profession Location 201 CST	ated by the General Dent al Body. Professional Registration Number 166201	al Council. Expiry Date 31-DEC- 2024	First Registered Date 01-JAN-2010	Revalidat Exp Date	orr/NMC CPD Prep.	GDC Registration Status	GDC Professio	in in

### **Decision Notifications**

Where an employee with a matching professional registration number is found, but the name is not an exact match, then a 'Decision' notification will be sent to the role holder requesting a decision as to whether the update is appropriate for the employee. If this update is approved then the update will be applied to the employee's registration record. If the update is rejected then the update will not be applied.

NHS		<b>☆</b> Home	<b>S</b> Navigator ∨	★ Favorites ∨	<b>©</b> Settings ~	Logged I	n As 304CCN075ROL	? Help	Logout	) Portal
Worklist > Professional Bodies - Decision Required							_			
To CCN075, Role Sent 21-Jun-2018 16:45:03 ID 459166228					Approve	Reject	Reassign R	equest Inf	ormation	
Professional Body Interface										
This record was sent by the General Dental Council. The person listed has the same Prof ESR Person Details	lessional Registration Number as the update record bu	t the name or date	of birth does no	ot match.						
Last Name, First Name Date of Birth Professional Registration Number Employee Number	Applicant Number Organisation Location									
CCN075,Test18 01-JAN-1978 654017 60006286	304 Organisation 4721 304 Hgoumzg	n 877856								
Interface Update Record										
Last Name, First Name Date of Birth Professional Registration Number Expiry Date First	t Registered Date Revalidation/NMC CPD Prep. Exp Date	GDC Registration St	atus GDC Profe	ession						
XXX075,TestNEW 01-JAN-1978 654017 09-DEC-2030 23-J	IAN-2010 23-JAN-2020	Erased	Dental The	erapist						
Can you review these details and decide whether this update is appropriate for this personal for the second s	on. If it is not appropriate then there may be a data issu	e with the professi	onal registratio	n number he	ld in ESR for th	is person. This	should be reviewed wi	th the Profe	ssional B	ədy.
Display next notification after my response				I	Approve	Reject	Reassign R	equest Inf	ormation	

# 5.16.1. Dental Professional Registration Role (GDC) - GDC registration number errors

A Workflow notification will be generated to individuals assigned to the GDC registration role on a weekly\* basis which lists errors/ issues identified on registration numbers. The notification will list registration numbers that have been found to have an invalid format, are inaccurate or have been assigned incorrectly. An example of the notification has been shown below

# \*Note: The frequency of notifications is monitored and may decrease based on the volume of errors/ anomalies and feedback from GDC registration role holders.

### Notification: Invalid, erroneous or incorrectly assigned registration numbers.

The following GDC registrant numbers have been found to have an invalid format, or assigned to incorrect individual(s)\* or not to be found on the GDC register. As such the GDC professional Body Interface will not update the registration information for the following records.

Please review and correct after confirming with the GDC public register.

\*Other registrants found with the same registration number.

ESR employee Number	Surname	First Name	GDC Professional registration	Туре	Reason
8736325	Roberts	Julia	123456	Name differs from GDC Register	Other registrants found with same registration number in ESR
3846736	Crusoe	Robinson	G87654	Invalid format	Contains one or more invalid characters
467890	Cox	Brian	963852	Not Found	Registrant not found in GDC. Please check registration number.

Role holders are required to review the notifications received and correct the registration information after confirming with the GDC register.

# 5.17. Health Care Professional Registration Role 5.17.1. Health Care Professional Registration Role (HCPC) -Successful Update and Decision Notification

The Professional Bodies interface sends files to ESR to update the Professional Registration details of Health Care Professions Council members.

This interface can update details on the Registrations and Memberships Extra Information Type only.

Extra Person Information					×
Registration/Membership Body					
Professional Registration Number					
Expiry Date					
First Registered Date					
Revalidation Date					
E-Rec Vacancy Ref					
	•	30000			Ð
		QK	Cancel	Clear	Help

An automatic update can only occur where the professional registration number matches an active employee AND the first name and last name of the employee also match the details obtained from the HCPC Public register.

### **Automatic Update Notification**

Where automatic updates have occurred a notification will be sent to the role holder of the 'HCPC Registration' role detailing the changes made.

The notifications are colour coded in Red, Amber or Green depending on whether any registration status issues exist.

### Notifications to HCPC Registration Role

**Red Notification** 

nt 24-7 ID 4584	\pr-2018 : 466808	14:05:47														
ofessiona	I Body Inte	rface														
e followin ease revie	g people h w these ch	ave had their prot anges and report	lessional regist any issues to t	tration deta	ils records upd riate Profession	lated by al Body	the Health an	d Care Prof Council.								
mploy <del>ee</del> umber	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration Number	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	HCPC Profession	Registration Status	Public Work Town	Local Anaesthesia	Prescription Only Medicines	Supplementary Prescribing	Modalities	Independer Prescribing
7249191		CCN076,Test01	180 Organisation 237834	180 Location 171300	AS07601	26- DEC- 2030	06-JAN- 2010	06-JAN-2020	AS Art Therapist	Registered	Test Public Work Town		РОМ-А	Yes		Yes
7249194		CCN076,Test04	180 Organisation 237834	180 Location 171300	CS07604	23- DEC- 2030			CS Clinical Scientist	Registered Interim Conditions of Practice				Yes	Modality3	Yes
7249197		CCN076,Test07	180 Organisation 237834	180 Location 171300	ODP07607	20- DEC- 2030		12-JAN-2020	ODP Operating Department Practitioner		Test Public Work Town		POM-S	Yes	Modality1 Modality3	
7249200		CCN076,Test10	180 Organisation 237834	180 Location 171300	PA07610	17- DEC- 2030	15-JAN- 2010		PA Paramedic	Registered Conditions of Practice			POM-AS	Yes	Modality2 Modality4	
7249203		CCN076,Test13	180 Organisation 237834	180 Location 171300	PYL07613	14- DEC- 2030	18-JAN- 2010	18-JAN-2020	PYL Practitioner Psychologist	Deregistered Interim Suspension	Test Public Work Town		РОМ-А	Yes	Modality2 Modality3 Modality4	No
7249206		CCN076,Test16	180 Organisation 237834	180 Location 171300	SW07616	11- DEC- 2030	21-JAN- 2010	21-JAN-2020	SW Social Worker in England	Registered Caution				Yes		No

### **Amber Notification**

To CCN	1076 Role															
ent 24-A	Apr-2018 1	4:07:14														
ID 4584	466810															
rofessional	I Borty Inter	faco														
	- couy much	nucc						d Corr Dest Correct								
lease revie	w these cha	anges and report	any issues to	the approp	riate Profession	aled by al Body.	une meatur ar	id Care Proi Council.								
imploy <del>ee</del> Number	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration Number	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	HCPC Profession	Registration Status	Public Work Town	Local Anaesthesia	Prescription Only Medicines	Supplementary Prescribing	Modalities	Independer Prescribing
27249192		CCN076,Test02	180 Organisation 237834	180 Location 171300	BS07602	25- DEC- 2030	07-JAN- 2010		BS Biomedical Scientist	Registered Caution			POM-AS	No	Modality1	Yes
27249195		CCN076,Test05	180 Organisation 237834	180 Location 171300	DT07605	22- DEC- 2030	10-JAN- 2010	10-JAN-2020	DT Dietitian	Deregistered Suspension	Test Public Work Town		РОМ-А	No	Modality4	Yes
27249198		CCN076,Test08	180 Organisation 237834	180 Location 171300	OR07608	19- DEC- 2030			OR Orthoptist	Registered				No	Modality1 Modality4	
27249201		CCN076,Test11	180 Organisation 237834	180 Location 171300	PH07611	16- DEC- 2030		16-JAN-2020	PH Physiotherapist	Registered Interim Conditions of Practice	Test Public Work Town		POM-S	No	Modality1 Modality2 Modality3	No
27249204		CCN076,Test14	180 Organisation 237834	180 Location 171300	RA07614	13- DEC- 2030	19-JAN- 2010		RA Radiographer				POM-AS	No	Modality1 Modality2 Modality3 Modality4	No

### **Green Notification**

Sent Closed ID esponder	24-Apr- 24-Apr- 458465 CCN076	5, Role 2018 11:57:00 2018 12:43:56 912 5, Role														
rofessional   he following	Body Inte	rface ave had their pro	fessional regis	stration det	ails records up	dated b	y the Health	and Care Prof Counc	:il.							
iease review	w these ch Applicant Number	anges and repor Last Name, First Name	t any issues to Organisation	the approp	Professional Registration Number	Expiry Date	<b>y.</b> First Registered Date	Revalidation/NMC CPD Prep. Exp Date	HCPC Profession	Registration Status	Public Work Town	Local Anaesthesia	Prescription Only Medicines	Supplementary Prescribing	Modalities	Independen Prescribing
27249193		CCN076,Test03	180 Organisation 237834	180 Location 171300	CH07603	24- DEC- 2030		08-JAN-2020	CH Chiropodist/Podiatrist	Registered Conditions of Practice	Test Public Work Town		POM-S		Modality2	Yes
27249196		CCN076,Test06	180 Organisation 237834	180 Location 171300	HAD07606	21- DEC- 2030	11-JAN- 2010		HAD Hearing Aid Dispenser	Deregistered Interim Suspension			POM-AS		Modality1 Modality2	
27249199		CCN076,Test09	180 Organisation 237834	180 Location 171300	OT07609	18- DEC- 2030	14-JAN- 2010	14-JAN-2020	OT Occupational Therapist	Registered Caution	Test Public Work Town		POM-A		Modality2 Modality3	
27249202		CCN076,Test12	180 Organisation 237834	180 Location 171300	PO07612	15- DEC- 2030			PO Prosthetist/Orthotist	Deregistered Suspension					Modality1 Modality2 Modality4	No
27249205		CCN076,Test15	180 Organisation 237834	180 Location 171300	SL07615	12- DEC- 2030		20-JAN-2020	SL Speech & Language Therapist	Registered	Test Public Work Town		POM-S			No

### **Decision Notifications**

Where an employee with a matching professional registration number is found, but the name is not an exact match, then a 'Decision' notification will be sent to the role holder requesting a decision as to whether the update is appropriate for the employee. If this update is accepted then the update will be applied to the employee. If the update is rejected then the update will not be applied.

					G Horr	) 🚫 ne Navigator -	★ Favorites →	Settings 🗸	Logged In As <b>180</b>	CCN076RO	LE ? Help
rofessional Bodies - Dec	ision R	Require	d				Appr	ove Reject	Reassign	More Inform	nation Requ
To CCN076, Role Sent 24-Apr-2018 12:27:27 ID 458465917											
Professional Body Interface This record was sent by the Health and Care Prof C ESR Person Details	Council. The p	erson listed ha	s the same Professional R	Registration Nun	nber as the upda	ite record but th	e name or date	of birth does not m	atch.		
Last Name, First Name Date of Birth Professional Re CCN076,Test18 01-JAN-1978 AS07618	egistration Nur	mber Employee	Number Applicant Number	Organisation 180 Organisatio	Locat on 237834 180 L	lon location 171300					
······				LICEC	Partistration	In 111 111 1	Local	Description Only	Constant		
Last Name, First Date of Professional Name Birth Registration Number	Expiry F Date I	First Registered Date	Prep. Exp Date	Profession	Status	Town	Anaesthesia	Medicines	Prescribing	Modalities	Independer Prescribing
Last Name, First Date of Professional Name Birth Registration Number XXX076,Test18 AS07618	Expiry Date [ 09-DEC- 2030 2	First Registered Date 23-JAN-2010	Prep. Exp Date	AS Art Therapist	Registered	Town Test Public Work Town	Anaesthesia	Prescription Only Medicines POM-AS	Prescribing Yes	Modalities	Independer Prescribing Yes
Last Name, First Date of Professional Name Birth Registration Number XXXX76.Test18 ASX7618 Can you review these details and decide whether the eviewed with the Professional Body.	Expiry Date 09-DEC- 2030	First Registered Date 23-JAN-2010 appropriate for	Revalidation/NMC CPD Prop. Exp Date 23-JAN-2020 this person. If it is not app	AS Art Therapist	Registered	Town Town Test Public Work Town	Anaesthesia	POM-AS	Yes Yes Yes Yes	Modalities	Independen Prescribing Yes should be

# 5.17.2. Health Care Professional Registration Role (HCPC) - HCPC registration number errors

A Workflow notification will be generated to individuals assigned to the HCPC registration role on a weekly\* basis which lists errors/ issues identified on registration numbers. The notification will list registration numbers that have been found to have invalid format, are inaccurate or have been assigned incorrectly. An example of the notification has been shown below

# \*Note: The frequency of notifications is monitored and may decrease based on the volume of errors/ anomalies and feedback from HCPC registration role holders.

### HCPC registration number errors:

The following HCPC registrant numbers have been found to have an invalid format, or assigned to incorrect individual(s) or not to be found on the HCPC register. As such the HCPC professional Body Interface will not update the registration information for the following records.

	Please review and correct after confirming with the HCPC public register.								
	Employ	Surname	First Name	HCPC Prof. Reg	Туре	Reason			
	ee			number					
	Number								
I	333925	Roberts	Jason	CH.12345	Invalid format	Contains one or more			
	16					invalid characters			
	555716	Statham	Derek	BS62930	Assigned to	Other registrants			
	89				Incorrect registrant	found with same			

					registration number in
					ESR.
888149	Brown	Jason	33150	Invalid format	The professional code
89					prefix is missing
222117	Dixon	Michael	BS29391	Not found	Registrant not found in HCPC. Please check registration number.

Role holders are required to review the notifications received and correct the registration information after confirming with the HCPC register.

# 5.18. Medical Staffing Officer Role

There are two aspects associated with this role, facilitating information provided through both the Doctors in Training (DIT) and the GMC interface.

# 5.18.1. Medical Staffing Officer Role (DIT)

### Notification Process

On a regular basis a process will scan the NHS Confirmation table on the NHS Hub and generate a notification for each organisation listing all Positions with a status of 'FAIL'.

The notification will be sent to the 'Medical Staffing Officer' role holders in each organisation. The notification will have a warning message as follows which is displayed only if there are one or more records with the status 'FAIL'

### This Notification requires user action.

Details of assignments attached to the following positions were extracted, but have not been forwarded on to the appropriate body. The position details will need to be corrected so that this data can be sent to the appropriate body in the next extract.

Then each position with a status of fail will be listed with the following values

The list will be ordered by Position Number.

Position Number 1	Position Title 1	Deanery Post Number 1	Message1 e.g. Deanery Body not recognized from Deanery Post Number supplied
Position Number 2	Position Title 2	Deanery Post Number 2	Message 2
Position Number 3	Position Title 3	Deanery Post Number 3	Message 3

### **DIT Inbound Notifications – MSO Role**

As the DIT interface creates applicants and applications in ESR a number of notifications will be sent to the MSO role as follows and ESR will facilitate the delivery of these notifications from both the DIT System and the NHS Systems Integration Team.

### **Medical Rotation Notification**

The delivery of this notification is controlled by the third party DIT system and will hold a URL link to take the MSO to a table of information held on the NHS Hub.

This notification will hold details about all medical and dental trainees due to commence at the employing authority as part of their rotation.

Title: Medical Training - Medical Rotation Notification				
Trust ID:	999			
Date of Notification:	22 Mar 2016			
Body of Notification:				
Below is a link which will take to their next placement. Check employee record.	you to the latest Medical Rotation grid supplied by the Generic LETB, as trainees at your Trust are due to rotate the details and undertake the necessary steps to either appoint them into their new position or terminate their			
Please Note: Where the detail: position and you should conta	s related to the current and or next post holder are blank, this may or may not indicate a vacancy against the act your LETB Lead for more information.			
DE ABC 999 MEDROT 20160	322 180401 00005271-mamh6y2d9p.xls			
To access the information ove	r the link you will need to supply the LETB specific password. Please obtain this from the NHS Team via the			

### Change to Projected Hire/End Date Notification

The notification provides the outline of the person concerned and the change in information, advising the role holder to manually amend the record.

Title:		N	Medical Training - Change to Project Hire/End Date Notification (No specialty supplied) 180					
Trust ID:		1						
Date of Notifica	ation:	0	2 May 2018					
Body of Notific person record a	ation: Below are o Ind make the app	details of a tr ropriate ame	ainee who has had their projecte ndment to the application.	d hire/end date amen	ded in the LETB system	m. Please locate the		
Last Name	First Name	GMC Number	Position Number	Position Name	New Projected Hire Date	New Projected End Date		
Cheah	Seong Keat	7550272	15336199	Specialty Registrar	05 June 2018	İ		
Chukwuma	Unoma	7000831	15336199	Specialty Registrar		30 June 2019		
Chukzema	Anoma	7000898	15336198	Specialty Registrar		24 April 2019		
Dheab	Leong Leat	7550297	15336197	Specialty Registrar	07 September 2018			

### Update to Medical Rotations – Applicant Withdrawn

This notification will be sent to the MSO when one of the medics identified in the 'Medical Rotation Notification' above subsequently withdraws from that position.

The notification will provide details about the medic concerned so that the MSO can take the necessary action to remove or amend the applicant.

Title:			Me	dical Training - Applicant(s) Withdrawn (No specialty supplied)		
Trust ID:	8		123	3		
Date of	Notification		02	Feb 2016		
Body of	Notification ry steps to v	The following	medical and applicant re	d dental trainee(s) have been withdrawn from their placement. Se cord.	e details belo	ow and take th
Withdra	wn Medica	and Dental Tra	inee		T)	
Last Name	First Name	GMC supplied by LETB	Employee	e/Applicant Number	Employee Status	Withdrawal Reason
Smith	Frederick	9999999	Number Una this VPD, so i	vailable - Person has been removed from the position and does not have a GMC record in unable to identify Applicant/Employee Number		3: Other
Posit	ion Details					
ESR P	Position ID	999999999	TPN	AAA/ABCCC/001/YYY/001		
Managing LETB		AAA	Position Tit	tle Specialty Trainee Registrar		
Occ Code			Job	Specialty Trainee Registrar		
Head	/Lead Statu	is Host Employe	r Organisatio	on 123 CHI Child Health Acute Medical		
Lead	Trust	123	Location	General Hospital		
Withdra	awn Medica	and Dental Tra	inee			
Last Name	First Name	GMC supplied by LETB	Employee	e/Applicant Number	Employee Status	Withdrawal Reason
Turner	Ruth	3333333	6666666	Person has been removed from the position in ESR	Employee	3: Other
Posit	ion Details					
ESR P	osition ID	888888888	TPN	AAA/AABDDD/004/A1/001		
Mana	aging LETB	AAA	Position Tit	tle Foundation Doctor - Year 1		
Occ C	ode	004	Job	Foundation Doctor - Year 1		
Head	/Lead Statu	s Host Employe	r Organisatio	on 123 MED Foundation Programme		
Load	Trust	123	Location	General Hospital		

### Update to Medical Rotations – Replacement Application

This notification will be sent to the MSO when a replacement to the withdrawn applicant above is appointed. It will provide details about the medic to be appointed and the MSO can proceed to hire the applicant as per the usual recruitment process.

The DIT System is responsible for sending these notifications when required.

Title:	Medical Training - Replacement Applicants(s) (General Practice)					
Trust ID:	t ID: 999					
Date of Notification:	26 Apr 201	16				
Body of Notification: The identified in the Medical trainee.	following medical and denta Rotations Notification previo	l trainee(s) have b ously sent. See det	een appointe ails below an	d into the <mark>f</mark> ollowing p d take the necessary	position and replaces the applicant steps to hire this replacement	
Replacement Medical an	d Dental Trainee					
Last Name	First Name	GMC Number		Current Placement	Projected Hire Date	
Turner	Dave	3456246		999	05 September 2016	
Position Details						
ESR Position ID	Not supplied		TPN		YYY/ZZZ12/999/XYZ/005	
Managing LETB	ABC		Position Title		Not supplied	
Occ Code			Job			
Head/Lead Status			Organisation	r.		
Lead Trust			Location			
Title:	Medical Tr	aining - Replacem	nent Applicant	s(s) (Rehabilitation	Medicine)	
Trust ID:	999	_				
Date of Notification:	26 Apr 201	16				
Replacement Medical an	d Dental Trainee			1		
Last Name	First Name	GMC Number		Current Placement	Projected Hire Date	
Brown	Julie	4567890	333		20 August 2016	
Position Details						
ESR Position ID	Not supplied		TPN		YYY/ZZZZZ/099/XYZ/333	
Managing LETB	ABC		Position Title Not supplied		Not supplied	
Occ Code		dot				
Head/Lead Status			Organisation	6		
Lead Trust			Location			
Replacement Medical an	d Dental Trainee					
Last Name	First Name	GMC Number		Current Placement	Projected Hire Date	
Smith	Roy	1234567		999	01 June 2016	
Position Details						
ESR Position ID	Not supplied		TPN		YYY/ZZZZ/099/XYZ/333	
Managing LETB	ABC		Position Title	2	Not supplied	
Occ Code			dot			
Head/Lead Status			Organisation			
Lead Irust			Location			

### New Starter Reminder – Medical and Dental Trainees Notification

This notification is sent to the MSO Role reminding them that an applicant record has been created and may still need action. This notification will be initiated by the NHS Interface Hub, by using the projected start date field. This notification should be limited to only include those in the medical and dental staff group attached to a position where a DPN has been recorded.

It will be sent 5 working days before the projected hire date detailed in the applicant record.

Title:	Deanery	- Jnr. Doctor Starter(s) (999	)	
Trust ID:	999		fc.	
Date of Notification:	01/03/20	16		
Body of Notification: The You should ensure that the trainee already occupies you are the host trust for	e following medical and d he necessary steps have a post within your organis the trainee, please ensur	lental trainees are due to co been taken to hire them into sation, please remember to e that you hire the applican	ommence their new placement o their new positions on the action their current employee t as an <b>honorary</b> employee	ent within the next 5 days. hire date.Please note: If the ee assignment accordingly. If e.
Position Number	Last Name	First Name	GMC Number	Projected Hire Date
32557334	Heathcliffe	Simon	1234567	02/03/2016
Title:	Deanery	- Jnr. Doctor Starter(s) (123	)	
Trust ID:	999			
Date of Notification:	01/03/20	16		
you are the host trust for Position Number	the trainee, please ensur	e that you hire the applican First Name	GMC Number	Projected Hire Date
Position Number	Last Name	First Name	GMC Number	Projected nire Date
24623526	Bennett	Granam	2345678	02/03/2016
Body of Notification: The You should ensure that the trainee already occupies you are the host trust for	e following medical and d he necessary steps have a post within your organis the trainee, please ensur	lental trainees are due to co been taken to hire them into sation, please remember to e that you hire the applican	ommence their new placeme o their new positions on the action their current employee t as an <b>honorary</b> employee	ent within the next 5 days. hire date.Please note: If the ee assignment accordingly. I e.
Position Number	Last Name	First Name	GMC Number	Projected Hire Date
98249571	Bebbington	Neil	3456789	02/03/2016
87686554	Shaw	Matilda	9837294	02/03/2016
34984763	Wood	Richard	1239874	02/03/2016
49578393	Evens	Sally	3336661	02/03/2016
Title: Trust ID: Date of Notification: Body of Notification: Th You should ensure that ti trainee already occupies you are the host trust for	Deanery 999 01/03/20 he following medical and d he necessary steps have a post within your organis the trainee. please ensur	- Jnr. Doctor Starter(s) (AB 16 lental trainees are due to co been taken to hire them int sation, please remember to e that you hire the applican	CD\) ommence their new placeme o their new positions on the action their current employed t as an <b>honorary</b> employed	ent within the next 5 days. hire date.Please note: If the se assignment accordingly. I
Position Number	L ast Name	Elevet Name a	CNCNumber	
	Last Name	First Name	GMCNumber	Projected Hire Date
24623456	Edmunds	Piers	4567890	02/03/2016

New Training Position created within DIT System A notification is sent to the MSO Role Holder highlighting that a new position record has been created within the DIT system. This notification will be initiated by the receipt of a type 5 notification – New Training Position created within DIT system, where a new post is created and associated with the VPD.

Title:	Medical Training - New Training Post Created by LETB (General Practice)					
Trust ID:	999					
Date of Notification:	26 Apr 2016					
Body of Notification:The following p details, so that this post can be setu	osition(s) have been created by LETB with e up within ESR.	ffect from . Please contact the LETB directly to establish				
Training Post Number	LETB/Deanery	Site/Location				
YYY/C99999/999/EEEEE/003	ABC LETB	Medical Centre				
YYY/C99999/999/EEEEE/005	ABC LETB	Health Centre				
Title:	Medical Training - New Training Po	st Created by LETB (Rehabilitation Medicine)				
Trust ID:	999					
Date of Notification:	26 Apr 2016					
Body of Notification:The following p details, so that this post can be setu	osition(s) have been created by LETB with e up within ESR.	ffect from . Please contact the LETB directly to establish				
Training Post Number	LETB/Deanery	Site/Location				

### **Duplicate and/or Erroneous Positions**

This notification will be made available to the Medical Staffing officer via ESR. It will highlight duplicate and/or erroneous positions that have been created in ESR. These are instances where positions are created with different position numbers and associated with the same DPN. Duplicate positions can be actioned as appropriate on ESR by the MSO i.e. by selecting the resultant position ID and setting an effective end date or by deleting the position. (The former is the recommended action). Erroneous DPNs or Position titles need to be corrected. Brief guidance on the error will be provided in the notification.

### This notification requires action.

Where the position has been created erroneously or is redundant, the user is required to end date and/or correct the position.

Duplicate and / or Erroneous Doctor in Training Positions in ESR								
The following <u>duplicate</u> Positions have been observed in ESR. This means that there are multiple positions associated with a single Training / Deanery Post Number. Those which are not required should be End Dated.								
Erroneous positions are those wh	ere the DPN and/or position ti	tle contains erroneous characters or is not						
In the expected format.	itions listed below as appropri	iato						
Flease review and correct the pos	illions listed below as appropri	laic.						
Duralizate Desiriane								
Duplicate Positions								
Deanery Post Number	Position Number	Position Title						
EOE/RGT00/003/SPR/001	5498763	Specialty Registrar						
EOE/RGT00/003/SPR/001	5498765	Specialty Registrar						
EOE/RGT00/084/SPR/001	5498785	Specialty Registrar (Core						
		Trainee)						
EOE/RGT00/084/SPR/001	5498790	Specialty Registrar (Core						
		Trainee)						
EOE/RGT00/074/SPR/001	5476834	Specialty Registrar (Core						
		Trainee)						
EOE/RGT00/074/SPR/001	5477894	Specialty Registrar (Core						
		Trainee)						
Erroneous Positions								
DNM/SUPERNUMERARY	8346736	3846736 D-Specialty Registrar						
Minimum of 4 parts required		(Sup) 080 Clinical Radiology						
MAN/TOBECONFIRMED	8383632	9583632 D-Specialty Registrar						
Minimum of 4 parts required		(ST3+) 091 Neurology						
EOEXRCX00/052/FY7/701	8374633	23746333 D-Specialty Registrar						
First part must have 3		(Sup) 080 Clinical Radiology						
characters								
1								

# 5.18.2. Medical Staffing Officer Role (GMC)

The Professional Bodies interface sends files to ESR to update the Professional Registration details of General Medical Council members.

This interface can update details on the Registrations and Memberships Extra Information Type only.
Extra Person Information					×
Registration/Membership Body				_	
Professional Registration Number					
Expiry Date					
First Registered Date					
Revalidation Date					
E-Rec Vacancy Ref					
	•	36666			Ð
		<u>O</u> K	<u>C</u> ancel	Clear	Help

An automatic update can only occur where the professional registration number matches an active employee AND the Date of Birth of the employee AND first OR last name of the employee match the details in the file from the professional body.

#### Automatic Update Notification

Where automatic updates have occurred a notification will be sent to the role holder of the 'Medical Staffing Officer' role detailing the changes made.

The notifications are colour coded in Red, Amber or Green depending on whether any registration status issues exist.

#### Notifications to MSO

Wo	rklis	st		
View	Open N	Notifications Go		
Select	Notifica	ations: Open Reassign Close		Previous 1-25
Select	All   Sele	ect None		
Select		Type	Subject	Sent 🗸 🚺
		XX Professional Bodies Interface	Professional Bodies - Successful Updates GREEN	16-Oct-2017
		XX Professional Bodies Interface	Professional Bodies - Successful Updates AMBER	14-Oct-2017
		XX Professional Bodies Interface	Professional Bodies - Successful Updates RED	14-Oct-2017
		XX Professional Bodies Interface	Professional Bodies - Decision Required	14-Oct-2017

#### **Red Notification**

### Professional Bodies - Successful Updates RED

0	Infor This no	mation otificatio	n does not re	quire a respo	inse.										
To Sent ID	Lees 15-S 3898	e, Viviar ep-2017 886495	05:14:04												
Profe	ssional	Body Inte	erface												
The for Pleas	ollowin e revie	g people w these	have had their changes and re	professional r eport any issu	registrations to the	on details rec appropriate F	ords updat Professiona	ed by the G I Body.	eneral Medical Cou	ncil.					
						Drefersional		First	Perulidation (NIMC		Cub	Cub	Cub	Cult	

					Professional		First	Revalidation/NMC			Sub		Sub		Sub
Employee	Applicant	Last Name,			Registration	Expiry	Registered	CPD Prep. Exp	Registration	Speciality	Speciality	Speciality	Speciality	Speciality	Speciali
Number	Number	First Name	Organisation	Location	Number	Date	Date	Date	Status	1	1	2		3	3

#### **Amber Notification**

#### Professional Bodies - Successful Updates AMBER

26512345 1234577 Bradley,Derek 504 Surgery ESR Hospital 123456 05-DEC-2011 DEC-2011

0	Information This notification does not require a response.
To	Leese, Vivian
Sent	15-Sep-2017 05:14:04

ID 389886495

#### Professional Body Interface

The following people have had their professional registration details records updated by the General Medical Council. Please review these changes and report any issues to the appropriate Professional Body.

Employee Number	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration Number	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	Registration Status	Speciality 1	Sub Speciality 1	Speciality 2	Sub Speciality 2	Speciality 3	Sub Speciality 3	Speciality 4	Sub Speciality 4	Spe 5
26512345	1234577	Bradley,Derek	504 Surgery	ESR Hospital	123456	05- DEC-2017	05- DEC-2001		Registered with Licence	Urology								

#### **Green Notification**

orklist >	siona	l Bodies	s - Succ	essf	ul Upo	late	es GR	EEN											
1 Infor This r	rmation notification	on does not requ	uire a respon	se.															
To CR3 Sent 12-A ID 3264 Professional	14993, Rc Apr-2017 449836 I Body Inte	lleholder / 17:10:22 rface						Concert Martine L											
Please revie	ew these c	hanges and repo	ort any issues	to the ap	propriate Pro	fessio	nal Body.	e General Medical	Council.										
Employee . Number	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration Number	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	Registration Status	Speciality 1	Sub Speciality 1	Speciality 2	Sub Speciality 2	Speciality 3	Sub Speciality 3	Speciality 4	Sub Speciality 4	Speciality 5	Sub Spe 5
26519332		CR34993,Emp01	444 Organisation	444 Location	6001001	01- MAY-			Registered with	General psychiatry									

#### **Decision Notifications**

Where an employee with a matching professional registration number is found, but the Date of Birth and/or name is not an exact match, then a 'Decision' notification will be sent to the role holder requesting a decision as to whether the update is appropriate for the employee. If this update is approved then the update will be applied to the employee's registration record. If the update is rejected then the update will not be applied.

ofessio	nal	Bodie	es -	Decis	ion Rec	quired														Det
To <b>CR3499</b> 3 Sent <b>12-Apr-2</b> ID <b>3264498</b>	3, Rol 017 : 28	eholder 17:10:21																Appr	ove	кеј
Professional Body	Inter	face																		
This record was	sent b	y the General	l Medic	al Council.	The person list	ed has the same	Profession	nal Regist	ration Num	ber as the	update re	cord but th	ne name o	r date of b	irth does r	not match.				
ESR Person Deta	ils																			
	1	Data of Right	D	reional Dorrice		Constant a March														
Last Name, First N	vame	Date of Birth	Profes	ssional Regist	tration Number	Employee Numbe	r Applican	t Number	Organisatio	'n	Locati	on								
Last Name, First N CR34993,Emp02	vame	01-JAN-1980	60010	)02	ration Number	26519350	Applican	t Number	Organisatic 444 Organi	on sation 5676	50 444 Location	on ocation 241	965							
Last Name, First N CR34993,Emp02 nterface Update Last Name, First Name	Recor Date of Birth	ol-JAN-1980 rd Professional Registration Number	Expiry Date	First Registered Date	Revalidation/Ni CPD Prep. Exp Date	MC Registration Status	Speciality	Sub Speciality	Organisatio 444 Organi 5peciality 2	n sation 5676 Sub Speciality 2	Speciality	on ocation 241 Sub Speciality 3	965 Speciality 4	Sub Speciality 4	Speciality 5	Sub Speciality 5	Speciality 6	Sub 7 Speciality 6	Ftp Warning Exists	r Ca Qi

#### Note:

Three scenarios have been observed around the Given name in GMC. Scenario 1: Where the given name in GMC is a single word or single name. Scenario 2: Where the given name in GMC consists of a first name and middle name Scenario 3: Where the given name in GMC is a genuine first name but comprises of two or more names separated by a space(s) Eg. Sarah Jane.

Pre-processing on ESR attempts to account for all three scenarios and will only generate a Decision (mismatch) Notification if the 'Given Name' in the GMC register does not match with the 'First Name' held in ESR.

#### Notifications: Newly activated and Full Registrations

Medical Staffing Teams currently repeatedly refer to the GMC website for each newly qualified doctor to ascertain if he/ she has an active registration or if they have achieved a full registration status for the following reasons:

- In order for a newly qualified doctor to commence the foundation medical training programme, it is necessary that their GMC registration status be **activated**.
- In order to embark on the second year of foundation medical training programme, newly qualified doctors need to have a **full registration status**.

This functionality utilises the existing GMC interface but compare the current day's GMC file with the previous day's GMC file to determine those that have been newly activated and those that have achieved full registration.

#### **Description of Notification**

#### **Notification: Activation of Registration**

This notification will list the newly qualified doctors whose registration has been activated by the GMC and whose registration status equals 'Provisionally Registered with License' as shown below:

#### Newly Qualified Doctor: Activation of registration

GMC registrations for the following individuals have been newly activated

Employee number	Surname	First Name	Professional Registration number	GMC Registration status	Provisional Registration date	Full registration date	Conditions	Undertakings	FTP
145667	lgor	Man	44B5678T	Provisionally Registered with License	01.July.2018		No	No	No
123887	Adams	James	66A5432C	Provisionally Registered with License	02 July 2018		No	No	No

#### Notification: Full Registration

This notification will list the doctors who have secured a full registration with the GMC i.e. where the registration status has changed from 'Provisionally registered with License' to 'Registered with License' as shown below:

#### Newly Qualified Doctor: Achieved full registration

The following newly qualified doctors have achieved full registration status

Employee number	Surname	First Name	Professional Registration number	GMC Registration status	Provisional Registration date	Full registration date	Conditions	Undertakings	FTP
155334	Statham	Derek	66A5432C	Registered with License	01.July.2017	01.July.2018	No	No	No
122334	Robertson	Julia	57B3256X	Registered with License	02 July 2017	03.July.2018	No	No	No

The notifications will be generated as and when the above occur.

## 5.19. Pharmacy Professional Registration Role

## 5.19.1. Pharmacy Professional Registration Role (GPhC) - Successful Update and Decision Notification

The Professional Bodies interface sends files to ESR to update the Professional Registration details of General Pharmaceutical Council members.

This interface can update details on the Registrations and Memberships Extra Information Type only.

Extra Person Information					×
Registration/Membership Body					
Professional Registration Number					
Expiry Date					
First Registered Date					
Revalidation Date					
E-Rec Vacancy Ref					
	•	35555			Ð
		( <u>o</u> k	Cancel	(Clear)	(Help

An automatic update can only occur where the professional registration number matches an active employee AND the first name and last name of the employee also match the details obtained from the GPhC Public register.

#### **Automatic Update Notification**

Where automatic updates have occurred, a notification will be sent to the role holder of the 'Pharmacy Prof Registration' role detailing the changes made.

The notifications are colour coded in Red, Amber or Green depending on whether any registration status issues exist.

#### Notifications to GPhC Registration Role

#### **Red Notification**

Pr	ofession	nal Bodie	es - Successfu	ul Updates R	RED										ок	Reassign
	To CCNTwol ent 31-Jan-20 ID 85857454	FourFive, Notif- 021 09:33:53 41	GPhC													
	To following per	ople have had th	eir professional registra	tion details records up	dated by the General	Pharmaceutical Council.										
	Nease review the Employee	ese changes and Applicant	I report any issues to the	e appropriate Professio	nal Body.	Professional Registration	Evolor Date	First Registered	Revalidation/NMC CPD Prep. Exp	Pharmaceutical	Gramus	Supplementary	Independent	Postal	Superintendent	Fitness to Practice
		Number		248 Organization	240 El LEndals		20 DEC	Date				Prescriber	Prescriber	Town		Info
	21000062		CCNTwoFourFive.EmpA	631525	Aitfyijtm	2000001	2021	02-JAN-2021	29-NOV-2021	Pharmacy Technician	Registered	No	No	Warwick	Uirika	No
	21000083		CCNTwoFourFive,EmpC	349 Organisation 631525	349 FU Fndnk Altfyljtm	2000001	30-DEC- 2021	02-JAN-2021	29-NOV-2021	Pharmacy Technician	Registered	No	No	Warwick	Ulrika	No
0	and a Milestation															
Reo	Display next															
noti	lication after															
															ОК	Reassign

#### **Amber Notification**

														ок	Reassi
o CCNTw	oFourFive, Not	if-GPhC													
it 31-Jan- D 858574	202109:41:25  542														
fessional B	odv Interface														
following	people have had	their professional registra	tion details records up	dated by the General	Pharmaceutical Council.										
ployee mber	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	Pharmaceutical Profession	Status	Supplementary Prescriber	Independent Prescriber	Postal	Superintendent	Fitness to Prav Info
1000082		CCNTwoFourFive.EmpB	349 Organisation 631525	349 FU Fndnk Aitfyljtm	5000005	30-DEC- 2021	02-JAN-2021	29-NOV-2021	Pharmacist	Registered	Yes	Yes	Warwick	Ulrika	Yes
1000082		CCNTwoFourFive,EmpB	349 Organisation 631525	349 FU Fndnk Aitfyljtm	5000005	30-DEC- 2021	02-JAN-2021	29-NOV-2021	Pharmacist	Registered	Yes	Yes	Warwick	Ulrika	
CCNTWOPOUPPN															
to Worklist isplay next ation after															
to Worklist isplay next ation after ponse															
to Worklist isplay next ation after ponse														ок	Reassi

#### **Green Notification**

F	Professional Bodies - Successful Updates GREEN							Possim								
	To         CONTwofewarFau, Notif GPLC           Sent         31-Jan 2021 09:112/6           TO         B55574543															
	The following p	eople have had t	heir professional registra	tion details records up	dated by the General	Pharmaceutical Council.										
	PRODUCT DYNOW I	nese changes an	d report any issues to the	appropriate Protessio	nai eody.											
	Employee Number	Applicant Number	Last Name, First Name	Organisation	Location	Professional Registration	Expiry Date	First Registered Date	Revalidation/NMC CPD Prep. Exp Date	Pharmaceutical Profession	Status	Supplementary Prescriber	Independent Prescriber	Postal Town	Superintendent	Fitness to Practice
	Employee Number 21000083	Applicant Number	Last Name, First Name	Organisation 349 Organisation 631525	Location 349 FU Fndnk Aitfyijtm	Professional Registration Number 5000007	Expiry Date 30-DEC- 2021	First Registered Date 02-JAN-2021	Revalidation/NMC CPD Prep. Exp Date 29-NOV-2021	Pharmaceutical Profession Pharmacist	Status Registered	Supplementary Prescriber Yes	Independent Prescriber Yes	Postal Town Warwick	Superintendent Uirika	Fitness to Practice Info Yes

#### **Decision Notifications**

Where an employee with a matching professional registration number is found, but the name is not an exact match for what is detailed on the GPHC register, then a 'Decision' notification will be sent to the role holder requesting a decision as to whether the update is appropriate for the employee. If this update is approved, then the update will be applied to the employee's registration record. If the update is rejected, then the update will not be applied.

Workflist > Professional Bodies - Decision R	equired							Approve	Reject Reassign
To         CCNTwoFourFive, Notif-GPhC           Sent         31-Jan-2021 09:33:46           ID         858574536									
Professional Body Interface									
This record was sent by the General Pharmaceutical Counc	I. The person listed has the	same Professional Regist	ration Number as the update record b	ut the name or date of birth	does not match.				
ESR Person Details									
Last Narw, First Narm Date of Birth Professional Registrati CCNTwoFourFive,EmpA 01-JAN-1978 2000002 Interface Update Record	on Number Employee Number 21000062	Applicant Number Organi 349 Or	iation Location ganisation 631525 349 FU Fndnk Aitfyiji	Ern					
Last Name, First Name Date of Birth Professional	Registration Number Expiry D	ate First Registered Data	e Revalidation/NMC CPD Prep. Exp Date	Pharmaceutical Profession	Status Supplementary Prescribe	r Independent Prescriber F	Postal Town Superintender	nt Fitness to Practice Info	
CCNTwoFourFive-Mar,EmpA-Des 01-JAN-1978 2000002	30-DEC	2021 02-JAN-2021	29-NOV-2021	Pharmacy Technician	Registered No	No	Warwick Ulrika	No	
Can you review these details and decide whether this updat Action History	e is appropriate for this pers	on. If it is not appropriate	then there may be a data issue with the	he professional registration	number held in ESR for this pers	ion. This should be review	ved with the Professional	l Body.	
Num Action Date	Action	From	To	E. D. Not Obc	Details				
1 31-JAN-2021 09:33:46	Submit	TSPENCER	CONTY	vor-ournive, Notif-GPhC					
Return to Worklat Display next notification after my response								Approve	Reject Reassign

# 5.19.2. Pharmacy Professional Registration Role (GPhC) - GPhC registration number errors

A Workflow notification will be generated to individuals assigned to the GPhC registration role on a weekly\* basis which lists errors/ issues identified on GPhC registration numbers. The notification will list registration numbers that have been found to have an invalid format, are inaccurate or have been assigned incorrectly. An example of the notification has been shown below:

\*Note: The frequency of notifications is monitored and may decrease based on the volume of errors/ anomalies and feedback from GPhC registration role holders.

No	Notification: Invalid, erroneous or incorrectly assigned registration numbers.								
The inc Inte	The following GPhC registrant numbers have been found to have an invalid format, or assigned to incorrect individual(s)* or not to be found on the GPhC register. As such the GPhC Professional Body Interface will not update the registration information for the following records.								
Pie	ase review and	correct alter	confirming	with the GPNC public	c register.				
*01	*Other registrants found with the same registration number.								
	ESD	Surnomo	First	CDbC	Tupo	Pagaan			
	employee Number	Sumanie	Name	Professional registration	Type	Reason			
	0706005	Debarta	lulia	2424567	Nome differe	Other registrents			
	0 <i>13</i> 0325	KODERIS	Julia	2134567	from GPhC Register	found with same registration number in ESR			
	3846736	Crusoe	Robinson	G512346	Invalid format	Contains one or more invalid			

Role holders must review the notifications received and correct the registration information following confirmation with the GPhC register.

characters

## 5.20. Occupational Health Admin

Occupational Health data capture is possible using ESR using a role called "Occupational Health Admin", to enable staff assigned this to receive notifications when the Occupational Health Inter-Authority Transfer (IAT) dataset arrives.

The IAT process facilitates the portability of Occupational Health vaccinations/tests data at applicant stage. OH Departments will be notified of this transfer via a notification that will be restricted to the Occupational Health Admin role.

Where Health Assessment Data exists in the source VPD (in the highlighted section below) it can be copied across to the applicant record by clicking on the Copy OH Assessment Data button. This does not affect the existing data items that are held on this notification as these are already transferred and copied across once the notification is sent.

Pre-IAT F	YI Notificat	ion for Rich	ard Perkins					
						ок	Copy OH Assessment	t Data Reassign
To XXHR_IA Sent 17-Jan-2 ID 348749 An IAT request h	T_ADHOC_OH_APPR 019 10:23:57 as been approved for Ri	COVER8	ESR Hospitals NHS Trust.					
Basic Person								
Applicant Numbe Employee Numb Date Of Birth: NI Number:	er: 18794 er: 01-MAR-1975 NS304050C							
As part of the occ	upational health pre-em	ployment checking proc	ess, the following occupational h	ealth data has been ti	ansferred and copied acros	s for this person.		
No Tuberculosis	immunisation informati	ion on record.						
No Hepatitis B li	njection information on	record.						
No Hepatitis B i	formation on record.							
No Hepatitis C in	formation on record.							
No Varicella imr	nunisation information o	on record.						
No Typhoid imm	unisation information o	n record						
no rypnola min		incoru.						
NHS OH Latex E	etails							
Latex Allergy/RA	ST Confirm Dat					Туре 1	Type 1V	
01-FEB-2017						No	No	
No Body Fluid Ir	oculation Incident infor	mation on record.						
NHS OH Hep A I	njections							
Injection 1 Date		Injection	1 Class	Injectio	in 2 Date		njection 2 Class	
01-FEB-2014		0 - Full Da	ite					
No Influenza vao	cination information on	record.						
	toile							
DTP Immunisation	DTP Immunisation Class	Diphtheria Immunisation	Diphtheria Immunisation Class	Tetanus Immunisation	Tetanus Immunisation Class	Polio Immunisation	Polio Immunisation Class	Number of DTP Injections
01-FEB-2017	0 - Full Date	01-FEB-2017	0 - Full Date	01-FEB-2017	0 - Full Date	01-FEB-2017	0 - Full Date	
			NHS Occupatio	onal Health A	ssessment Deta	ils		
The following	g data items can be	copied from the pre	evious employer. To add th	nese items please	click the Copy OH As	ssessment Data b	utton.	
OH Record Date	Assessment Type	Barrita i	OH Status OH Conditio	ons EPP Cleara	nce? OH Clearance U	Init Medical C	learance Date EPF	7 OH Review Date
01-FEB-2017	Health Assessme	nt - Kecruitment	Cleared	Yes		01-FEB-20	01-	-EB-201/

All available OH data has been copied across for this person.

## 5.21. Applicant Details

Applicants can update information in the My Applicant Details portlet which would usually be sent for approval to their supervisor. For example, changes to name and work email address.

Rather than this information being directly updated in ESR, a notification is sent to the Applicant Details role holder informing them of the requested changes, they will then have the option to update this information in ESR if required.

Worklis >	
Information The notification does not require a response.	
Harrison, Miss Ann (2184) has requested an update to their Personal Information	OK Reassign
To X04RE/PORTALAPP_DET5_161 Sent 19-Aup_202015:45:44 ID 142626	
Please review the requested updates to personal details made via the Applicant Dashboard and update their record as necessary.	
Applicant Name:         Harrison, Misia Ann           Person Information         Change Applicant Information           Mdd Phane         Pinula           Previous Sumanne         Ebenka	

## 5.22. Employee Competence Profiles Across Organisations

Employee competence profiles are synchronised when a national competence is added or updated, and where an employee has multiple employments across different organisations.

To qualify as an additional employment the person must have a person record separate from the one where the competence change was recorded.

- This person record must have either an active assignment record or an active application record at status Offer Accepted.
- Person matching will be done using a combination of NHS Unique Identifier OR NI Number and Date of Birth.
- The process to generate notifications will run on a nightly basis

To assist organisations in identifying where competences have been awarded, a segment 'Awarding Organisation' has been added to the Add'I Competence Element Det's DFF.

Add'l Competence Elen	ment Det's	×
Date Last Awarded		
Awarded By		
Awarding Organisation		
Title		
Last Updated By		
Record Type		
	QK Clear H	jelp

Where one or more additional employments are found for a person then a new notification will be sent to the Multi-Employer Comp Update role holder at each additional employer. For the notification to be sent, at least one person must be assigned to the role

The role holder can then:

- Accept all competence updates
- Reject all competence updates
- Accept/Reject on an individual basis using the Competence Update form

	CCNSyncCompOne, CCNSyncCompTestOne, Mr.
	Approve (All) Reject (All) Reassign
To XXHR XXMNCEMP 188 320031947 18534050	
Sent 03-Jul-2019 08:57:38	
ID 616063041	
CCNSyncCompTestOne CCNSyncCompOne has had an update to their competence pro	ofile in 225 - 225 Organisation 44622.
Last Name : CCNSyncCompOne	
First Name : CCNSyncCompTestOne Title : Mr.	
Employee Number : 27836301	
Position Number : 30466412	
Role : Manager Staff Group : Healthcare Scientists	
Organisation : 188 Organisation 118396	
ompetence Updates from Additional Employment	
Competence Name Profi	iciency Level Valid From Valid To Date Last Awarded Awarded By Awarding Organisation Title
NHSICSTFILeadership in transforming dementia care - Tier 3 - 1 Yeari 0 - N	lot Assessed 01-XI-2019 31-DEC-2019 225 Organisation 44022
IHS[NOS]Forensic Mental Health FMH10] 1 - All	ttained 01-JAN-2019 30-JUN-2019 03-JUL-2019 User 225 Organisation 44622
	uaniou 0110/11720100110E072020 22001ganioation144022
ompetence Requirements for this person	
Competence Name Low	Hinh Fesontial Data From Data To
NHS CSTF Fire Safety - 1 Year	Yes 01-JUL-2018
NHSICSTFILITORMATION Governance and Data Security - 1 Yeari U - Not Assessed U - No	of Assessed Yes U1-JUL-2018
Action History	
Num Antine Data Ester	T- Desile
Num         Action         From           1         03-JUL-2019 08:57:39         Submit         SNARAYAN	To Details XXHR_XXMNCEMP_188_320031947_18534050
Num         Action         From           1         03-JUL-2019 08:57:39         Submit         SNARAYAN           erences	To Details XXHR_XXXMNCEMP_188_320031947_18534050
Num         Action         From           1         03-JUL-2019/08-37-39         Submit         SNARAYAN           erences         Competences Heidels Exemption         Competences	To Details XXXHR_XXXMNCEMP_188_320031947_18534050
Num         Action         From           1         03-JUL-2019 08:57:39         Submit         SNARAYAN           rrences	To Details  XXXHNCEMP_188_320031947_18534050
Num Action From Action From 1 05-JUL-2019/08:57:39 Submit SNARAYAN serences	To Details )XXHR_XXXMNCEMP_188_320031947_18534050
Num         Action Date         Action         From           1         03-JUL-2019 08:57:39         Submit         SNARAYAN           erences         3         Competence Update Form         State	To Details XXHR_XXMMCEMP_188_320031947_18534050
Num         Action Date         Action         From           1         03-JUL-2019 08:57:39         Submit         SNARAYAN           2rences         3         Competence Update Form         Submit         Submit	To Details XXHR_XXMMCEMP_188_320031947_18534050
Num     Action Date     Action     From       1     03-JUL-2019 08-57:39     Submit     SNARAYAN       strences       Competence Update Form	To Details           To         Details           XXHR_XXMMCEMP_188_320031947_18534050         Submit
Num     Action Date     Action     From       1     03-JUL-2019 08-57:39     Submit     SNARAYAN       erences	To Details           To         Details           XXHR_XOMMCEMP_188_320031947_18534050         Submit             Proficiency Level Valid From         Valid To           Date Last Awarded By Awarding Organisation         Title
Num     Action Date     Action     From       1     03-JUL-2019 08-57-39     Submit     SNARAYAN       erences	To Details XXHR_XXHR_XXHRVCEMP_188_320031947_18534050 Proficiency_Level Valid From Valid To Date Last Awarded By Awarding Organisation Title Region Of the Second Secon
Num     Action Date     Action     From       1     03-JUL-2019 08-57-39     Submit     SNARAYAN       arences	To Details           To         Details           DOUR_JOUMNCEMP_188_320031947_18334050         Subgrit         If Subgrit is a subgri
Num     Action Date     Action     From       1     05JUL-2019 08-57-39     Submit     SNARAYAN       arences	To         Details           DOHR_JOXHNCEMP_188_320031947_18534050         Subgit         Subgit </td
Num     Action Date     Action     From       1     05-JUL-2019 08:57:39     Submit     SNARAYAN       erences	To         Details           DOHR_JOXHNCEMP_188_320031947_18534050         Submit         Submit </td
Num     Action Data     Action     From       1     05-JUL-2019 08:57:39     Submit     ISNARAYAN       erences     Image: Competence Update Form     Image: Competence Update Form       petence Updates from Additional Employment     Image: Competence Name ▲       NHS[CSTF][Blood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF][Blood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF][Blood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF][Blood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF][Leadership in transforming dementia care - Tier 3 - 1 Year]       NHS[CSTF][Leadership in transforming dementia care - Tier 3 - 1 Year]       NHS[CSTF][Complexent]       Image: Complexent State	To         Details           XOHR_XXXHNCEMP_188_320031947_18534050         Submit           Proficiency_Level         Valid From         Valid To         Date Last Awarded Awarded By         Awarding Organisation         Title           rail         0 - Not Assessed         01-JAN-2019         225 Organisation 44622         1 - Attained         01-JAN-2019         30-DEC-2019         225 Organisation 44622         1 - Attained         01-JAN-2019         31-DEC-2023         225 Organisation 44622         1 - Attained         01-JAN-2019         31-DEC-2023         225 Organisation 44622         1 - Attained         01-JAN-2019         31-DEC-2023         225 Organisation 44622         1 - Attained         1 - Attained         01-JAN-2019         31-DEC-2023         225 Organisation 44622         1 - Attained         1 - Attained         01-JAN-2019         31-DEC-2023         225 Organisation 44622         1 - Attained         1
Num     Action Date     Action     From       1     03-JUL-2019 08:37:39     Submit     SNARAYAN       erences     Image: Snaray State Stat	To     Details       XOHR_XOXHNCEMP_188_320031947_18534050     XOHR_XOXHNCEMP_188_320031947_18534050       Proficiency Level     Valid Tro       Date Last Awarded By     Awarded By       Awarded By     Awarded By       Awarded By     Canada State       O - Not Assessed     01-JAN-2019       0 - Not Assessed     01-JAN-2019       1 - Attained     01-JAN-2019       1 - Attained     01-JAN-2019       1 - Attained     01-JAN-2019       20- Date Erom     Date To
Num     Action Date     Action     From       1     03-JUL-2019 08:57:39     Submit     SNARAYAN       Ferences     Image: State of the stat	To         Details           XXHR_XOXHNCEMP_188_320031947_18534050         Submit           Proficiency Level         Valid To         Date Last Awarded         Awarded By         Awarded By         Submit           rall         0: Not Assessed         01-JAN-2019         225 Organisation 44622         0.         0.         Not Assessed         01-JAN-2019         225 Organisation 44622         0.         1 Attained         01-JAN-2019         03-JUL-2019         225 Organisation 44622         1 Attained         01-JAN-2019         03-JUL-2019         User         225 Organisation 44622         1 Attained         01-JAN-2019         03-JUL-2018         1
Num     Action Date     Action     From       1     03-JUL-2019 08-57:39     Submit     SNARAYAN       Ferences     Submit     SNARAYAN    Performed and the state of the state	To         Details           DXHR_JOXMNCEMP_188_320031947_18334050         Subgrit         Subg
Num     Action Data     From       1     03-JUL-2019 08:57:39     Submit     ISNARAYAN       erences	To         Details           XOUR_XOUMNCEMP_188_320031947_18334050         Subgit         Subgit </td
Num     Action Date     Action     From       1     05-JUL-2019 08:57:39     Submit     ISNARAYAN       erences     Submit     ISNARAYAN   peterce Updates from Additional Employment         Image: Competence Update Form     Image: Competence Name ▲       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       NHS(CSTFIEBlood component transfusion: Blood sampling - No Specified Renew       UCCAL/Advance Iffe Support (Adult) 4 Years]       ICCXFI/Arcredited Checking Pharmacy Technician (ACPT)]       ICCAL/Advance Iffe Support (Adult) 4 Years]       ICCXFI/Fire Safety - 1 Year]       ICSTFI/Information Governance and Data Security - 1 Year]	To         Details           XOHR_XXXHVCEMP_188_320031947_18534050         Xourdencemp_188_320031947_18534050           Subgrit         Subgrit           Proficiency Level         Valid From           Valid From         Valid To           Date Last Awarded         Awarded By           Awarding Organisation         Title           O - Not Assessed         01-JAN-2019           O - Not Assessed         01-JAN-2019           O - Not Assessed         01-JAN-2019           1 - Attained         01-JAN-2019           03-UUL-2019         User           225 Organisation 44622           1 - Attained         01-JAN-2019           01-JUL-2018           Not Assessed         Yes           Ves 01-JUL-2018
Num     Action Data     From       1     03-JUL-2019 08:37:39     Submit     ISNARAYAN       erences     ISNARAYAN     ISNARAYAN   peternce Updates from Additional Employment       Image: Competence Update Form     Image: Competence Name ▲       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       Image: State - Decomponent transfusion: Blood sampling - No Specified Renew       NHS[CSTF]Elood component transfusion: Blood sampling - No Specified Renew       Image: State - Decomponent transfusion: Blood sampling - No Specified Renew       Image: State - Decomponent transfusion: Blood sampling - No Renew       Image: State - Decomponent transfusion: Blood sampling - No Renew       Image: State - Decomponent transfusion: Blood sampling - No Renew       I	To         Details           XOHR_XOMMCEMP_188_320031947_18534050         Submit

Once actioned (either directly from the notification or from the form), the notification will close for all other role holders in the additional employer organisation.

 Competence Name
 Proficiency Level Valid From
 Valid To
 Date Last Awarded Awarded By Awarding Organisation
 Title Last Updated By

 NHSICSTFIFIre Safety - 1 Yearl
 0- Not Assessed
 01-JAN-2019 [31-DEC-2019 [02-JUL-2019]
 User
 225 Organisation 44622 [225]
 188MERCU[CCNSyncCompFifty, Mr. CCNSyncCompTestFifty]

A confirmation notification will then be sent back to the source employee outlining the action taken for each competence listed in the notification.

Worklist >									
1 Information									
This notification does not require a response.									
Multiple Employer Competence Update									
· · · · · · · · · · · · · · · · · · ·							ОК	Reassign	Request Informatio
To CCNSyncCompOne, CCNSyncCompTestOne									
Sent 03-Jul-2019 11:20:37									
ID 616063076									
The recent changes to your competence profile, outlined below, were sent to 188 18	88 Organisation 87	747.							
The following actions have been taken for your competence profile at this organisat	ion.								
Competence Name	Proficiency Leve	Valid From Va	alid To 🔤 I	Date Last Awarded	Awarded By	Awarding Organisation	Title	Action Taken	
NHS[NOS]Forensic Mental Health FMH10]	1 - Attained	01-JAN-2019 30-J	UN-2019 (	03-JUL-2019	User	225 Organisation 44622	Reject	ted, update not applied	
NHS CSTF Leadership in transforming dementia care - Tier 3 - 1 Year	0 - Not Assessed	01-JAN-2019 31-D	EC-2019			225 Organisation 44622	Reject	ted, update not applied	
NHS CSTF Blood component transfusion: Blood sampling - No Specified Renewal	0 - Not Assessed	01-JAN-2019				225 Organisation 44622	Accep	ted, update applied	
NHS[REVAL]Revalidation - 5 Years]	1 - Attained	01-JAN-2019 31-D	EC-2023			225 Organisation 44622	Accep	ted, update applied	

The following Action Status values can be returned to the employee

Action Taken	Meaning
Failed, no role holder defined at additional employer.	Notification could not be sent to additional employer. No updates have been applied.
Accepted, no update required	Additional Employer accepted this change but the record at their organisation already existed and had the same or higher level and the same or later end date. No updates have been applied.
Accepted, update applied	Additional Employer accepted this change and the record at their organisation has been updated to match the record sent.
Rejected, update not applied	Additional Employer rejected the change. No updates have been applied.

## 5.23. Internet Access Approval

Allocation of this role allows the holder to approve requests from employees for remote access to Employee Self Service and Employee Self Service (Limited Access) via <u>https://my.esr.nhs.uk</u> where they have made a decision not to enable '<u>Automatic Internet Access</u>'

The approval of remote access requests from employees can also be granted by the manager using the self-service hierarchy; this is the default mechanism for routing approvals where the supervisor hierarchy has been entered.

Organisations must have at least one user in the Internet Access Approval Role where the supervisor hierarchy is not in place.

#### Employee requests Internet Access by clicking on Manage Internet Access from the Portal

NHS	Search	Q	<i>i</i> -	Admin 🚽 🙎 🖿	Sam Jackson <del>-</del>
Electronic Staff Record				Manage Internet Ac	cess 🗙

A password is only required for Smartcard users.

	Home Logout Preferences
Request Internet Access TIP Please enter a new username and password of your choice to enable ac ESR Username * Password	ccess to internet enabled URPs from home  2985JACKSON01  Please enter a Username that is different from your ESR Username.
* Retype Password	Request Internet Access

Manager can then choose to approve or reject the request.

Worklist Re: Re	› equest For Int	ernet Ac	cess to ESR			
From Sent ( Due ID Mrs., Pau on a NHS	Sandwell, Paula Leese05, Vivian 07-Apr-2017 15:02-23 17-Apr-2017 15:02:23 32:4027 I a Sandwell has requested to acc N3 connection.	ess to their account	from an internet connection (e.g.	from their home PC). By approvin	g this request the employee will be able to	Approve Reject
Action	History					
Num	Action Date	Action			Details	
1	07-APR-2017 15:02:23	Submit	Sandwell, Paula	Leese05, Vivian		
Return to V Display	Norklist next notification after my re	esponse				Approve Reject

Request is approved and a notification sent to the initiator, including a link to https://my.esr.nhs.uk



If the organisation so wishes, they can choose to automatically approve all requests for remote access by selecting one of the options held against the Auto User Creation field. Full details of how to do this can be found in the <u>ESR User Manual</u>

Where a user resets their Internet Access password

= MAS My Access		Logout Portal
Reset Password		
* Old Pa	assword	
* New Pa	assword	
* Retype Pa	issword	
	Submit Cancel	
	Logout Switch to Mobile	Copyright (c) 2006, Oracle. All rights reserved.
They will receive the following notification of the following noti	ation.	

Internet Password Reset

Information
This notification does not require a response.

	ОК	Reassign	Request Information
From SYSADMIN To Joshi, Neela Sent 20-Juli-2017 12-56-57 ID 351336963 The password for Intermet access to your ESR account was reset at 20-JUL-2017 12:56-57. If you did not make this change then please advise your system administrator.			
	ОК	Reassign	Request Information
Return to Worklist I Display next notification after my response			

## 5.24. Maternity Return Date Notification

The Maternity Return notification identifies those employees that are due to return to work from maternity leave at 61 days and 21 days from system date (i.e. the process run date). The maternity return date is the employee's absence Projected End Date. If the Projected End Date is not found then the maternity record's Actual End Date is used. Additionally a Short Notice Notification will list all employee assignments where there has been an update to the return date which results in the new return date being less than 30 days from the current date as at the time of the update

The four separate roles allow users to receive notifications for specific staff groups as required (these roles have the same definitions and logic as those used for the expiry roles). Where users were associated with the original 'HR Maternity Return Ntf' role they will now be associated with the 'Maternity Rtn Ntf - All' role.

The four maternity return notifications:

- Maternity Rtn Ntf All
- Maternity Rtn Ntf N&M
- Maternity Rtn Ntf M&D
- Maternity Rtn Ntf General

The Maternity Projected End Date (or Actual End Date) field must be completed for the notification to be triggered.

OAbsence Detail(Shipman, Miss	: Maria)			
_		_		
Type M	/laternity	Category	Maternity	
Reason M	Naternity Leave	Occurrence	1	
_			Due Date	01-JAN-2011
Da	ate			(Calculate Duration)
Notified UI-SEP-	-2010 Time	Date	Time	
Projected Start 22-DEC-	-2010 End	15-SEP-2011		Days Hours
Actual Start 22-DEC-	-2010 - End		Duration	
	Reason for Late Notification		D A	Accept
0the submer of the sub-			blumber.	
Authorized by			namuri	
Replaced by			Number	
Balance Information				
Associated El	element Absence NHS			
Runnin	ng Total 🛛			
In Currer	nt Year 0	lours ⊙ Days	○ No <u>B</u> alar	nce [ 🛄 ]
Accruela	Confirm D	rejected Dates	)	
Accruais			)	
Evidence Sta	atutory Payments	<u>o</u> sp		Others
Notifications are received				

N	/orklist				
Vie	W Open Notifications Go				
Sel	ect Notifications: Open Reassign Close				
Sel	ect All   Select None				
Sel	ect <u>Subject</u>	Sent	Due - Fn Level	<u>From</u>	Type
E	Maternity Return Date Notification - 21 Days	20-Jul-2017			Maternity Return Date Notification Workflow1

Example 21 Day Notification

Worklist >

#### Maternity Return Date Notification - 21 Days

Information This notification does not require a response.

OK Reassign Request Information

OK Reassign Request Information

## To Leese, Vivian Sent 20-Jul-2017 10:40:07 10 347400 The following employees are returning to work within 21 days having been on maternity leave.

tion Cole Location Grade Description Primary Flag Absence End Date Intends To Return Maternity Ret: ESR Hospital NHSIXR06/Review Body Band 6 Y 10-AUG-2017 Y 
 Staff Group
 Organisation
 Einst Name
 Title Assignment Number
 Position Number
 Position Description
 Occup

 Nursing and Midwifery Registered
 504 Word 10
 Josh
 Neele
 Mrs. 20095050
 84608
 Staff Nurse Band 6
 N6A
 The relevant managers have also been notified.

Return to Worklist
Display next notification after my response

## 5.25. New Starter Notification

The recipients of this notification are notified of the relevant new starters that are due to join the organisation within a 14 day period. New starters are identified as applicants with a projected hire date 14 days after the current date, or employees with a latest hire date 14 days from the current date. In addition a notification will also be triggered to holders of the new starter notification role on the actual day of hire or on the day the new starter was added to ESR, if the start date is in the past.

The New Starter Notification works in two different ways.

1) A new starter notification is sent to all system users who have been identified in the Maintain Roles area of the system administration URPs.

## 5.26. NHS CRS RA Agent

There are three roles related to dealing with messaging from UIM.

- NHS CRS Add Applicant Error
- NHS CRS Add Employee Error
- NHS CRS RA Agents

Following the activation of the ESR interface to UIM it is possible that errors relating to interface functionality may be reported by ESR. These errors can be broadly categorised into business errors and technical errors and these role holders will receive a variety of messages from UIM.

#### **Business Errors**

Business errors are typically identified as those that are reported by ESR and action can be taken by users to rectify the problem. Business errors are reported to ESR users via workflow notifications or via the RA workbench and largely made up of:

a) **Data errors** caused by the format of data held in ESR not matching the validation required by UIM to function correctly The vast majority of these errors will contain a clear 'plain English' description (i.e. not technical) providing instructions of the actions required to resolve the error.

b) **Requests being rejected by an RA Agent in UIM**. The RA Agent will typically provide the reason for the message being rejected which will be displayed in the ESR workflow notification.

#### **Technical Errors**

Technical errors are typically those generated where a communication or technical error has occurred within the infrastructure. These could be generated by network failures, server failures (such as a database being unavailable) and messages not meeting the formatting standards imposed by each respective system. As ESR and UIM are both national NHS CRS compliant systems communicating through the Health and Social Care Network (HSCN), local technical issues, such as local connection with HSCN, will need to be identified and resolved by local IT service desks.

#### 5.26.1. NHS Bank Inactivation Concurrent Process

The NHS CRS RA Agent Role Holder also receives a list of assignments where the Assignment Status has been updated to 'Inactive Not Worked' by the NHS Bank Inactivation Concurrent Process.

## 5.27. NHS CRS Add Applicant Errors and NHS Add Employee Errors

There are two workflow notification roles available in ESR which ensure ESR users are notified of any errors returned from UIM in relation to "Create NHS CRS Person" and "Re-open NHS CRS Person" requests:

The role **'NHS CRS Add Employee Errors'** will receive workflows related to **Employees** and External Shared Service Staff;

The role 'NHS CRS Add Applicant Errors' will receive workflows related to Applicants.

If a request to 'Create NHS CRS Person' or 'Re-open NHS CRS Person' is rejected by UIM the NHS CRS authentication status will be set to 'Rejected' on the RA Workbench and a workflow notification sent to ESR users assigned the above roles (as illustrated below).

CRS Business Error	
To T01-45 NHS CRS Add Employee Errors Sent 15-Jun-2011 09:23:09 ID 83149	
The "Create NHS CRS Person" request has failed for the fol CRTwoOneFiveFourSeven, Mr. Employee (Employee Numb Error details	llowing person: er: 20000402)
CRS Error Level	5
CRS Error Date	15-JUN-2011
CRS Reporting Application	AddReopenUser
CRS Reporting Application Version	1.11
CRS Reporting Application ID	40001
CRS Error Context	Calling CRS
CRS Error Code	ESRUIM-00003 A business exception has been reported by UIM
CRS Error Message	0024 Required value - 'nhsPassportNumber' or 'nhsNiNumber' (or both) must be supplied
Return to Worklist □ Display next notification after my response	

## 5.28. Nursing Prof Registration

### 5.28.1. Registration Updates

The Professional Bodies Interface includes updated files from the Nursing and Midwifery Council (NMC) and information sent to holders of the 'Nursing Professional Registration Role'. At least one user in each organisation must be assigned to this role for details of updates to be communicated.

Where NMC registration requirements are recorded against the ESR position, these will be used to determine the colour of an update notification. If the person and post requirements match perfectly, then the update will be applied as a 'green' notification. However, even if these items match, where the person update contains FTP Issues, Conditions or Cautions, Disposals<sup>Note</sup> or Multiple FTP Sanctions, then the update will be applied as an amber notification. If there is a mismatch against the person and post requirements, the update will be processed as a 'red' notification.

Note: NMC refers to Warning Issued, Warning Issued Under Review, Undertakings Agreed, Undertakings

Agreed Under Review as disposals. These disposals are a result of revisions made to the Fitness To Practise process under Section 60 changes to the Nursing & Midwifery Order of 2001 (28 July 2017). The ITP and SOM indicators have been removed as part of an earlier legislation of the section 60 order introduced in 31 March 2017.

If there are no post registration requirements then the updates use a set of rules to determine the Red Amber Green (RAG) status detailed below, and take into account the Cautions/Conditions and Disposals/ Multiple FTP Sanction fields

**Red Status** – The nurse/midwife may or may not have fitness to practise considerations but is not eligible to practise in one or more of their Registration Sub Parts. Users should refer to the NMC website for further information.

**Amber Status** – The nurse/midwife has fitness to practise considerations on one or more Registration Sub Parts but is still eligible to practise. The Notification will also be amber where the nurse has Conditions or Cautions or Disposals associated with their overall NMC Registration. Users should refer to the NMC Website for information regarding the registration status.

**Green Status** – The nurse/midwife has no fitness to practise considerations and is eligible to practise in all of their registration parts

Where a match is found in ESR for the NMC Registration Number, DOB and first or last name then the automatic update will be applied. Where a match cannot be found on this basis, then a Decision Notification will be sent to the user(s) in the Role. This is not colour coded. This notification is for a single record only and requires the user to review the change and either Accept it or Reject it. If the change is accepted then the employee record is updated as described in the notification.

Example of the Decision Notification.

To Leese, Vin Sent 14-Oct-2 ID 4058470	nal Bod <sup>Tian</sup> 217 02:02:12 25	ies - [	Decisi	on Requi	ired										A	oprove	Reje
Professional Body This record was s ESR Person Detail Last Name, First N Neela, Joshi	Interface ent by the Nurs s ame Date of Bin 20-NOV-1	th Profes 997 20A17	lwifery Cour sional Regist 77E	ration Number Emp 123	ed has the loyee Num 98754	ber Applie 8888	ofessional cant Numb 873	Registrat	ion Numb sation Locard 10 ES	er as the u cation R Hospitals	update rec	cord but th	e name or dat	e of birth does	s not match.		
Interface Update I Last Name, First Date of Birth Neela, Joshi NOV-195	Professional Registration Number 17E1770E	Expiry Date 30- SEP-2018	First Registered Date	Revalidation/NMC CPD Prep. Exp Date 30-SEP-2020	First Part of the Register Sub-Part 1 RNA (Adult)	Second Part of the Register	Third Part of the Register	Fourth Part of the Register	Fifth Part of the Register	Sixth Part of the Register	Seventh Part of the Register	Eighth Part of the Register	First Recorded Qualification	Second Recorded Qualification	Third Recorded Qualification	Fourth Recorded Qualification	Fift Rec Qua

## 5.28.2.

5.28.2. Revalidation Expiry
These will be sent at minus 12 months; minus 6 months; minus 4 months and a short notice notification and will be triggered from the Revalidation Date on the person's professional registration record.

Example notifications:

#### 4 Months

1 Informat	tion									
This notifi	ication does no	ot require a resp	oonse.							
									OK Reassign	Request Info
CD2COC	4 T+02									
nt 31-Jan-2	4, Testos 2017 12:44:40	)								
D 3106816	546									
e tollowing emp	lioyees are due to	o renew their NMC	. Revalidation in 4	Months						
Last Name	First Name Aenas	Title NMC PIN Mrs. 74C7182G	Revalidation Dat 31-MAY-2017	te Organisation Assignment Nun 444 Organisation 768320 91597148	ber Position Numb 12078744	Position Description Position 7780689	444 Location 242320			
Maulidi	Lehana	Miss 96S6924W	31-MAY-2017	444 Organisation 771608 92761545	15364251	Position 7977963	444 Location 242320			
35054 dt	Adilyn	12A1234A Mrs. 50T9962C	31-MAY-2017 31-MAY-2017	444 Organisation 567650 26348997 444 Organisation 239521 90819385	19261408 1906983	Position 7982150 Position 7908290	444 Location 241965 444 Location 242244			
igun	Remica	Ms. 37D8427P	31-MAY-2017	444 Organisation 326287 90820772	4734170	Position 7828357	444 Location 241965			
e-Murray	Ikeade	Mrs. 84B2741N	31-MAY-2017	444 Organisation 326514 91592847	2744415	Position 1903109	444 Location 241884			
nara dnell	Sianna Anatalia	Mrs. 47Y6847D Mrs. 41S3928	31-MAY-2017 31-MAY-2017	444 Organisation 326733 90820330 444 Organisation 326752 98814182-2	2745983 2745917	Position 7827713 Position 7843440	444 Location 242265 444 Location 241965			
NGALONG	LibinMohamed	Miss 29W5776M	31-MAY-2017	444 Organisation 326761 12170463-2	2746354	Position 7936528	444 Location 641964			
field	Siandra	Mrs. 91G1911N	31-MAY-2017	444 Organisation 472156 90819668	6743565	Position 7800802	444 Location 641964			
gal es Mucciaccia	Dayanthi I Tanui Kumar	Mrs. 56V8723T Mr 48F2891C	31-MAY-2017 31-MAY-2017	444 Organisation 472156 90817402 444 Organisation 800637 99599944	5928848 13916927	Position 7828569 Position 7830450	444 Location 641964 444 Location 241965			
simigkou	Amanullah	Mr. 38Y2958N	31-MAY-2017	444 Organisation 824692 98282735-2	19506628	Position 8132825	444 Location 297223			
skey-Phillips	Searet	Ms. 77L4636O	31-MAY-2017	444 Organisation 824692 15177240	19506628	Position 8132825	444 Location 241885			
KELY	Amanullah	Mr. 85S2014M	31-MAY-2017	444 Organisation 827257 91592141	15217143	Position 7339076	444 Location 241941			
NMC states th	hat they must mai	ke their applicatio	n for revalidation t	by the due date which is the 1st of the month in	which the revalidation	on expires.				
individual emp	ployees and relev	ant managers hav	e also been notifie							
				0.						
		-		u.						<b>D</b>
				u.					OK Reassign	Request Info
		-		u.					OK Reassign	Request Info
		-		u.					OK Reassign	Request Info
rt No	tice			u.					OK Reassign	Request Info
rt No	tice			ŭ					OK Reassign	Request Info
rt No	tice			ŭ					OK Reassign	Request Info
rt No	tice			ŭ					OK Reassign	Request Info
rt No <sup>r</sup>	tice								OK Reassign	Request Info
rt No klist > 1C Rev	tice validatio	on Expir	y Remir	" Ider - Short Notice					OK Reassign	Request Info
rt No klist > //C Rev	tice /alidatio	on Expir	y Remir	" nder - Short Notice					OK Reassign	Request Info
rt No klist > 1C Rev	tice validatio	on Expir	y Remin	" nder - Short Notice	_				OK Reassign	Request Info
rt No klist > AC Rev Informa This notif	tice validatio	on Expir	y Remin	" nder - Short Notice					OK Reassign	Request Info
rt No klist > AC Rev Informa This notif	tice validatio	on Expir	ry Remin	" Ider - Short Notice					OK Reassign	Request Info
rt No klist > AC Rev Informa This notif	tice validation	on Expir	y Remin	" nder - Short Notice					OK Reassign	Request Info
rt No klist > AC Rev Informa This notif	tice validation fication does no 4, Test03 2017 12-44-42	on Expir	y Remin	" nder - Short Notice					OK Reassign	Request Infor
rt No klist > 1C Rev Informa This notif	tice validation fication does no 4, Test03 2017 12:44:42 660	on Expir	y Remin	" Ider - Short Notice					OK Reassign	Request Infor
rt No klist > 1C Rev Informa This notif 5 CR3505 11 31-Jan-3 3 310681 NMC Revolution	tice validation	on Expir ot require a resp 2 e following employ	y Remin ponse.	nder - Short Notice					OK Reassign	Request Info
rt Nor klist > AC Rev Informa This notif	tice /alidatic tion /1. Test03 2017 12-44-42 660 atton Date for the	on Expir ot require a resp e following employ	γ Remin	nder - Short Notice					OK Reassign	Request Info
rt Nor klist > IC Rev Informa This notif	tice validation fication does no 4, Test03 2017 12:44:42 660 ation Date for th notification is bein	on Expir ot require a resp 2 e following employ	y Remin ponse.	uder - Short Notice renewalin less than 4 months.					OK Reassign	Request Info
rt No klist > AC Rev Informa This notif o CR3505 This 11-Jan-J 0 310681 e NMC Revalid is short notice r frey have rece	tice validation fication does no 4. Test03 2017 12-44-42 660 ation Date for th notification is beil ntly commenced adiation Date that	on Expir ot require a resp ot require a resp e following employ	y Remin ponse.	nder - Short Notice reneval in less than 4 months. Ints: In their NMC Revalidation Date is less than 4 n	onths from their late	st hire date.			OK Reassign	Request Info
rklist > MC Rev Informa This notif To CR3505 To CR3505 To CR3505 To CR3505 To CR3505 To CR3505 This notif	tice /alidatic tion /a, Test03 2017 12-44-42 660 ation Date for the ntly commenced alidetion Date has	on Expir ot require a resp ot reduire a resp e following employ ing sent for one of employment with as been updated an	y Remin ponse. vees is now due for the following reasc the organisation an	u Inder - Short Notice renewal in less than 4 months. Inst. In their NMC Revalidation Date is less than 4 n al in less than 4 months.	onths from their late	st hire date.			OK Reassign	Request Info
rtt No klist > MC Rev Informa This notif To CR3505 To CR3505	tice validatio tion ication does no 4, Test03 2017 12-44-42 660 ation Date for th notification is bein inty commenced alidation Date ha	on Expir ot require a resp ot require a resp e following emplo- ing sent for one of employment with ss been updated ar KCPIN Org	y Remin ponse. ves is now due for the following react the following react the following react and is due for renew anisation	uder - Short Notice renewal in less than 4 months. Inst in dhirt NKC Revalidation Date is less than 4 n al in less than 4 months.	onths from their late	st hire date.	Revelidation Date Previous Revalidation Dat		OK Reassign	Request Info
rt No klist > AC Rev Informa This notif fo CR3505 nt 31-Jan-3 D 310681 s short notice r fhey have recei- their NMC Revail is is short notice r fhey have recei- they have recei-	A Test03 2017 12-44-42 660 ation Date for thin notification is bein ation Date for thin notification is bein ation Date for thin 2017 112-44-42 ation Date f	on Expir ot require a resp te following emploin ing sent for one of employment with seen updated ar <b>CEPIX</b> Organization	y Remin ponse. ves is now due for the following reaso the organiser reaso the organiser reaso assistance as a second second instation 567550 24	nder - Short Notice Inder - Short Notice renewal in less than 4 months. VR: In their NMC Revalidation Date is less than 4 m in less than 4 months.	onths from their late Description 7992150 444 LG	st hire date.	Revelidation Data Provious Revelidation Data c2017 27 MAY 2017		OK Reassign	Request Info
rt No klist > IC Rev Informa This notif C CR3505 nt 31-Jan-3 D 310681d s short notice r hey have recei- heir NMC Rev Stars First 2 NMC states ti	tice /alidatic tion Rication does no 4. Tast03 2017 12-44-42 dation Date for thi notification is bein not y commenced alidation Date has Name Title and 12 12A hat they must ma	on Expir ot require a resp ot require a resp a following employ ing sent for one of employment with as been updated an <b>or</b> <b>constant or</b> <b>constant or</b> <b>c</b>	y Remin conse. vees is now due for the following reases the organisation as the organisation sof7505 2 anisation 567505 2 in for revealdation	u nder - Short Notice renewal in less than 4 months. Ins: Ind their NMC Revalidation Date is less than 4 in In less than 4 months. sespensen tNumber Position Number Position Sadeon Position Position Position Position position Position Position Position Position position Position Position Position	onths from their late Description I I Description I I Description I I Description I I Description I I I Description I I I I I I I I I I I I I I I I I I I	st hire date. 	KRevalidation Date Previous Revalidation Date -2017 27-MAY-2017	8	OK Reassign	Request Info
rt No klist > AC Rev Informa This notif Informa This notif I 31-Jan- I 31-Jan- Jan- Jan- Jan- Jan- Jan- Jan- Jan-	tice validatio tion fication does no 4, Test03 2017 12-44-42 660 ation Date for th hostification is bein ny commenced alidation Date for th the TEA the TEA th	on Expir ot require a resp ot require a resp e following emplo- ing sent for one of employment with ss been updated an employment with ss been updated an explosited an ex	y Remin conse.	u Inder - Short Notice renewal in less than 4 months. Inst: Ind their NMC Revalidation Date is less than 4 months. Sadespring Position Number Position Sadespring 1926 400 Position	onthe from their late Description 7992150 444 Lo which the revalidation	st hire date. coation Curree cation 241965 26-MA n expires.	Secondidation Date Previous Revalidation Dat 2017 27-MAY-2017		OK Reassign	Request Info
rklist > MC Rev Informat This notif To CR3505 int 31-Jan-1 D 310681 e NMC Revalid is short notice r They have recet They have recet They have recet S4985 Test3 e NMC states t e individual em	tice validatio tion Castion does no 4, Test03 2017 12-44-42 660 ation Date for th notification is belia distion Date th th y commenced ation Date th th y commenced th	on Expir ot require a resp ot require a resp e following employ ing sent for one of employment with see modated as seem optated as seem optate	y Remin ponse. vees is now due for the following reaso the organization and is due for remove anisation for 76/360 24 in for revealidation	u Inder - Short Notice renewal in less than 4 months. ons: on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m on birth YMC Revalidation Date is less than 4 m of birth of the state of the month in d.	onths from their late Description 2782150 444 La Which the revaildable	st hire date. .ocation Currer cation 241965 28-MA n expires.	K Revolidation Date Provious: Revolution Date 27-MAY-2017	1	OK Reassign	Request Info

## 5.29. Occ Health Absence Referral

A notification will be sent to the Occ Health Absence Referral Role which is triggered on completion of the Occupational Health Referral Date which is held in the Additional Absence Details DFF

OAbsence Detail(Williams11, Mrs. Judith	1)		
Type Sickness		Category Si Occurrence	ckness
Sickness Reason S11 Back	Problems	O Additional Absence Details	×
Absence Start Sickness Start PIW Start Balance Information		Hours Lost Sessions Lost Working Days Lost AfC First Period Hours Override AfC Last Period Hours Override Work Related Third Party Disability Related	
Running Total In Current Year	0	Notifiable Disease Return to Work Discussion Date	10.MAX.2017
Accruals Evidence Statutory Pa	ayments	HR Intervention HR Intervention Date HR Manager Final Interview Date	
			QK Cancel Clear Help

This is an example of the Notification sent to Occ Health Absence Referral role holders at absence start date +28 days where no absence end date is recorded. There are additional notifications sent to the employee's supervisor, and these are covered in the <u>Absence Trigger Points</u> section of this document.

Worklist > Absence End Date Has Not Been Entered	d for Joshi, Mrs. Neela	
<b>1</b> Information This notification does not require a response.		
To 504 Oc: Health Referral 2107171027138 Sent 21-Jul-201710-27-00 ID 347480 Joshi, Mrs. Neela (20095060) has been absent from work for 28 days. Please ensure that a r Supervisor: Leese, Mrs. Vivian	referral to Occupational Health has been considered.	OK Reassign Request Information
	Value	
Absence Type	Sickness	
Absence Category	Sickness	
Absence Reason	S11 Back Problems	
Sickness Reason Level 2	S11001 Back ache/pain	
Start Date	12-JUN-2017	
End Date		
Duration		
Comments		
		OK Reassign Request Information

Return to Worklist

## 5.30. Payroll Super Admin

Holders of the Payroll Super Admin role will receive multiple notifications based on different business event triggers. Notifications for Time and Attendance and Pensions interface files that have been received are incorporated in to this role. A generic email notification may also be produced if required.

Rostering and electronic expenses systems produce interfaces of data to be loaded into ESR, a workflow notification will be produced to notify when the file is available.

Where errors cause data records to remain unprocessed from the NHS Pensions Interface, a notification will be generated automatically for the associated Employing Authority. Each notification will be sent to the relevant payroll users. Only one notification will be sent per Employing Authority per file per notification type.

Where errors cause data records to remain unprocessed from the NHS Pensions Interface, a notification will be generated automatically for the associated Employing Authority. Each notification will be sent to the relevant payroll users. Only one notification will be sent per Employing Authority per file per notification type.

In order to enable notifications, each Employing Authority must enter the appropriate EA Code against all payrolls. If this is not done all notifications will be sent to a default email address.

The workflow notification will be sent to the members of the 'Payroll Super Admin' role and will expire after 30 days. The email notification will be sent to an external email address associated to the user defined by the *NHS\_WORKFLOW\_EMAILS* lookup.

#### **Notification Rules**

If there are no persons registered in the workflow role 'Payroll Super Admin' and there is no external email address defined by the *NHS\_WORKFLOW\_EMAILS* lookup, then the notification will be sent to a predefined system wide default email address managed by the NHS Central Team.

Notifications will be sent according to the rules detailed in the table below.

Person(s) in Workflow Group*	External Email Address Set**	Send Notification To
No	No	Default Email Address
No	Yes	External Email Address
Yes	No	Workflow
Yes	Yes	Workflow & External Email Address

\*Yes if one or more persons are registered in the workflow role 'Payroll Super Admin' \*\*Yes if *External Email Address* is not null

#### 5.30.1. Online Payroll Exceptions Management Notifications

Workflow notifications will be produced when any of the processes to generate the exceptions for the Online Payroll Exceptions Management facility are run.

Workflow notifications are produced for various users and may result in some users receiving multiple notifications. All exceptions are classified by Type (PER, PAY or PEN) based upon the URL access required to resolve them. The following notifications are sent:

i. A notification will be issued to the Exceptions Manager informing him/her that there are exceptions to be reviewed

ii. A second notification will be issued to all team members informing them that there are exceptions in the generic Team queue for their team to handle (teams are identified as PER, PAY or PEN based upon the URP's the user has). A user can be in more than one team if they have multiple Payroll, HR and Pension URP's.

iii. A third notification will be issued to a specific user id where the exception process has allocated any exceptions to their individual queue directly. In this case the user will not receive the generic notification sent to the Team

## 5.31. (Person) Diary Reminder

This facility allows notes and actions to be recorded against person and assignment records in the professional forms, with the ability to enter due dates, review dates and dates of completion.

Events will be notified to the Person Reminder or Assignment Reminder roles based on the Item Type selected for the Diary Reminder entry as follows:

- Personal (Person Reminder)
- Absence (Assignment Reminder)
- Assignment (Assignment Reminder)
- Payroll (Assignment Reminder)

An overnight summary notification will be produced for the appropriate role listing all events where either of the following is true:

- Review Date is today
- Date Due is 30 days from today

An example of the notification is shown here:



## 5.32. Property Register

During the SSHR termination process if the employee being terminated has any property assigned to them (i.e. in the property register) this will be displayed to the person performing this function. Additionally the following people will also be notified that there is property assigned to the person being terminated:

- 1. The manager to receive a notification one week (7 Days) before the termination date/last working day and again on the actual termination date/last working day.
- 2. Holders of the "Property Register" role will receive a "Leavers with Property" notification one week before the employees leave. The notification will contain details of the employee e.g. where they work, email address etc. and also their manager, and their email address as well as details of the property they have. The FYI notification will remain open in each role holders worklist until closed i.e. not as first responder wins

An example of the notification is shown here:

Worklist > Bradley05, Mr. Derek (20101327) has been terminated and has property assigned to them	
Information This notification does not require a response.	
From         SYSADMIN           To         Lesse05, Vivian           Sent 07-Apr-2017 15:11:36           ID         324031	OK Reassign Request Information
Summary: Brailley05, Mr. Derek (20101327) has been terminated and has property assigned to them. Supported Name: Employee Number: EmailAddress:	
Person Detaile: Last Day Revening: 04-APR-2017 Employee Email:	
Aulgement Dctalle. Aulgement Number: Organisation. Location:	
Property Details: (Where the table below has no rows then all items have already been actioned) Item Asset Number Start Date End Date Badge D 13/20 01-APR-2017 31-MAR-2018 Mobile Phone 07123 436789 01-APR-2017 31-MAR-2018 Portable Computer 23/942 Lenovo 01-APR-2017 31-MAR-2018	
Paturo to Worklist	OK Reassign Request Information

## 5.33. Recruitment – Non Deanery App

The Deanery Recruitment Interface enables an organisation to send applications to ESR from non-Deanery applicants for the purpose of creating an applicant record in ESR.

A non-Deanery applicant record will be identified as one where the Deanery Post Number data item is null.

Where these applicants are created a notification will be sent to the role holder with details relating to both successful and/or failed records.

This notification is similar to the Deanery Interface notifications sent to the Medical Staffing Officer Role.

#### **Notification Details - FAIL**

Title: Non Deanery Applicant Notification

To: <name of the role holder> Sent: <date> ID: < relevant ID number>

Body of notification:

The Notification requires user action.

The following non Deanery applications have failed to load as part of the Deanery Recruitment Interface. Please check the details entered onto the recruitment system used for these applications are complete to enable the data to be resent or enter the details manually.

- Vacancy Ref Number
- Position Number
- Applicant Name
- Message Type <ERROR>
- Message <error details>

#### Notification Details – SUCCESSFUL

The following new non Deanery applications were successfully created by the Deanery Recruitment Interface.

- Vacancy Ref Number
- Position Number
- Applicant Name
- Applicant Number
- Message Type < >
- Message < >

## 5.34. SSHR Payroll Approvals

The URP Manager Self Service (Payroll Approvals Required) allows for a further approval or acceptance of a change of information to be required. This URP gives a manager the same screens as available to the no payroll approvals required URP, but, when changes are made to certain assignment related information a notification is sent to those people assigned to the XXX SSHR Payroll Approvals Role (where XXX is the VPD).

Information which requires "Approval" before it is accepted into the solution is as follows:

- Assignment Information Include Changes to:
  - Organisation
  - o Position
- Grade
- Hours Changes
- End Employment

All other changes available on this URP will be made straight to the ESR database on submitting the change.

#### Setting up approval roles

Using Locals HRMS Systems and User Administration URP's navigate to the Maintain Roles menu option and select the XXX SSHR payroll Approvals Role and enter all the users who should receive this notification.

The people entered here will receive notifications from managers with the Approvals Required Self Service URP for them to Approve, Reject or return.

#### Manager Self Service with Approvals

On selecting this URP the manager will see the following screen:

Oracle Applications Home	e Page	Logged In As 504SJACKSON21
<ul> <li>TIP You have 1 open notifications in your Worklis</li> <li>Navigator</li> </ul>	st. Please use the Workflow Worklist to view and respond to your notifications.	Favorites
Navigator 504 Employee Self Service 504 Manager Self Service (Payroll Approvals Required)	Manager         Notifications         All Actions Awaiting Your Attention         My Team         Talent Profile         My Team Personal Information         Personal Information         Contacts         Absence Calendar         Absence         Property Register         My Team Career Information         Learning         Appraisals and Reviews         Compliance and Competency         Qualifications         Registrations and Memberships         Suitability Matching         My Team Assignment Information         Employment Information         Approximation         My Team Assignment Information         Approximation         Approximation         My Team Assignment Information         Approximation         Approximation         My Team Assignment Information         Approximation	Favorites Personalize You have not selected any favorites. Please use the "Personalize" button to set up your favorites.
	Supervisor Additional Supervisor	

The procedures which will require approval are highlighted in the menu structure as (Approval Required)

The following example shows the change of hours being processed. The notifications process is much the same for all the different assignment related changes.

On selecting the Hours (Approvals Required) menu option and selecting the appropriate person from the hierarchy the following screen is displayed:

#### Hours (Approval Required): Effective Date Options

<ol> <li>Information</li> <li>Please enter an Effective Date on or after 01-Jul-2014.</li> <li>No previous approved Pay Proposal exists for this person. This assignment is not</li> </ol>	t eligible for the salary element.
Effective Date 05-Apr-2017 Employee Name Employee Number Job Enter the date on which the changes should take effect, and press the Continue button.	Back     Continue       Organisation     504 Ward 10       Organization Email Address     Supervisor       Leese05, Mrs. Vivian
<ul> <li>Changes should take effect on the effective date as entered below. Effective Date 03-Apr-2017 (example: 21-Mar-2017)</li> <li>Changes should take effect as soon as final approval is made.</li> </ul>	Image: Sec: Sec: Sec: Sec: Sec: Sec: Sec: Se

The appropriate effective date is set or the manager can select the change to effective as soon as final approval is made. It is recommended that the user enters the correct date to apply the change from; this will ensure the assignment change is effective from that date.

#### The Manager can then enter the new hours to be worked.

Hours (Approval	Required): Work	Schedule			_	
Effective Date 19-Oct-2017 E	Employee Name Wright, Ms. Di imployee Number 20055635 Job Additional Clir Support Works	erdre iical Services Health Care er	Organisation Organization Email Address Supervisor	Cance <u></u> 504 Ward 7 Jimenes, Miss Monica	Bac <u>k</u>	Ne <u>x</u> t
	Work Hours Frequency Normal Start Time Normal End Time	22.5				
				Cance <u>l</u>	Bac <u>k</u>	Ne <u>x</u> t

On clicking next the review form is displayed. This can then be submitted for approval:

rttective Date 19-Oct-2017 Employee Name V Employee Number 2 Job A	: KEVIEW Vright, Ms. Dierdre 0055635 udditional Clinical Services Health Care upport Worker	Cancel Printat Organisation 504 Ward 7 Organization Email Address Supervisor Jimenes, M	ole Page Bac <u>k</u> Sub <u>m</u> it 7 iss Monica
Review your changes and, if needed, attach supporting Indicates Changed Items.	documents.		
Work Schedule			
	Current	Proposed	
Work Hou	rs 37.5	22.5 💿	
Frequenc	y Week	Week	
Absence Accrual Start Dat	e 01-Apr-2004	01-Apr-2004	
Maximum Part Tim	ne No	No	
Start Date in Grad	e 02-Oct-2002	02-Oct-2002	
No. of Incremen	ts 1	1	
To help approvers understand the request, you can al	ttach supporting documents, images, or links to this action.		
To help approvers understand the request, you can at None Add	ttach supporting documents, images, or links to this action.		
To help approvers understand the request, you can at None Add Approvers	ttach supporting documents, images, or links to this action.	Status	Delete
To help approvers understand the request, you can at None Add Approvers Details Approver Show	ttach supporting documents, images, or links to this action.	Status	Delete
To help approvers understand the request, you can at None Add Approvers Details/Approver SSHR Payroll Approvals Show Add Adhoc Approver	tach supporting documents, images, or links to this action.	Status	Delete
To help approvers understand the request, you can at None Add Approvers Details/Approver Solution Scheme Add Add Adhoc Approver Comments to Approver	ttach supporting documents, images, or links to this action.	Status	Delete 🖥
To help approvers understand the request, you can at None Add Approvers Details Approver SSHR Payroll Approvals Show Add Adhoc Approver Comments to Approver Agreed change of hours	tach supporting documents, images, or links to this action.	Status	Delete

Confirmation	
our changes have been submitted for approval.	
	Home

The users identified in the maintain roles form under XXX SSHR Payroll Approvals receive the following Notification:

Worklist		
View Open Notifications Go		
Select Notifications: Open Reassign Close		
Select All   Select None		
Select <u>From</u> <u>Type</u>	Subject	<u>Sent</u> ▼
SSHR Payroll HR Approvals	NHS Change Hours Process for Wright, Dierdre (proposed by Jimenes, Monica)	19-Oct- 2017

The approver can then opt to Approve, Reject, or Request Further Information about the notification. Alternatively if there is a problem then the role holder can Return for Correction. The manager who initiated the change will receive a notification informing them of the action taken.

#### NHS Change Hours Process for Wright, Dierdre (proposed by Jimenes, Monica)

ti Ir	nformation SHR Payroll Approvals ha	as delegated the	notification with co	nment:					
From To Sent ID	SSHR Payroll Approvals SSHR Payroll Approvals 19-Oct-2017 13:27:58 347595	650	Attachme	ints		Approve	Reject	Reassign	Request Information
Summar	У								
Effective D	ate 19-Oct-2017 E Em	mployee Name ployee Number Job	Wright, Ms. Dierd 20055635 Additional Clinica Support Worker	re   Services Health Care	Organ	Organisa ization Email Add Supen	ation <b>504 \</b> Iress visor <b>Jime</b> r	Vard 7 nes, Miss Mon	ica
Indicates Cl	hanged Items.								
Work So	hedule								
			Current			Proposed			
		Work Ho	ours 37.5			22.5 💿			
		Freque	ncy Week			Week			
	Absenc	e Accrual Start D	ate 01-Apr-2004			01-Apr-2004			
		Maximum Part T	ime No			No			
		Start Date in Gr	ade 02-Oct-2002			02-Oct-2002			
		No. of Increme	ents 1			1			
Action F	listory								
Num Actie	on Date	Action		From	То	Details			
1 19-0	Oct-2017 13:27:56	Submit		Jimenes, Monica	SSHR Payroll Approvals	Agreed chang	e of hours		
2 19-0	Oct-2017 13:27:58	Delegate		SSHR Payroll Approvals	SSHR Payroll Approvals 6	50			
Related	Applications								
-									

Return For Correction

## 5.35. STC Learning Administrator

Requesting enrolment in a shared class will initiate a workflow as follows:

If initiated from an employee the notification will go to the employee's manager for approval. The manager can then either reject or approve the request. If rejected a notification goes back to the employee. If approved a notification will go back to the employee. A notification will also be sent to the manager and employee informing them that the request has been sent to the course administrator for final approval.

Worklist > XX NHS Enroll in Learning Approval Forwarded For Final Approval			
Information     This notification does not require a response.			
	ОК	Reassign	Request Information
From Leese03, Vivian To Leese03, Vivian Sent 18-Jul-2017 11:41:20 ID 347274 Deer Leese03, Vivian,			
The following request has been forwarded to the course administrator for final approval.			
The current enrolment status is: Requested.			
Please keep a copy of this information for your reference.			
Delegate: Joshi Neela Class Name : 502 People Management Class 20-July-2017 Enrollment Number : 12125 Start Date: 20-JUL-2017 Start Time: 09:30 End Date: 21-JUL-2017 Delivery Mode: Instructor-Led Location : 502 ESR Hospital			
	ОК	Reassign	Request Information
Return to Worklist			
∐ Display next notification after my response			

A separate notification will go to the Learning Administrator role holder in the Shared Training Provider.

Worklist >	>								
XX NF	HS Enroll in Le	earning Ap	proval : Joshi,	Neela					
			•	Confirm	Reject	Request	Waitlist	Reassign	Request Information
To ST Sent 18 ID 34 Dear Court	TC Admin Notification 60 8-Jul-2017 11:41:20 47275 rse Administrator								
Please act	tion this enrolment:								
Joshi, Nee	ela onto 502 People Manageme	nt, 30336 (20-JUL-201	.7 to 21-JUL-2017).						
Approval	Comments:								
Requestor	r: Joshi, Neela								
Requestor	r's Supervisor: Leese03, Vivian								
Action	listory								
Num	Action Date	Action	From	То	Details				
1	18-JUL-2017 11:41:20	Submit	Leese03, Vivian	STC Admin Notification 60					
				Confirm	Reject	Request	Waitlist	Reassign	Request Information
Return to W	<b>/orklist</b> next notification after my r	esponse							

The status of the learner on the course will be Requested but the Learning Administrator can now change this status to Confirmed, Waitlisted etc. as appropriate. Each change to the status will result in a notification being sent to both the learner and their manager to inform them of the change of status.

If initiated from Manager Self Service then the manager approval is not required. The notification will go straight to the Learning Administrator in the Shared Training Provider. The employee will also be notified that the request has been sent. From this point on it will behave the same as if it was initiated by the employee themselves.

On completion of the course any national competencies associated with the class will be updated on the learner's record in their home organisation and notifications will be sent to the employee and their manager.

Similarly training history will be updated in the users home organisation and notifications sent to the employee and their manager.

## 5.36. Supervisor Hierarchy Notification

Users with this role will receive a notification each time that a Supervisor's assignment in their Employment Authority (EA) is changed to one of the following statuses:

- Acting Up
- Career Break
- Inactive Not Worked
- Internal Secondment
- Maternity & Adoption
- Out on External Secondment Paid

- Out on External Secondment Unpaid
- Suspend Assignment
- Suspend No Pay
- Suspend With Pay
- Terminate Process Assignment
- Terminate Assignment

#### Notification received by role holder.

Worklist				
View Open Notifications 🔽 Go				
Select Notifications: Open Reassign Close				
Select All   Select None				
Select Subject	<u>Sent</u>	Due - Fn Level	From	<u>Type</u>
Status of Supervisor Assignment 20055532 for Ms. Dierdre Wright11 has been Changed to Suspend With Pay on 10-MAY-2017	10-May-2017			XX Supervisor Role
TIP Vacation Rules - Redirect or auto-respond to notifications.				

The notification lists details of all assignments that report directly into the Supervisor's assignment being changed.

#### Worklist >

Status of Supervisor Assignment 20055532 for Ms. Dierdre Wright11 has been Changed to Suspend With Pay on 10-MAY-2017

To Leese11, V Sent 10-May-20 ID 347439	īvian )17 16:08:15					
The following assign	ments directly report	into th	ie above sup	ervisor assi	gnment:	
The following assign	Assignment Number	into th Title [	e above sup First Name	ervisor assi Last Name	gnment: Organisation	Position
The following assign Employee Number 20055404	Assignment Number	Title	e above sup First Name Christine	ervisor assi Last Name Neville11	gnment: Organisation 504 Ward 9	Position Staff Nurse Band 5

Where an employee is listed as an Additional Supervisor for an assignment then the assignments affected will be listed in the highlighted section.

Status of Supervisor Assignment 20101343 for Mr. Derek Bradley has been Changed to Terminate Process Assignment on 18-OCT-2017

										o	к	Reassign	Request Inform
To Leese21.V	ivian												
ent 18-Oct-201	17 15:08:06												
ID 347512													
e following assign	ments directly report	into ti	he above sur	ervisor assi	mment-								
ronowing assign	mente un courreport		no above sup		Providence.								
nployee Number	Assignment Number	Title	First Name	Last Name	Organisation	Position							
mployee Number	Assignment Number	Title	First Name	Last Name	Organisation	Position							
mployee Number	Assignment Number	Title	First Name	Last Name	Organisation	Position							
mployee Number	Assignment Number	Title ed as a	First Name	Last Name	Organisation	Position g assignments:		_					
mployee Number he above superviso	Assignment Number r assignment was liste	Title ed as a	First Name	Last Name	Organisation for the followin	Position g assignments:	E.	7					
mployee Number he above superviso	Assignment Number r assignment was liste	Title ed as a	First Name	Last Name	Organisation for the followin	Position g assignments:	<b>E</b> 1	7					
Employee Number he above superviso Employee Number	Assignment Number r assignment was liste Assignment Number	Title ed as a Title	First Name	Last Name supervisor f	Organisation for the followin Organisation	Position g assignments: Position	2	]					
mployee Number he above superviso mployee Number 0055614	Assignment Number r assignment was liste Assignment Number 20055614	Title ed as a Title Mrs.	First Name n additional First Name Christine	Last Name supervisor f Last Name Neville	Organisation for the followin Organisation 504 Ward 9	Position gassignments: Position Staff Nurse Banc	er and 5						
Employee Number he above superviso Employee Number 20055614	Assignment Number r assignment was liste Assignment Number 20055614	Title ed as a Title Mrs.	First Name n additional First Name Christine	Last Name supervisor f Last Name Neville	Organisation for the followin Organisation 504 Ward 9	Position gassignments: Position Staff Nurse Banc	e and 5						
imployee Number ne above superviso imployee Number 0055614	Assignment Number r assignment was liste Assignment Number 20055614	Title ed as a Title Mrs.	First Name In additional First Name Christine	Last Name supervisor f Last Name Neville	Organisation for the followin Organisation 504 Ward 9	Position g assignments: Position Staff Nurse Banc	and 5						

## 5.37. Termination Notification

The recipients of this notification are notified of the relevant terminations that are due in their organisation within a 14 day period. Terminations are identified as employees with either a Projected or Actual Termination Date within 14 days of the current date.

C Terminate(Wright05, Ms. Dierdre)	×
Date Start 02-OCT-2002 Leaving Reason Voluntary Resignation - Better Reward Pack	Length of ServiceThis ServiceTotal ServiceYearsMonths146
Termination Dates	
Notified 19-APR-2017 Projected Last Standard Process 30-7	APR-2017 Final Process
Person Type and Assignment Status for Terminated Emplo	yee
Type Ex-Employee Status Terr	ninate Process
Termination Accepted By	
Date Name	Number [ 28- ]
Terminate Reverse Termination	

The Termination Notification works in 2 different ways.

#### [Type here]

1. A Termination notification is sent to all system users who have been identified in the Maintain Roles area of the system administration URP's.

The following screenshot demonstrates an example Termination Notification

11011113													
View Open Notifications 🔽 Go													
Select Notifications: Open Reassign Close													
Select All   Select None													
Select <u>Subject</u>			<u>Sent</u>	Ē	ue - Fn Leve		<u>From</u>	Type					
Terminat	ion Notific	ation	19-Apr-20	017 1	8-Jul-2017				XX Termination Notification Workflow				
To 3286972 Set: 08-Jun-2020 14:39:25 Die 06-Sep-2020 14:39:25 Di 788438491 The following employees have a termination record within 14 days. You are required to look at the details of each individual, and perform the appropriate actions for each individual.													
To 3286972 Sent 08-Jun-202 Due 06-Sep-202 ID 788438491 The following empl	0 14:39:25 0 14:39:25 oyees have a t	ermination record	within 14 days. You are required	to look at the details of e	each individual, a	and perform the	e appropriate a	action	is for each individua	L			
To 3286972 Sent 08-Jun-202 Due 06-Sep-202 ID 788438491 The following empl	0 14:39:25 0 14:39:25 oyees have a t Position	ermination record	within 14 days. You are required 1	to look at the details of e Grade	each individual, a Employee Number	Last	First . Name	action Title	s for each individua Actual Termination Date	l. Projected Termination Date	Work Email Address	Supervisor Name	Supervisor Emai Address
To         3286972           Sent         08-Jun-202           Due         06-Sep-202           ID         788438491           The following employment           Organization           444 Organisation           503045	0 14:39:25 0 14:39:25 oyees have a t Position 7978014	Location	within 14 days. You are required Job Additional Clinical Services[Assistant Psychologist	to look at the details of e Grade NHSJXROSJReview Body Band 5	each individual, a Employee Number 28615989	Last Name NewAppOne 1	First Name NewAppOne 1	action Title Mr.	Actual Termination Date 10-JUN-2020	I. Projected Termination Date 09-JUN-2020	Work Email Address NewAppOne@nhs.net	Supervisor Name	Supervisor Emai Address

## 5.38. Reverse Termination Notification

This workflow notification will advise users assigned to the Termination Notification role (described previously) when a termination has been reversed. It will also notify any users assigned to the role selected and held in the Termination Notification against the Person EIT.

Having reversed a termination the Termination Notification Date Sent field, which is held on the Additional Periods of Service Details descriptive flexfield, should be removed, this can be done using XXX HR Administration:

#### N > Enter & Maintain > Others > End Employment

This is done as part of the standard reverse termination process and the user will have to re-query the record to ensure that this has happened.

Recipients of the notification are identified by role:

- Users assigned to the role of Termination Notification
- Users assigned to the Termination Notification roles identified within Termination Notification which is held as a Person EIT for the leaver

Worklist						
View Open Notifications 🔽 Go						
Select Notifications: Open Reassign Close						
Select All   Select None						
		<u>Due - Fn</u>				
Select <u>Subject</u>	<u>Sent</u>	<u>Level</u>	From	Type		
Reverse Termination for Ms. Dierdre Wright11	11-May- 2017			XX Reverse Termination Notification		

The following screenshot demonstrates an example Reverse Termination Notification:

Worklist > Reverse T	ermination for	Ms. Dierdre Wright11	
<b>1</b> Informat This notifi	ion cation does not require a respo	ise.	
		OK Reassign	Request Information
To Leese11, Sent 11-May-: ID 347482 XX_XXREVTRM_N	Vivian 2017 12:08:14 OTIFICATION_MSG		
Employee Name:	Ms. Dierdre Wright11		
Employee Numbe	r: 20055532		
Organisation:	504 Ward 7		
Position:	Health Care Asst Band 1		
Location:	ESR Hospital		
Grade:	NHS XR01 Review Body Band 1		
		OK Reassign	Request Information
Return to Worklist	ification after my response		
## 6. SYSTEM GENERATED NOTIFICATIONS

These are notifications that are generated by ESR in response to data being entered into certain fields, and do not necessarily require a role holder. For example where the Exit Questionnaire Required field is set to Yes in the employee's additional assignment details form, they will receive a notification and the exit questionnaire form to complete. Other examples of this type of notification include:

### 6.1. Capability Review Notification

The Capability Review Notification is sent on a nightly basis when the relevant Workflow Background process runs as part of the Nightly Request Set.

Worklist View Open Notifications Go				
Select Notifications: Open Reassign Close				
Select All   Select None				
Select Subject	Sent 🗸	<u>Due - Fn Level</u>	From	Туре
Capability Review Notification: Neela Joshi (ABC123456)	21-Jul-2017			Capability Review Dates

It sends a notification to the Line Manager and HR Contact, who are entered on the 'Capability No UHR' EIT, 18 and 10 days before the Review Date.

Worklist > Capability Review Notification: Neela Joshi (ABC123456)	
Information     This notification does not require a response.	
To Lesse, Vivian Sent: 21-Jul-2017 J0-13-48 ID 347447 The following Employee is due a review for a capability type of Unsatisfactory Work Performance on 31-JUL-2017. Please take any necessary actions. Employee Number: 20095060 Case Reference Number: 20095060 Case Reference Number: ABC122456 Stage or Level: Final Position 1: 84608-Staff Nurse Band 6 Position 3:	OK Reassign Request Information
Return to Worklist Display next notification after my response	OK Reassign Request Information

## 6.2. Exit Questionnaire Notification

When an employee has either an assignment terminated or is made a leaver by terminating the person record using the End Employment forms, the Exit Questionnaire workflow notification can be initiated. If the Trust level setting, 'Exit Questionnaire Required', is set to 'Yes' then an exit questionnaire will be sent to all leavers unless overridden at assignment level.

This workflow notification will notify relevant employees who have a termination date entered against their record at person or assignment level that they are required to complete an Exit Questionnaire.

It will detail the position title, assignment number and organisation that the exit questionnaire applies to.

### **6.3. Learner Notifications**

There are a number of notifications which are generated automatically when the user performs certain tasks, for example when a learner completes a learning path their status on that path is updated automatically and a system generated notification is sent to the user advising of this:

#### **Completed Learning Path**

Informs the learner of the Learning Path completed and the completion date.

Other examples of system generated notifications within OLM include:

#### Enrolment on a Class set to 'Self Enrol'

Worklist >	
You have successfully enrolled in the class.	
Information     This notification does not require a response.	
	OK Reassign Request Information
From Leese, Vivian To Leese, Vivian Sent 18-Jul-2017 12-02-02 ID 347278	
You have successfully enrolled in the class below.	
Class Name: 504 YH - Clinical Skills Online - Venepuncture Training 30338	
Enrollment No: 12128	
Delivery Mode: Online e-Learning	
Expiration Date: Your Forollment Status is: Completed	
Please keep a copy of this information for your reference.	
	OK Reassign Request Information
Return to Worklist	

[Type here]

#### **Rescheduled Classes**

Worklist > Class is rescl	neduled			
Information     This notification	does not require a response.			
From SYSADMIN To Joshi, Neela Sent 20-Jul-2017 : ID 347433	4-45:09		OK Reassign	Request Information
The following class has b	en rescheduled. You are still enrolled in this class.			
Course Name:	504 Performance Management			
Delivery Mode:	Instructor-Led			
Language:	English			
Class Name:	504 Performance Management - 22/07/2017			
Start Date:	22-Jul-2017			
End Date:	22-Jul-2017			
Start Time:	10:00			
End Time:	11:00			
Time Zone:	GMT			
Enrollment Number:	12152			
Cost:	Pound Sterling	l⊋		
Location:				
			OK Reassign	Request Information
Return to Worklist	on after my response			

#### Waitlisted Enrolment

Worklist > You have b	peen placed on the Waiting List for a cla	155.		
i Information	on ation does not require a response.			
From Leese, Viv To Joshi, Nee Sent 18-Jul-20 ID 347299	rian sla 17 14:58:44		OK Reassig	n Request Information
Leese, Vivian has app further notification c	proved your request for enrollment in the class below. You have been placed on the waiting confirming your enrollment.	; list for this class. Important: this does not confirm	n your place on this class. You sho	uld not attend unless you receive a
Delegate:	Joshi, Neela			
Class Name:	504 Performance Management - 20/07/2017			
Enrollment Number	: 12133			
Start Date:	20-JUL-2017			
End Date:	20-JUI-2017			
Delivery Mode:	Instructor-Led			
Location:				
Enrollment Status:	Waitlisted			
Please keep a copy o The following classe	f this information for your reference. Is for the same course currently have places available			
Class Name		Date	Start time	End time
504 Performance M	lanagement - 21/07/2017	21-JUL-2017	10:00	11:00
504 Performance M	lanagement - 22-07-2017	22-AUG-2017		
			OK Reassig	n Request Information
Return to Worklist				
Display next notif	fication after my response			

### **Class Full/Waitlisting Deactivated**

1 Information			
This notification does not require a response.			
		OK Reassig	n Request Informat
From Loope Viewen			
To Joshi, Neela			
Sent 18-Jul-2017 15:13:56			
You have attempted to enrol a learner on a class which is full. Please find an al	Iternative class.		
Delegate: Joshi, Neela			
Class Name: 504 Performance Management - 20/07/2017			
Start Date: 20-JUL-2017			
Start Time: 00:00			
End Date: 20-JUL-2017 Delivery Mode: Instructor-Led			
Location:			
Enrollment Status: Requested			
Please keep a copy of this information for your reference.			
The following classes for the same course currently have places available			
Class Name	Date	Start time	End time
504 Performance Management - 21/07/2017	21-JUL-2017	10:00	11:00
504 Performance Management - 22-07-2017			
	22-AUG-2017		
	22-AUG-201/	OK Dessi	n Desure the former
	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Disolav next notification after mv response	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response Discription on a Certification	22-AUG-2017	OK Reassig	n Request Informat
urn to Worklist Display next notification after my response	22-AUG-2017	OK Reassig	n Request Informat
urn to Worklist Display next notification after my response Discription on a Certification	22-AUG-2017	OK Reassig	n Request Informat
orkist >	22-AUG-2017	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response oscription on a Certification forklist > ou have successfully subscribed to	o the certification.	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response oscription on a Certification forklist > ou have successfully subscribed to	o the certification.	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response Description on a Certification forklist > ou have successfully subscribed to Information This notification does not require a response.	o the certification.	OK Reassig	n Request Informat
bisplay next notification after my response <b>Discription on a Certification Forklist &gt; Du have successfully subscribed to Output Ou</b>	o the certification.	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response Description on a Certification forklist > ou have successfully subscribed to Information This notification does not require a response.	o the certification.	OK Reassig	n Request Informat
bisplay next notification after my response <b>Discription on a Certification For have successfully subscribed to Output Information This notification does not require a response.   <b>From Joshi, Neela To track in Neela</b> </b>	o the certification.	OK Reassig	n Request Informat
turn to Worklist         Display next notification after my response         oscription on a Certification         torklist >         ou have successfully subscribed to         Information         This notification does not require a response.	o the certification.	OK Reassig	n Request Informat
Aurn to Worklist Display next notification after my response Discription on a Certification orklist > Outhave successfully subscribed to Information This notification does not require a response. From Joshi, Neela To Joshi, Neela	o the certification.	OK Reassig	n Request Informat
turn to Worklist Display next notification after my response Description on a Certification forklist > ou have successfully subscribed to Information This notification does not require a response. From Joshi, Neela To Joshi, Neela Sent 18-Jul-2017 14:56:47 ID 347296	o the certification.	OK Reassig	n Request Informat
burn to Worklist         Display next notification after my response         Display next notification after my response         Display next notification on a Certification         corklist >         Du have successfully subscribed to         Information         This notification does not require a response.         From Joshi, Neela         Sent 18-Jul-2017 14:56:47         D 347296	o the certification.	OK Reassig	m Request Informat
burn to Worklist         Display next notification after my response         Display next notification after my response         Display next notification on a Certification         corklist >         Du have successfully subscribed to         Information         This notification does not require a response.         From Joshi, Neela         Sent 18-Jul-2017 14:56:47         D 347296	o the certification.	OK Reassig	m Request Informat
turn to Worklist Display next notification after my response DSCription on a Certification forklist > Outhave successfully subscribed to Information This notification does not require a response. From Joshi, Neela To Joshi, Neela Sent 18-Jul-2017 14:56:47 ID 347296 r subscription into the certification 504 Infection Control with initi trification Members mber Infection Prevention and Control eAssessment - Level 1	o the certification.	OK Reassig	m Request Informat
turn to Worklist Display next notification after my response DSCRIPTION ON A Certification forklist > Ou have successfully subscribed to Information This notification does not require a response. To Joshi, Neela Sent 18-Jul-2017 14:56:47 D 347296 rr subscription into the certification 504 Infection Control with initi ruffection Members mber Infection Prevention and Control eAssessment - Level 1	o the certification.	OK Reassig	m Request Informat

## Employee Learning Certification Reminder...

Worklist		
View Open Notifications	Go	
From	Subject	<u>Sent</u> <del>▼</del>
SYSADMIN	A certification needs completion.	19-Jul-2017

A certification needs completion.		
Information     This notification does not require a response.		
	OK Reassi	gn Request Information
From SYSADMIN To Joshi, Neela Sent 19-Jul/201716:45:20 ID 347377		
Certification Details		
You must complete the certification 504 Infection Control, within 1 days by 20-JUL-2017. To achieve certification, you must complete all the following certification components:		
Member	Туре	Status
000 Infection Prevention and Control eAssessment - Level 1	Course	Planned
Return to Worklist	OK Reassi	gn Request Information

#### Employee Learning Certification Available for Renewal...

Come     Come       Errorm     Stablect       SYSADMIN     A certification is available for renewal.		Sent↓ 19-Jul-2017
A certification is available for renewal.		
Information     This notification does not require a response.		
From SYSADMIN To Joshi, Neela Sent 19-Jul-2017 16:45:20 ID 347377	ок	Reassign Request Information
Certification Details		
You can now renew the certification 504 Infection Control, which (upon completion) will be valid for 1 days. To complete the certification, you may need to individually re-enroll in all the following	certification componen	its:
Member 000 Infection Prevention and Control eAssessment - Level 1	Course	Planned
Return to Worklist	ОК І	Reassign Request Information

Learning Administrators can send notifications to delegates on a class. The delegate must have an active ESR user account, and their name associated with this to receive the notification.

The administrator can decide who the notification should be sent to, along with the subject and the message.

The selected delegates will then all receive the notification.

Catalog > Catalog Search > 504 Performance Management: Course	> Offerings > Classes >	
Course Name 504 Performance Management	Class Name 50	504 Performance Management - 21/07/2017
Select Recipients		Mail Addresses
Enrollment Status	~	
Select All Select None	Consultant and Chadring	
Select Name	Confirmed	
Nelson Mr. Art	Confirmed	
Bradley, Mr. Derek	Confirmed	
Notification Text Subject Preparation for course Please ensure that you have read the provided material before the Message	class	
		Send You can copy these mail IDs to your mail program if you want to contact learners by mail.

## 7. EMPLOYEE AND MANAGER NOTIFICATIONS

## 7.1. Pay Progression Notifications

A notification will be sent to employees, 4 months and 1 month before a pay affecting incremental date.

i Informat	t <b>ion</b> ication de	pes not n	equire a res	ponse.									
Notifica	tion	of ar	n upco	oming	oay st	ep pro§	gressio	n point -	Pay Affe	ecting ок г	eassign	More Informat	tion Request
To MK Er Sent 19-Fe ID 10912 This notification appropriate an completed. Pay Step Date	mp A, Jol b-2019 27 on is to re ctivity in r e: 21-JUN	hn 14:49:47 emind you elation to V-2019	7 u of an upcoi the local po	ming pay ster licies and pro	o progressio ocedures on	n point. Please pay progressi	ensure all on have been						
Review Type Pay Progression	Period Start 01- JUL-	Period End	Appraisal Date 01-JAN- 2019	Next Appraisal Date 01-JUL- 2019	Reviewer MK Emp A, Mr. Mark	Pay Progression Yes	Pay Reduction (8c and above)	Non Progression Reason 1	Non Progression Reason 2	Non Progression Reason 3	Non Progression Reason 4	Non Progression Reason 5	Date of Reinstatement
Meeting Pay Progression Meeting	2018 01- JAN- 2018	2018 30- JUN- 2018	01-JUL- 2018	01-JAN- 2019		No	Reduced by 5%	Formal capability process is in place					01-JAN-2020

A notification will be sent to managers on a monthly basis, outlining direct reports who have a pay affecting increment within the next 90 days.

Worklist >
Information This notification does not require a response.
Notification of employees with a pay step progression point - Pay Affecting
OK Reassign More Information Request
To MK Mgr A, Mark Sent 19-Feb-2019 14:54:48 ID 109128
The following employees have a Pay Step progression point within the next 90 days. Please ensure all appropriate activity in relation to the local policies and procedures on pay progression have been completed.
NameAssignment NumberEmail AddressPosition NameIncrement DateMeeting DateMeeting OutcomeNext Meeting DateMK Emp C, Mr. Mark 20000298MK Test 0115-MAY-201906-FEB-2019Yes01-FEB-2020MK Emp D, Mr. Fred20000487MK Test 0115-MAY-201915-MAY-2019

## 7.2. Absence Trigger Points

These notifications aim to improve the management of staff attendance for managers and administrators.

The triggers for these notifications are as follows:

1. Notification to Supervisor at absence end date +7 days where no Return to Work date is recorded.

orklist >		
turn to Work Discussion Date Needs (	ompleting For Neville Mrs. Chrsitine	
	ompleting for Nevine, 1913. Christine	
Information     This notification does not require a response.		
		OK Reassign Request Information
To Leese, Vivian ent 21-Jul-2017 10:26:59		
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Chrsitine	20055290) and have recorded the Return to Work Discussion Date.	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Chrsitine	20055290) and have recorded the Return to Work Discussion Date.	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine	20055290) end have recorded the Return to Work Discussion Date. Value	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type	20055290) end have recorded the Return to Work Discussion Date. Value Sickness	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type Absence Category	20055290) end have recorded the Return to Work Discussion Date. Value Sickness Sickness	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Chrsitine Absence: Type Absence: Category Absence: Category Absence: Reason	20055290) end have recorded the Return to Work Discussion Date. Value Sickness Sickness S11 Beck Problems	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Chrsitine Absence Type Absence Category Absence Reason Sickness Reason Level 2	20055290) and have recorded the Return to Work Discussion Date. Value Sickness Sickness Sitheress S11D Back Problems S1100 Back devicemin	
leese ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type Absence Category Absence Reason Sickness Reason Level 2 Start: Date	20055290) end have recorded the Return to Work Discussion Date. Value Sickness Sickness Sitt Back Problems S11001 Back adv/pain 2 25 JUN 2017	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christitine Absence Type Absence Category Absence Reason Sickness Reason Level 2 Start Date End Date	20055290) and have recorded the Return to Work Discussion Date. Value Sickness Sickness S11Back Problems S11001 Back ache/pain 25-JUN-2017 28-JUN-2017	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type Absence Category Absence Stagory Sickness Reason Level 2 Start Date End Date Duration	20055290) and have recorded the Return to Work Discussion Date. Value Sickness Sickness Sill Back Arbolems S11001 Back ache/pain 25-JUN-2017 28-JUN-2017 4 Days	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type Absence Category Absence Reason Sidoness Reason Level 2 Start Date End Date Duration Comments	20055290) and have recorded the Return to Work Discussion Date. Value Sickness Sickness S1100 Back Problems S11002 Back otherpian 25-JUN-2017 28-JUN-2017 28-JUN-2017 4 Days	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christine Absence Type Absence Catagory Absence Reason Sickness Reason Level 2 Start Date End Date Duration Comments	20055290) and have recorded the Return to Work Discussion Date.           Value         Value           Sickness         Sickness           Sith Back Problems         Silt1001 Back adve/pain           25-JUN-2017         28-JUN-2017           28-JUN-2017         4 Days	
lease ensure you have conducted a Return to Work Discussion with Neville, Mrs. Christian Absence: Type Absence: Category Absence: Category Absence: Category Start Date End Date Duration Comments	20055290) and have recorded the Return to Work Discussion Data.          Value       Sickness         Sickness       Sickness         S11Back Arbolems       S11001 Back ache/pain         23-JUN-2017       28-JUN-2017         4 Days       Model	

Return to Worklist
Display next notification after my response

Return to Worklist

#### 2. Notification to Supervisor at absence start date +8 days where no absence end date is recorded.

Worklist > Absence End Date Has Not Been Ente	ered for Joshi, Mrs. Neela	
<b>1</b> Information This notification does not require a response.		
To Leese, Vivian Sent 21-Jul-2017 10-27-00 ID 347473 Joshi, Mrs. Neels (20095060) has been absent from work for 8 days. Please check to	OK Reassign Requ	uest Information
Absence Type	Value Sicknass	
Absence Category	Sickness	
Absence Reason	S11 Back Problems	
Sickness Reason Level 2	S11001 Back ache/pain	
Start Date	12-JUN-2017	
End Date		
Duration		
Comments		
	OK Reassign Requ	lest Information

They are not generated where the person type has been updated to Ex-Employee within 7 days of the absence end date being entered.

#### [Type here]

Return to Worklist

3. Notification to Supervisor at absence start date +28 days where no absence end date is recorded. (This will also go to the Occ Health Absence Referral role holders)

Role holder		
Worklist > Absence End Date Has Not Been Enter	red for Joshi, Mrs. Neela	
Information     This notification does not require a response.		
To 504 Occ Health Referral 2107171027138 Sent 21-Jul-2017 10:27:00 ID 347480 Joshi, Mrs. Neels (20095060) has been absent from work for 28 days. Please ensure t Supervisor: Leese, Mrs. Vivian	OK Reassign	Request Information
	Value	
Absence Type	Sickness	
Absence Category	Sickness	
Absence Reason	S11 Back Problems	
Sickness Reason Level 2	S11001 Back ache/pain	
Start Date	12-JUN-2017	
End Date		
Duration		
Comments		
	OK Reassign	Request Information

4. Notification to Supervisor at absence start date +10 months where no absence end date is recorded.

Title: Absence End Date Has Not Been Entered for < Employee Name>

- **Summary:** <Employee Name> (<employee number>) has been absent from work for 10 months please check to ensure the final sickness review has been arranged within the next 2 months and the date recorded.
- Absence Details: Absence Status Absence Type Absence Category Absence Reason (Level 1 and 2) Start Date End Date Duration Comments

## 7.3. Personal Details Changes

The following example of a personal information change highlights the different responses, Approve, Reject and Return for information, in detail and the subsequent actions required to continue the process. The other Self Service notifications shown all have the same responses available.

#### **Personal Information**

Personal Information	Back
Employee Name Sandwell, Mrs. Paula Employee Number 20094956	
Basic Details	
Full Name Sandwell, Mrs. Paula Marital Status Single Date of Birch 01-Jan-1974 NI Number VC123460A Employee Number 20094956 Work Email Address @ TIP To view further basic details including e-mail address, gender and nationality, click the 'View and Update' button. Phone Numbers & Personal E-Mail	View and Update
Home 01902 564897 Mobile 07891 234567	Update
Address Line 1 75 Church Street Address Line 2 Edgbaston Address Line 3 Town Birmingham Country West Midlands Vost Country United Kingdom Type Home	Update
	Add
	Bac <u>k</u>

Changes made to the following data items in Employee Self Service are subject to line manager approval:

- Qualifications
- Change of Name
- Management of Registrations and Memberships
- Enrol on Learning (where the course is not set to Self-Enrol)
- Work Email Address

**NOTE:** Updates to Marital Status, Ethnic Origin and Country of Birth will be applied instantly providing they are not updated alongside a change that requires approval i.e. these changes are made in one single transaction.

If multiple fields are updated and some changes require approval and others do not, then although these fields: Marital Status, Ethnic Origin and Country of Birth will not be displayed on the approval notification they will still be subjected to approval. As a result if the notification is not actioned the updates that were made to these fields will also not be applied.

The Employee user sees a message on the page after submitting a relevant change informing them that the change has been forwarded to their manager for approval.

₽,	Confirmation

Your changes have been submitted for approval.

Return to Overview

#### Blue circles highlight the changed items.

#### Personal Information: Review

			Cance <u>l</u>	Printable Page	Bac <u>k</u>	Sub <u>m</u> it
Employee Name Sand	dwell, Mrs. Paula					
Review your changes and, if needed, attach supporting documents. Indicates Changed terms.	02247					
Basic Details						
	Current	Proposed				
Effective Date	01-Jun-2006	01-Jun-2006				
Title	Mrs.	Mrs.				
Full Name	Sandwell, Mrs. Paula	Sandwell, Mrs. Paula Angela 🔾				
First Name	Paula	Paula				
Middle Name		Angela 🥥				
Last Name	Sandwell	Sandwell				
Employee Number	20094956	20094956				
Marital Status	Single	Single				
Date of Birth Verified	01-Jun-2006	01-Jun-2006				
CSD 3 Months	01-Jun-2006	01-Jun-2006				
CSD 12 Months	01-Jun-2006	01-Jun-2006				
NHS Entry Date	01-Jun-2006	01-Jun-2006				
Ethnic Origin	A White - British	A White - British				
Country of Birth	United Kingdom	United Kingdom				
Nationality	British	British				
Gender	Female	Female				
Additional Information						
Attachments						

-

#### To help approvers understand the request, you can attach supporting documents, images, or links to this action.

The Employee also receives a workflow notification indicating the destination of the approval workflow notification. This notification is updated if the destination changes, for example due to a timeout escalating the notification to the next manager.

Worklist >		Logge	ed In As 504PSANDWELL05
NHS Employee Personal Information Process - Basic Details has been forwarded to Leese05, Vivian			
Information This notification does not require a response.			
	ОК	Reassign	Request Information
From SYSADMIN To Sandwell, Paula Stett 07-Apr-2017 14-09-48 ID 324019 Last Apervo: Sandwell, Paula User Name: S04PSANDWELLOS Comments:			
Next Approver Lesse05, Vivian User Name: 504TRAIN05			
This notification is for information only.			
	ОК	Reassign	Request Information
Return to Worklist Display next notification after my response			

#### Personal Details changes - Notifications Received by Manager

On submitting the above changes a Manager will receive a notification detailing the changes and is required to approve or reject the changes. They can also return the request for more information.

Manger Self Service Notifications Worklist

Open Notifications				
Select Notifications: Open Reassign Close				
Select All Select None				
Select Subject	Sent	<u>Due - Fn Level</u>	From	Туре
NHS Employee Personal Information Process for Sandwell11, Paula	11-May-2017	19-May-2017	Sandwell11, Paula	HR

Blue circles highlight the changed items, also where an email address is entered against the person information the name is highlighted as a hyperlink in the Action History section. Clicking in the name will automatically populate the 'To' address ready to send an email to that person

The Manager can then Approve, Reject, Reassign, Request Information or Return for Correction.

If a Manager Rejects the Changes the employee receives the following notification:

	•	-					
Information     This notification does not require	e a response.						
					ОК	Reassign Re	quest Information
From SYSADMIN To Sandwell11, Paula Sent 11-May-2017/09:04:28 ID 347446	Atta Employee Name Sandweli11, Mr Employee Number 20094991	schments s. Paula Angela					
Absence Details							
	Proposed						
	Absence Status Confirmed						
	Absence Type Training D	evelopment					
	Absence Category Paid Leave						
	Absence Reason External Tr	aining					
	Start Date 24-May-20	17					
	End Date 26-May-20	17					
	Days 3	os for the chart notice but on a	post units to attand an automal training ou	rca has come un Hono this is ak			
View Entitlement Delement	Comments nit Apologi	es for the short house but and	pportunity to attend an external daming cou	ise has come up. Hope unis is ok.			
View Entitlement Balances							
View Entitiement Balance							
Supporting Documents							
Title	Type Description	Category	Lect Indeted By	lact linviated	l Icama	Lindate	Delete
No results found.		Cutogory	List opdated by	Lust opdated	Osugo	opulate	Delete
A sting I listers							
Action History							
Sequence Name Action Date	Notes						
Paula 09:01	:14						
2 Leese11, Vivian Reject 11-M 09:04	ay-2017 Hi Paula. Unfortunately Simon 27 please let me know and we can	has already booked this week discuss further. Viv.	off and we need cover so I have had to reject t	his. If you are unable to rearrange			
Related Action History							
Num Action Date	Action	From	То	Details			

They can then resubmit the changes after discussing with the manager why the changes were rejected.

When the Manager approves the changes the employee receives a notification informing them that the changes have been approved and applied to the system:

Worklist >						
NUS Education and Qualificat	tions for SandwallO5 D	aula				
NH5 Education and Qualificat	LIONS FOR SandwellOS, P	duld				
			Approve	Reject	Reassign	Request Information
From Sandwell05, Paula To Leese05, Vivian Sent 19-Apr-2017 16:06:16 ID 346542	Attachments					
Summary						
Employee Name San	dwell05, Mrs. Paula					
Employee Number 200	094956					
Qualification						
	Proposed					
Туре	Masters Degree					
	Nursing					
Study Start Date	01-Sep-2014					
Actual Completion Date	07-Apr-2017					
Status	Attailed					
School						
	Proposed					
School	University of Wolverhampton					
Attendance Start Date	01-Sep-2014					
Attendance End Date	07-Apr-2017					
Full-Time	No					
Comments						
	Proposed					
Comments	Hi I have added my Masters as agreed.					
Action History						
	-	+				
Num Action Date Action	From	10	Details			

The following notifications which are initiated by the employee and go for manager approval contain the FYI details.

Manage your Information

- Personal Information (Basic Details)
- Absence

Manage your Career

- External Learning
- Qualifications
- Registrations and Memberships
- Learning
- Competence Profile

# 7.4. Verification of Personal Information and Equality and Diversity Information

Employees will receive notifications prompting them to update or verify that their personal information or equality and diversity information if this has not been updated or verified within the last 12 months.

It will include a link to the relevant portlet to carry out this action.

# 7.5. Class Enrolment Learning

The scenarios illustrated in this section show enrolment on a class, however the process and notifications received for subscription on a learning path are very similar.

Unless the Class is set to self-enrol, requests for training enrolment are subject to line manager approval. The Employee user sees a message on the page after submitting an enrolment request informing them that the request has been forwarded to their manager.

They also receive a workflow notification indicating the destination of the approval workflow notification.

This notification is updated if the destination changes, for example due to a timeout escalating the notification to the next manager.

The user can also unenroll from learning by reviewing their list of enrolments and clicking on the 'Unenroll' icon.

Where an employee unenrolls their manager is notified:

<ul> <li>Information</li> <li>This notification does not require a response.</li> </ul>	
	OK Reassign Request Information
From Joshi, Neela To Leese, Vivian Sent 18-Jul-2017 15:15:52 ID 347310	
Joshi, Mrs. Neela has cancelled their enrollment in the following class.	
Class Name: 000 Infection Prevention and Control eAssessment - Level 1 Course Name: 000 Infection Prevention and Control eAssessment - Level 1 Start Date: 05-Apr-2017	
	OK Reassign Request Information
Return to Worklist Display next notification after my response	

Worklist > XX NHS Enroll in Learning A	pproval for Leese03, Vivian	Approve	Reject	Reassign	Request Information
From Leese03, Vivian To Leese50, Vivian Sent 18-Jul-2017 13:24:36 ID 347280					
Enrollment Details					
	Proposed				
Course Name	504 Performance Management				
Class Name	504 Performance Management - 20/07/2017				
Start Date	20-JUL-2017 00:00				
End Date	20-JUL-2017 23:59				
Time Zone	GMT				
Delivery Mode	Instructor-Led				
Language	English				
Cost Center	NHS5021    100 %				
Special Instructions					
Enrollment Justification					
Additional Enrolment Info					
External Awarding Authority					
Course/Exam Fee % Trust Paid					
Course/Exam Finance Code					
Subsis/Accomm % Trust Paid					
Subsis/Accomm Finance Code					
Travel % Trust Paid					
Travel Finance Code					
Other % Trust Paid					
Other Finance Code					

As with the personal details changes the manager has the options to Approve, Reject or return for more information.

On approval the employee is notified that they are enrolled on the class:

You have successfully enrolled in the class.	
Information     This notification does not require a response.	
From Leese, Vivian To Joshi, Neela Sent 20-Jul-2017 14:40:17 ID 347431	OK Reassign Request Information
You have successfully enrolled in the class below.	
Class Name: 504 Performance Management - 22/07/2017 Errollment No: 12152 Start Data: 22-Jul-2017 Erd Data: 22-Jul-2017 Erd Time: 11-00 Time Zone: GMT Delivery Mode: Instructor-Led Location: Your Enrollment Status is: Confirmed Please keep a cow of this information for your reference.	
	OK Reassign Request Information
Return to Worklist Display next notification after my response	

Where the Class has been setup to allow self-enrolment, for example with National e-Learning content, the user will receive confirmation of their enrolment.

Learning Course Catalog Learning History	
Current Learning Requested Learning Forums and Chats	
Search Course Course Go Advanced Search Welcome, Joshi, N	1rs. Neela!
Confirmation You have successfully enrolled in the class 000 Infection Prevention and Control eAssessment - Level 1.	
Announcements E-Learning Enrollments Enrollments Certifications Learning Paths External Learning	

The employee will also receive an automated notification advising that they have enrolled successfully



## 7.6. Competency Profile Changes

Compliance and Competency

Changes made to the Competence Profile by the Employee are subject to approval. They receive a workflow notification indicating the destination of the approval workflow notification.

Worklist > Competency Profile has been forwarded to Leese, Vivian	
Information     This notification does not require a response.	
From SYSADMIN To Joshi, Neela Sent 22-1, 41-2017 10-45-11 ID 347488 Last Approver. Joshi, Neela User Name: 504NJ05HI03 Comment:	OK Reassign Request Information
Next Approver: Leese, Vivian User Name: 504TRAIN21	
This notification is for information only.	
Return to Worklist	OK Reassign Request Information

After eight days, the workflow will be returned to the initiator, they will have the option to resubmit or cancel the request.

Hold Street						
vorklist >						
Competency Profile for Ara	abshahi, Kowaluk not approved.					
						Delete Resub
From SYSADMIN	Attachments					
To ARABSHAHI, Kowaluk						
Sent 24-Oct-2019 15:38:17						
ID 80282						
Full details of your request are displayed below.						
ummary						
ew Competencies						
lew Competencies						
ew Competencies		Charack Manuar	Predictional and	Protos-	Physic Davie	EndDate
ew Competencies		Short Name	Proficiency Level	Status	Start Date	End Date
lew Competencies		Short Name	Proficiency Level	Status Achieved	Start Date 24-Oct-2019	End Date

Once submitted the Manager will receive the following notification informing them that one of their employees has requested an update to their competency profile:

Worklist View Open Notifications  Go Select Notifications: Open Reas Select All   Select None Gelect Shipset Competency Profile for Joshi, Neel	sign Close			<u>Sent</u> → 21-Jul-2017	Due - Fn Level 24-Jul-2017	From Joshi, Neela	T <u>v</u> HI	© Previo	us 1-10 💌 <u>Next 10</u> 🏵
Worklist >									
Competency Profile	for Joshi, Neela					Approve	Reject	Reassign	Request Information
From Joshi, Neela To Leese, Vivian Sent 21-Jul-2017 10:45:11 Due 24-Jul-2017 10:45:11 ID 347489		Attachments							
Summary									
	Employee Name Joshi, M Employee Number 20095	Ars. Neela 060							
New Competencies									
Details Name			Short Name	Proficiency Level		Status	Start Date		End Date
NHS CSTF Safeguarding Adults - Show	Level 1 - 1 Year			1-Assessed		Achieved	19-Jun-2017		
Action History									
Num Action Date	Action	From	To		Details				
1 21-Jul-2017 10:45:11	Submit	Joshi, Neela	Leese,	/ivian					
Related Applications									
📄 Return For Correction									
Response									
Note					h.				
				G		Approve	Reject	Reassign	Request Information

As with the personal details changes the manager has the options to Approve, Reject or return for more information. On approval the employee is notified that their competency profile has been updated.

### 7.6.1. Competence Updates in another Organisation

Where an employee has multiple employments across organisations, they will receive a notification advising on whether a competence achieved has been accepted or rejected in one of those other organisations. The person record in the other organisation(s)must have either an active assignment record or an active application record at status Offer Accepted.

Worklist >	
Information This notification does not require a response.	
Multiple Employer Competence Update	OK Reassign Request Information
To         CCNSyncCompOne, CCNSyncCompTestOne           Sent         03-Jul-2019 11:20:37           ID         616063076	
The recent changes to your competence profile, outlined below, were sent to 188 188 Organisation 87747.	
The following actions have been taken for your competence profile at this organisation.	
Competence Name Proficiency Level Valid From Valid To Date Last Awarded Awarded By Awarding Organisation T	ifle Action Taken
NHS[NOS]Forensic Mental Health FMH10] 1 - Attained 01-JAN-2019 30-JUN-2019 03-JUL-2019 User 225 Organisation 44622	Rejected, update not applied
NHSICSTFILeadership in transforming dementia care - Tier 3 - 1 Year 0 - Not Assessed 01-JAN-2019 31-DEC-2019 225 Organisation 44622	Rejected, update not applied
NHS/CSTF/Blood component transfusion: Blood sampling - No Specified Renewall 0 - Not Assessed 01-JAN-2019 225 Organisation 44622	Accepted, update applied
NHSjREVAL[Revalidation - 5 Years] 1 - Attained 01-JAN-2019 31-DEC-2023 225 Organisation 44622	Accepted, update applied

# 7.7. Changes to Qualifications Qualifications

Add Qualification	Cance] Sub <u>m</u> it
Employee Name Jackson, Mr. Sa Employee Number 20055401	am Simon
Use this page to enter details for an additional qualification. Select the typ the qualification. You can optionally enter subject details and other details * Indicates required field	e of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for s for this qualification.
School	
Click on the List of Values button next to the School field to find a list of * School	schools. If you can't find the school from the list, enter the name directly into the School field. University of Wolverhampton Q
Attendance Start Date	01-Oct-2011
Attendance End Date	31-Jul-2014 🛗
	Eul-Time
Qualification	
<b>*</b> Type	Bachelors Degree Hons Q
Title	Nursing
Study Start Date	(24-Oct-2018)
Actual Completion Date	31-Jul-2014
Status	Attained

Any changes or additions to the Qualification record are subject to approval. The Employee sees a message on the page after submitting a change informing them that the change has been submitted for approval.

Information Your changes have been submitted for approval.			
Add Qualification	Cance <u>l</u>	Sub <u>m</u> it	Home

They also receive a workflow notification indicating the destination of the approval workflow notification. This notification is updated if the destination changes, for example due to a timeout escalating the notification to the next manager.

Worklist >		
Information This notification does not require a response.		
NHS Education and Qualifications has been forwarded to Leese, Vivian		
	OK Reassign	Request Information
From SYSADMIN		
Sent 24-0218 15:42:17		
Last Approver. Jackson, Sam User Name: 504SJACKSON Comments:		
Next Approver: Leese21, Vivian User Name: 504TRAIN21		
This notification is for information only.		

#### [Type here]

Once submitted the Manager will receive the following notification informing them that one of their employees has requested an update to their Qualifications profile:

Worklist >				
NHS Education and Qualification	s for Jackson Sa	m		
This Education and Quanteation				
			Approve Reject	Reassign Request Information
From Jackson, Sam				
lo Leese21, Vivian				
Sent 24-Oct-2018 15:42:17				
Indicates Changed Items				
Qualification				
Prop	oosed			
Type Back	nelors Degree Hons			
Title Nurs	sing			
Actual Completion Date 31-J	ul-2014			
Status Atta	ined			
School				
Prop	oosed			
Attendance Start Date 01.0	Persity of worvernampton			
Attendance End Date 31-1	ul-2014			
Full-Time No				
Action History				
i				
Num Action Date	Action	From	То	Details
1 24-Oct-2018 15:42:17	Submit	Jackson, Sam	Leese21, Vivian	

As with the personal details changes the manager has the options to Approve, Reject Reassign, or Request Information, or it can be returned to the employee for correction.

On approval the employee is notified that their Qualification Profile has been updated:

Worklist > NHS Education and Qualification	tions for Sandwell05, Paula has been approved.
Information     This notification does not require a response.	
	OK Reassign Request Information
From SYSADMIN To Sandwell05, Paula Sent 19-Apr-2017 16:22:09 ID 346579	Attachments
Summary	
Employee Name Sai Employee Number 20	ndwell05, Mrs. Paula 094956
Qualification	
	Proposed
Туре	Masters Degree
Title	Nursing
Study Start Date	01-Sep-2014
Actual Completion Date	07-Apr-2017
Status	Attained
School	
	Proposed
School	University of Wolverhampton
Attendance Start Date	01-Sep-2014
Attendance End Date	07-Apr-2017
Full-Time	No
Comments	
	Proposed
Comments	Hi I have added my Masters as agreed.

## 7.8. Changes to Registrations and Memberships

Any changes to the Registration and Membership record are subject to line manager approval.

Registrations and Memberships: Extra Information							
		Employee Name L Employee Number 2	Leese, Mrs. Vivian 20055707				
Click Update to make changes to 'Expiry Date', 'First Registered' & 'Revalidation Date' for an existing record. Please contact your HR Team for other changes or to create a new record. Click Submit to continue this action, click Back to return to the previous page, or click Cancel to cancel this action. Registrations and Memberships							
Selec	Object: U	pdate   🖽 😂					
	Status	Registration/Membership Body	Professional Registration Number	Expiry Date	First Registered Date	Revalidation Date	
۲	Updated	Nursing and Midwifery Council	44W4562P	31-Dec-2018			

They also receive a workflow notification indicating the destination of the approval workflow notification.

This notification is updated if the destination changes, for example due to a timeout escalating the notification to the next manager:

Worklist > Professional Registration and Memberships Process has been forwarded to	o Jac	kson, Sa	am
Information     This notification does not require a response.			
	ОК	Reassign	Request Information
From SYSADMIN To Bradley, Derek Sent 18-Oct-2017 15:13:14 ID 347514 Last Approver: Bradley, Derek User Name: 504DBRADLEY01 Comments:			
User Name: 504SJACKSON21			
	ОК	Reassign	Request Information
Return to Worklist			
☐ Display next notification after my response			

Once submitted the Manager will receive the following notification informing them that one of their employees has requested an update to their Registrations and Memberships profile:

Worklist > Professional Registration and Me	mberships Pro	cess for Bradle	v Derek	
	in bereinperre		Approve Reject Reassign	Request Information
From         Bradley, Derek         Atta           To         Jackson, Sam         Sent         18-Oct-2017 15:13:14           Due         21-Oct-2017 15:13:14         Due         21-Oct-2017 15:13:14           DU         347515         Sent         Sent         Sent	ichments			
Summary				
Employee Name Bradley, Mr. Employee Number 20101343	Derek			
Extra Information Type				
Registrations and Memberships				
Current			Proposed	
Registration/Membership Body General M	ledical Council		General Medical Council	
Professional Registration Number 1234567			1234567	
Expiry Date 01-Jun-20	)15		01-Jun-2018 o	
First Registered Date			01-Jun-2015 🥥	
Action History				
Num Action Date Action	From	То	Details	
1 18-Oct-2017 15:13:14 Submit	Bradley, Derek	Jackson, Sam		
Related Applications				
Return For Correction				
Response	N			
Note			¢	
			Approve Reject Reassign	Request Information
Return to Worklist Display next notification after my response				

As with the personal details changes the manager has the options to Approve, Reject Reassign, or Request Information, or it can be returned to the employee for correction.

On approval the employee is notified that their Registrations and Memberships have been updated:

						ОК	Reassign	Request Information
From SYSADMIN To Bradley, Derek Sent 18-Oct-2017 15:18:5 ID 347516	6	Attachments					Reassign	Request mornation
Summary								
	Employee Name Employee Number	Bradley, Mr. Derek 20101343						
xtra Information Type								
Registrations and Membe	erships							
0								
		Proposed						
Registra	tion/Membership Bo	ody General Medical Cou	ıncil					
Profession	al Registration Num	ber 1234567						
	Expiry D	ate 01-Jun-2018						
	First Registered D	ate 01-301-2015						
Action History								
equence Name		Action	Date		Notes			
Bradley,	Derek	Submit	18-Oct-2017	7 15:10:06				
Jackson,	Sam	Approve	18-Oct-2017	7 15:18:55				
Related Action History								
lum Action Date	Action	Fror	n	То	Details			
. 18-Oct-2017 15:18:56	Submit	SYS	ADMIN	Bradley, Derek				
						ОК	Reassign	Request Information
							U U	1

Professional Registration and Memberships Process for Bradley, Derek has been approved.

## 7.9. Conflict of Interest Declarations

Supervisors will receive a monthly summary of conflict of interest declarations made or updated by employees in their hierarchy and for applicants where they are the named supervisor on the Application form.

Worklis >	
Information This notification does not require a response.	
Conflict of Interest Updates	
	OK Reassign
To X048(XXC0)_1571107_298	
Sant 29-May-2021 09-01-39 10 14/579	
These are the changes to the Declarations made in the previous Month (01-May-2021 to 31-May-2021)	
The number of Nobing to Declarer declarations made in this period is: 0	
Change Type         Person Type         Name         Assignment Number         Position         Category         Statution         Statut Date         End Date         Consent         Submission Date           DELETE         Employee         James, Deborah 2006/305         Stath Nurse Financial interests Gifts         20-MAY-2021 20-MAY-2021 Y         26-MAY-2021         26-MAY-2021           INSERT         Applicant         Smith, Alison         2238         Consultant Financial interests Clinical private practice 20-MAY-2021 20-MAY-2021         26-MAY-2021	

## 7.10. Decision Maker

Organisations can opt to send a notification to prompt employees within their organisation to declare potential conflicts of interest.

HR Administration and the Local HRMS Systems and User Administration URPs can run the NHS Decision Maker Notification Process to send notifications to employees considered to be 'Decision Maker'.

Decision makers are defined as employees with a primary assignment that has a certain grade or a certain Job.

- The defined grades are XN11, XN12, XR11 and XR12.
- The jobs are listed in full in the lookup NHS\_DECISION\_MAKER\_JOBS, but in general are jobs considered to be Director or Consultant level.

To nominate any additional staff, outside of this criteria, it is possible to add the supplementary role of 'Decision Maker' to their person record..

Running this process will send the below notification to all staff designated as 'Decision Makers' (using the criteria outlined above) prompting them to make new declarations or review their existing ones.

Workflow	Q Search	<b>☆</b> Home	★ Favorites →	Settings ~	Logged In As 508TRAIN01	ل Logout	) Portal
Worklist >							
0							
<ul> <li>Information</li> <li>This partification does not require a response.</li> </ul>							-
This nouncation does not require a response.							
Conflict of Interest Declaration							
					ОК	Reassign	
					OK	Reassign	
To Emp A							
Sent 08-Jan-2020 09:55:24							
It is time for you to review your Conflict of Interest declaration. Please log into Employee Self Service	and enter any	new decla	rations or upd	ate existing one	s. Please note that even if you have	e no Conflic	ts
of Interest to record a declaration of this must still be entered or updated each year using the 'I have n	o interests to o	declare' op	otion. It is a rec	uirement that	ou review this information regula	rly and keep	pit
Return to Worklist							
Display next							
my response							
					ОК	Reässign	

**NOTE:** This process will have a minimum re-run time of 90 days. This means that any run within 90 days of the last run for an organisation will fail and no new notifications will be sent.

## 7.11. Employee End Employment

Employees are able to end their own employment or a non primary assignment.

End Employment: Termination			Cance <u>l</u> Bac <u>k</u> Ne <u>x</u> t
Effective Date 12-Sep-2018			
Employee Name Perkins, Richard		Organisation	298 AHP Bank LGI
Employee Number 20000369		Organization Email Address	
Job Nursing and Midwife	ery Registered Staff Nurse	Supervisor	Samuels, Kaydian
	led to amend the termination date to accommodate untaken lea	ve as this is not reflective of a contractual terminat	ion date.
* Termination Date	28-Sep-2018		
Notification Date	12-Sep-2018		
* Reason	Voluntary Resignation - Other/Not Known		
Comments			
		a la	
Last Working Day	28		
Destination On Leaving	Unknown Q		
NHS Organisation	Q		
Available For Bank	Q		

This will be sent to their manager for approval. If an employee's direct supervisor or administrator has any Payroll Approval Required URP, if approved the request will then be sent to users in the SSHR Payroll Approvals role.

Worklist >						
Employee Voluntary T	ermination R	equest for Perki	ns, Richard			
				Approve	Reject Reassign	More Information Request
From Dadate Diskard		Attachments		, approved	nojour nouseign	
From Perkins, Richard		Attachments				
Sent 12-Sen-2018 13:37-08						
Due 20-Sep-2018 13:37:08						
ID 86038						
Summary						
Effective Date 28-Sep-2018						
	Employee Name	Perkins, Richard		Organisation	298 AHP Bank LGI	
	Employee Number	20000369		Organization Email Address		
	Job	Nursing and Midwifery Regis	ered Staff Nurse	Supervisor	Samuels, Kaydian	
Indicates Changed items.						
Termination Details						
		Termination Date	28-Sep-2018			
		Notification Date	12-Sep-2018			
		Reason	Voluntary Resignation - Other/Not Known			
		Comments				
		Rehire				
		Last Working Day	28-Sep-2018			
		Destination On Leaving				
		Available For Bank				
	Tor	Available For Dank				
	Ten	minación reconcación sent Date				

#### 7.12. Flexible Working

The Flexible Working functionality allows employees to submit requests for flexible working with the ability for managers to respond and acknowledge requests made.

Once they have submitted a request then will receive confirmation that the request has been received by the manager. If a manager does not enter a flexible working decision date on the form within two months of receiving the application then they will receive a notification informing them of this. Withdrawal of **flexible** working request

Worklist >	
Information This notification does not require a response.	
Withdraw Flexible Working Request from Richard Perkins	OK Reassign
To Harrison, Ann Sent: 05-Nov-2020 11.02:56 ID 122600	
Please note that Richard Perlins has withdrawn their current application for fieldle working arrangements.	
Employee and Manager Notification of end of flexible working arrangement	
Worklist >	
Information This notification does not require a response.	
End of Elevible Working Arrangements for Bishard Darking	
End of Flexible Working Arrangements for Richard Perkins	

To Perkins, Richard Sent 05-Nov-2020 11:27:47 ID 132603

U) 120403

Workflow Notification Guide

## 7.13. Employee Leave Requests

The 'Leave of Absence' function is available from the Employee Self Service URP. The function allows employees to submit absences which will go to their manager for approval.

Once the employee has applied for leave they will receive a notification advising that the request has been submitted for approval.

Worklist View Open Notifications V Co From Subject Stript Interventing Alexander for provided to leave View Stript Interventing Alexander for provided to leave View	Sent •
Leave of Absence has been forwarded to Leese, Vivian	2010/2017
Information     This notification does not require a response.	OK Reassign Request Information
From SYSADMIN To Joshi, Neela Sent 20-Jul-2017 11:35-53 D 347428 Last Approver: Joshi, Neela Last Approver: Joshi, Neela Last Approver: Joshi, Neela Comments:	
Next Approver, Lesse, Volan User Name: SOATRAIN21 This notification is for information only.	OK Reassign Request Information
Return to Worklist Display next notification after my response	

The Absence Summary screen enables the employee to review what leave has been applied for or taken.

Absence Su	mmary: Summary Employee Name Joshi, Mrs. Neela Employee Number 20095060
Absence Summary	Entitlement Balances
Search	
Note that the search in Absenc	s case insensitive e Type Start Date (example: 20-Jul-2017) End Date Go Clear
Create Absence	Export Absences Individual Calendar
<u>Start Date</u> ▼ <u>End D</u> 24-Jul-2017 05-Aug	Absence Type     Absence Category     Days     Hours     Approval Status     Details     Update     Delete     Add to Outlook       2017     Annual Leave Hours 1     Annual Leave     97.5     Pending Approval     Image: Category and the cate

The manager will receive a notification advising that the request for leave requires approval

Worklist >	loshi N	المواع						
Leave of Absence for	JUSIII, IX	iceia						
From Joshi, Neela To Leese, Vivian Sent 20-Jul-2017 11:35:53 ID 347429	Employee	Attach	ments iCalendar			Approve Reject	Reassign Re	quest Information
	Employee N	umber 20095060						
Absence Details								
		Proposed						
	Ab	sence Status Confirmed						
	A	bsence Type Annual Leav	Hours 1					
	Abser	nce Category Annual Leav	9					
	Abs	ence Reason Annual Leav	9					
		Start Date 24-Jul-2017						
		End Date 05-Aug-201	7					
		Hours 97.5						
View Entitlement Balances								
View Entitlement Balance								
Supporting Documents								
					2			
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

## 7.14. Absence Timeout Notification

Absence notifications will time out after 28 days and be returned to the initiator if no action is taken by the approver.

The user must click the 'Apply' button within the notification so that the absence record no longer shows as 'Pending Approval' on the employee's 'Absence Summary' page. This also gives the initiator the opportunity to resubmit the request if required.

m 575940/MIN To AA, ESS Absence nt 18-May-2018 15:27:36 10 80085		
absence request for the period 23-May-2018 09:00 to 25-May-2018 17:00 was sent to ESS Abse	Approver AA for approval on 18-May-2018 and no action has been taken.	
nce Details		
Absence	en Annual Leave Hours 1	
Absence Cat	y Annual Leave	
Absence R	on Annual Leave	
	23-May-2018 09:00	
	12 25-May-201817.00	
	ne 09.00	
	ne 17.00	
	ле 23	
Com	16 No. 10 No.	
l Com	n 21 u	

## 7.15. Internal Hire functionality for Self Service

When a manager hires an internal applicant using Self Service a notification will be sent to the previous manager where the Replace Primary Assignment option is selected.

Hiring an internal candidate in Self Service HR

#### Manage Hires: Applicant Hire

Enter the search criteria and click Go to search for applicant * Indicates required field	s with an accepted applican	nt assignment.			
Search					
NHS_HR_INST_SEARCH_APPLICANT					
Las	t Name Lawrence				
Firs	t Name				
Middle	e Name				
Applicant N	lumber				
* Hii	re Date 17-Oct-2017				
	Enter the date on which t Go Clear	the employee is scheduled to commence work within	your Organisation.		
Select the assignment mode to hire internal ap	plicant				
For information on assignment modes, click O Create Secondary Assignment Replace Primary Assignment					
Select Applicant: Hire					
Date of Select Full Name Birth NI Number Orga	nisation Location P	osition	Vacancy	Person Type	Applicant Number
Lawrence, Mrs. 01-Jan- Mary 1960 WA504185A 504 10	Ward 504 ESR 8 Hospital 5	4710 Staff Nurse Band  N6A Surgery	504- Ward10IAT	Employee.Applicant	18797
✓ TIP Any records currently awaiting approval are disabled.					

#### Manager New Hire Process Notification sent to previous manager

Worklist > Change of Manager for Lawrence, Mrs, Mary	
<ul> <li>Information</li> <li>This notification does not require a response.</li> </ul>	
To Leese, Vivian Sent 18-Oct-2017 16:49:15 ID 347549 The manager of Lawrence, Mrs. Mary, assignment number 20055247, has been updated as a result of them being hired into a new position. Please be advised that you are no longer the manager of this assignment.	ОК
Return to Worklist	Oł

## 7.16. Change of Supervisor

Where assignment records are updated to have a new supervisor then a notification will be produced to inform supervisors of all new staff assigned to them since the last time the process ran.

This process will run over night each night and will produce a summary notification to the supervisor listing all assignments that have been assigned to them. An example of the notification is shown below:



Where an employee is listed as an active additional supervisor of an assignment and is terminated then a notification is sent to the main supervisor of the assignment.

## 7.17. Revalidation Expiry

Where a professionally registered nurse or midwife's revalidation date is due in twelve, six or four months, a revalidation expiry notification is sent to the employee and their manager.

**Example Notifications:** 

#### Employee - 4 Month

Worklist > NMC Revalidation Expiry Reminder - 4 Months	
Information This notification does not require a response.	
	OK Reassign Request Information
To CR35054, Tast02 Sent 31-Jan-2017 12:17:08 ID 31066864	
Your NMC Revaildation Date is due for renewal in 4 Months.	
NIMC PIN: 12A1234A Revalidation Expiry Date: 31-MAY-2017	
The NMC states that you must make your application for revalidation by the due date which is the 1st of the month in which the revalidation expires. You can begin uploading documentation as early as 90 days before your revalidation date.	
Please ensure that you take the necessary steps to ensure that you are revaildated by this date including registering for the NMC Online Service.	
Your Line Manager has been notified.	
	OK Reassign Request Information
Return to Worklist	
Display next notification after my response	
Managar 4 Mantha	

#### Manager - 4 Months

/orklist >										
MC Revalidatio	on Expiry Re	eminder - 4	Months							
	511 270 911 9110									
1 Information										
This notification does no	ot require a response.									
									ок	Reassign
To CR35054 Test01										
Sent 31-Jan-2017 12:37:24	4									
D 3106/96/6		lation in differents								
The following employees are due to	5 renew their NMC Revaild.	ation in 4 Months					_			
Last Name First Name Title NM CR35054 Test02 12A	CPIN Revalidation Date 1234A 31-MAY-2017	Organisation 444 Organisation 56765	Assignment Numbe 0 26348997	r Position Numbe 19261408	Position Description Position 7982150	Location 444 Location 241965	5			
The NMC states that they must ma	ake their application for rev	alidation by the due date	which is the 1st of the r	month in which the	revalidation expires.					
'he individual employees have also	o been notified.									
										_
									ОК	Reassign
turn to Worklist										
Display next notification after	r my response									

#### **Short Notice notifications**

A short notice notification will also be triggered and will list all employee assignments where either of the following scenarios apply:

- There has been an update to their revalidation date which results in the new revalidation date being less than 4 months from the current date as at the time of the update.
- A new employee with NMC Registration has commenced employment and their revalidation date is less than 4 months from their latest start date.

**Example Notifications:** 

**Employee Short Notice** 



#### Manager - Short Notice

Worklist > NMC Revalidation Expiry Reminder - Short Notice
NMC Revalidation Expiry Reminder - Short Notice
This nutrication does not require a response.
OK Reassign Request Information
To CR35054,Text01 Sent 13-Feb-201710-22-16 ID 310708375
The NMC Revaildation Date for the following employees is now due for renewal in less than 4 months.
This short notice notification is being sent for one of the following reasons:
1. They have recently commenced employment with the organisation and their NNC Revolution Date is less than 4 months from their latest thire date. 2. Their MNC Revalidation Date has been updated and its due for renewal lines its than 4 months.
Last Name First Name Title INNCPIN Organization Assignment Number Position Number Position Description Location Location Location Date Previous Revalidation Date Servious Chastos 4 for Augustation Service 20:4997 10:221408 Position Previous Position Previous Patholic Previous Revalidation Date Servious Chastos 4 for Augustation Previous Revalidation Previous Revalidation Previous Revalidation Date Previous Revalidation Dat
The NMC states that they must make their application for revailability by the due date which is the 1st of the month in which the revailability evaluation expires.
The individual employees have also been notified.
OK Reassign Request Information
Return to Worklat

## 7.18. Change of Contract and Working Terms

Organisations have the option to send notifications to employees when there are one or more changes to

an assignment for the following data items:

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

This is controlled via the DFF segment 'Send Change of Contract and Working Terms Notification' on the "Add'l Org. Unit Details DFF" in Local Workstructures.

A weekly process will run which will look at the status of the above data items at the end of the week and compare them with the values (stored from the previous week). Where any of the items are different then a notification will be generated to the applicable employee. If changes have been made to more than one data item for one assignment record between the process run dates then one notification will be generated showing all the changes made to that assignment.

If more than one change has been made to one data item that relate to the same effective date within the process run dates then one notification will be generated showing the latest change to that particular data item.

If a data item is changed and then subsequently changed back (i.e. the change is removed) within the process run dates then no notification will be generated.

If an employee has multiple assignments and changes are made to the specified data items for one or more of the assignment records then a notification will be sent to the employee for each assignment record.

🗢 Add'l Org. Unit Details		×
Payroll Approval Role		
IAT Standard Ref Approval		
Stat & Mand Competence Role		
PDS Notification Role		
Target Organisation		
Foundation Trust Effective Date		
Auto User Creation	Employee SSHR - No Approval Required for Remote Access	
Bank Inactivation Opt Out		
Auto IAT Approval	Yes	
Deactivate Waitlisting in OLM	No	122
User Can View Or Amend Their Own Record	Yes	
Learning Auto Enrol Opt Out		2
Exit Questionnaire Required	No	
Send Change of Contract and Working Terms Notification	Yes	
Automatic Internet Access	Yes	
Leave Accrual By Days		5
	•	
	QK Clear Help	

When this is set to Yes the employee will receive an FYI notification with details of the changes.

NHS Myese	• Sear	th Hom	e Navigator	Favorites ~	Settings v	Logged In a	As 374AAPOSITION	7 Help	Logout
Worklist >									_
Information This notification does not require a response.									
Change to Working Conditions							ок	Reassi	gn
To AA, Position Sent 13-Feb-2018.09-51.02 ID 438126212									
The following changes have been made to your ESR Record for assignment 27087311									
Nem         Form Value           Oracle         Net/ONDBING Review Ends/ Exert 8 - Range A           Position         201/00139/Position 8159688(024)information and Communication Technology	To Vatue NHS(XR07 Review Body Band 7 675423 Position 7251675 U4E Cardiac Physiology			Effective Date 31-MAR-18 31-MAR-18	Ch AA AA	NGEL NGEL	DateTime Stamp 12-02-2018 11:35:03 12-02-2018 11:35:03		
Please note that this change is an amendment to your contract and working terms and conditions.									

Return to Worklist
Display next
notification after
my response

## 8. ADMINISTRATOR SELF SERVICE

To enable delegation of the maintenance and updating of employees personal and assignment information within ESR the Administration Self Service URPs are available. The administrator must be entered in the supervisor hierarchy above the employees for which they will be responsible for maintaining, although they do not have to sit directly below a manager, as approvals are controlled by the 'Manager' tick-box located on the assignment form, Miscellaneous Tab.

OWTE: 1.00 Primary	assignment. 1 assignments in tot	al. Total WTE:	1.00 (Spears,	Miss Jane) 📃 🗖 🛛				
Organization	504 Ward 12		Group	Default Home				
Job	Nursing and Midwifery Register	ed Sister/Cha	Position	84054 Sister/Charge Nurse Band 7 N6B Paedi				
Grade	NHS XR07 Review Body Band 7		Payroll	504 MonthlyT00				
Location	504 ESR Hospital		Status	Active Assignment				
			Vacancy					
Assignme Assignmen	nt Number 20099483 t Category Fixed Term Temp	]	Collective Ag Employee C	reement Category Full Time				
Miscellaneous	Special Ceiling Grade Ladder	Purchase O	rder Informatio	n Bargaining Unit Employment Terms 🐠				
Internal Address Reason Projected Assignment End								
	Effective Dates From 01-SEP-2011			То [01]				
Grade Step	Entries	Salary Infor	mation	Costing Others				

This means that an administrator can act on behalf of managers both above and below them in the supervisor hierarchy, with approval going to the manager with the appropriate designated authority to approve the changes for those employee changes.

A simplified example of a hierarchy may look something like this:



Once the hierarchy has been created, the way in which actions made by the administrator are processed will need to be defined and, the required business processes further refined through the assiduous allocation of URPs to others within the hierarchy.

#### [Type here]

Using Enter and Maintain, navigate to the Administrators Personal Details Form. Click the Others Button and select Extra Information. Now select the Administrator Actions Approvals menu. From this menu the administrator's actions can be set to:

- go to the employees manager for approval
- go to the employees manager for information only
- no information is sent to the employees manager

The approvals are split between two groups:

#### **Group A**

- Administer Assignment Changes
- Administer Hours Changes
- End Employment
- Administer Hires

#### Group B:

- Administer Personal Information
- Administer Property Register
- Administer Supervisor Changes
- Administer Location Changes
- Administer Learning
- Administer External Learning
- Administer Absence
- Administer Competencies
- Administer Qualifications
- Administer Registrations and Membership

O Enter HR	Extra Information(Spears, Miss Jane)		_ 🗆 ×	
Туре				
Adminis	trator Actions Approvals		A	
Consulta	ant Job Plans			
Develop	ment Support			
Illegal V	Vorking Checklist			
NHS CR	RS Person Registration			
NHS Ke	y Worker Living Programme			
NHS Sp	ecial Leave			
New Sta	oten histifaation	SSHR Admin Approval Group A		×
Referen				
-	SSHR Admin Approval Group A	Find Administrator Actions %		
Deta	SSHR Admin Approval Group B	SSHR Admin Approval Level		Description
	Employee Action Approved By	Administrator Actions Manager Approval		Administrator Actions Manager Approval
		Administrator Actions Manager FYI		Administrator Actions Manager FYI
		Administrator Actions No Approval		Administrator Actions No Approval
		l		
		Eit	nd	QK Cancel
		·		

#### [Type here]

As mentioned earlier any actions submitted using Employee Self Service that require further approval can be routed to either the first level supervisor, or to the second level supervisor. Using the same example as before, a simple hierarchy might be defined as follows:



In this example any actions submitted by the team leader (using ESS) will go to the senior manager, if Second Level Supervisor is selected against the administrator or to the administrator if First Level Supervisor has been selected.

O Enter HR	Extra Information(Spears, Miss Jan	e)		_ 🗆 ×	
Туре					
Adminis	trator Actions Approvals			A	
Consulta	ant Job Plans				
Developr	ment Support				
Illegal W	/orking Checklist				
NHS CR	S Person Registration				
NHS Ke	y Worker Living Programme				
NHS Sp	ecial Leave		Employee Action Approved Dy		
New Sta	D Extra Parean Information		Employee Action Approved by		
Referen			Find %		
	SSHR Admin Approval Group A	Adm			
Deta	SSHR Admin Approval Group B	Adm	Employee Action App By		Description
	Employee Action Approved By		Second Level Supervisor		
				Eind	QK Qancel
ļ					

Administrator Self Service can be used with or without payroll approvals. If the administrator has the Administrator Self Service (Payroll Approvals Required) URP then regardless of which URPs their manager has the change request will be sent to the SSHR Payroll Approvals role holder(s) for any changes which are applicable i.e. those marked (Approval Required).
## 8.1. Administrator Notifications

The administrator will receive notifications back from the approving manager on any change that they make which requires approval.

In the following example the administrator initiates an hours change on behalf of the manager. The administrator, before submitting this can add a comment to the manager.

Administer Hours (Approva ffective Date 19-Oct-2017	al Required): Review	Cance <u>l</u> Pr	intable Page Bac <u>k</u> Sub <u>m</u> i
Employee Name	leville, Mrs. Christine	Organisation 504 W	ard 9
Employee Number 2	20055614 Jursing and Midwifery Registered Staff	Organization Email Address	Ms Diardra
100	lurse	Cuperviser Pringer	, m. Diarara
eview your changes and, if needed, attach supporting	documents.		
Vork Schedule			
	Current	Proposed	
Work Hou	rs 30	37.5 🧿	
Frequence	y Week	Week	
Assignment Catego	ry Permanent	Permanent	
Local Employment Contra	ct No	No	
New De	al No	No	
Job Shar	er No	No	
Night Work	er No	No	
Incremental Da	te 01-Aug-2005	01-Aug-2005	
Absence Accrual Start Da	te 01-Apr-2000	01-Apr-2000	
Maximum Part Tin	ne No	No	
Start Date in Grad	le 01-Jan-2001	01-Jan-2001	
No. of Incremen	ts 1	1	
tachments o help approvers understand the request, you can a None Add	ttach supporting documents, images, or links to this action.		
oprovers		Chatar	Delete
Jackson, Sam		Status	Delete
ow			
ow SSHR Payroll Approvals			Ŵ
Add Adhoc Approver			
omments to Approver			
As requested, I have changed Christine's hours			
e confirmation shows that t	he changes have been submitted f	or approval	

R, Confirmation	
Your changes have been submitted for approval.	
	Home

Once submitted the administrator receives a notification informing them that the changes have gone for approval, and to whom they have gone for approval.

Worklist > NHS Administrators Change Hours for Neville, Mrs. Christine (forwarded to Jackson, Sam)



The manager will receive a notification informing them of the change and asking for their approval.

শূলার্মার > NHS Administrat	tors Change	e Hours for Neville, Cl	nristine (pro	posed by Wright, Dierdre) Approve Reject Reassign Request Information
From Wright, Dierdre To Jackson, Sam Sent 19-Oct-2017 11:11:4 Due 27-Oct-2017 11:11:4 ID 347575	6	Attachments		
Summary				
Effective Date 19-Oct-2017 E	Employee Name Ne mployee Number 20 Job Nu Nu	eville, Mrs. Christine 1055614 ursing and Midwifery Registered Staff urse	C	Organisation 504 Ward 9 Organization Email Address Supervisor Wright, Ms. Dierdre
Indicates Changed Items.				
Work Schedule				
		Current		Proposed
	Work Hours	30		37.5 💿
	Frequency	Week		Week
	Assignment Category	Permanent		Permanent
Local	Employment Contract	No		No
	New Dea	No		No
	Job Sharei	No		No
	Night Worker	No		No
	Incremental Date	01-Aug-2005		01-Aug-2005
Abser	nce Accrual Start Date	01-Apr-2000		01-Apr-2000
	Maximum Part Time	No		No
	Start Date in Grade	01-Jan-2001		01-Jan-2001
	No. of Increments	51 		1
A	accommodation Status	None		None
Action History				
Num Action Date	Action	From	То	Details
1 19-Oct-2017 11:11:46	Submit	Wright, Dierdre	Jackson, Sam	As requested, I have changed Christine's hours

Once the manager actions this change a notification will be sent back to the administrator informing them that the change has been approved/rejected etc.

If further Payroll approvals are required then these are sent to be actioned following the initial approval of the Administrator's action.

Worklist >

NHS Administrators Change Hours for Neville, Mrs. Christine (forwarded to SSHR Payroll Approvals)



The Action history shows the levels of approval already given before the person in the SSHR Payroll Approvals role gives their approval for the change

Action History

Num	Action Date	Action	From	То	Details
1	19-Oct-2017 11:11:46	Submit	Wright, Dierdre	Jackson, Sam	As requested, I have changed Christine's hours
2	19-Oct-2017 11:13:59	Approve	Jackson, Sam	Workflow System	
3	19-Oct-2017 11:14:01	Delegate	SSHR Payroll Approvals	SSHR Payroll Approvals 649	

#### Finally the Administrator is notified of the changes

Worklist > NHS Administrators Change Hours for Neville, Mrs. Christine has been approved. These changes are effective from 19-OCT-2017.							
Information This notification does not require a response.							
					ОК	Reassign	Request Information
From Sont Sont Sont Sont Sont Sont Sont Sont	SYSADMIN Wright, Dierdre 19-Oct-2017 11:16:19 347578 inal Approver SSHR Payroll Appro User Name Lesse21, Vivian Last approver	ovals					
Soquence	Namo	Action	Data	Notos			
1	Wright Dierdre	Submit	19-Oct-2017 11:09-19	As requested 1 have changed Christine's hours			
2	Jackson Sam	Approve	19-Oct-2017 11:13:59	As requested, mave changed christine should			
3	SSHR Payroll Approvals 649	Approve	19-Oct-2017 11:16:19				
Return to W	orklist ext notification after my response				ОК	Reassign	Request Information

All other actions which will go for approval will have similar notifications.

# 8.2. Typical Transaction Examples

The following examples are designed to demonstrate typical transactions which would take place on a regular basis within a self-service hierarchy. Although it is not possible to replicate all the complexities that may exist within large organisations, the principles applied should be exactly the same, and scaled accordingly.

The information used in all the examples is as follows:

#### Staff Hierarchy:



#### Within self-service the structure would look like this:

	My Team Assignment Information	Home Lo	ogout Prefe	erences H			
Name Go Advanced Search <u>My List</u>							
Sup	pervisor: People in Hi	erarchy	details button for more information about the employee				
<b>0</b>							
Imp       Imp </td <td>Name</td> <td>Assignment Number</td> <td>Job</td> <td>Organisation</td> <td>Action</td> <td>Details</td>	Name	Assignment Number	Job	Organisation	Action	Details	
Implementation       Implementation       Focus	Name	Assignment Number	Job	Organisation	Action	Details	
↔ Focus ¢	Name  Jackson, Mr. Sam Simon  Jimenes, Miss Monica	Assignment Number	Job Nursing and Midwifery Registered Staff Nurse	Organisation 504 Ward 10	Action	Details	
<pre></pre>	Name Jackson, Mr. Sam Simon Jimenes, Miss Monica Wright, Ms. Dierdre	Assignment Number 20095312 20055635	Job Nursing and Midwifery Registered Staff Nurse Additional Clinical Services Health Care Support Worker	Organisation 504 Ward 10 504 Ward 7	Action	Details	
¢ Focus ¢ ¢	Name Jackson, Mr. Sam Simon Jimenes, Miss Monica Wright, Ms. Dierdre	Assignment Number 20095312 20055635 20095095	Job Nursing and Midwifery Registered Staff Nurse Additional Clinical Services Health Care Support Worker Nursing and Midwifery Registered Staff Nurse	Organisation 504 Ward 10 504 Ward 7 504 Ward 10	Action	Details	
¢ Focus ¢ ¢	Name Jackson, Mr. Sam Simon Jimenes, Miss Monica Wright, Ms. Dierdre Joshi, Mrs. Neela Lawrence, Mrs. Mary	Assignment Number 20095312 20055635 20095095 20055247	Job Nursing and Midwifery Registered Staff Nurse Additional Clinical Services Health Care Support Worker Nursing and Midwifery Registered Staff Nurse Nursing and Midwifery Registered Staff Nurse	Organisation 504 Ward 10 504 Ward 7 504 Ward 10 504 Ward 10	Action	Details	

For the purpose of the examples which follow the User Responsibility Profiles allocated are with 'Payroll Approvals Required' for the Senior Manager and the Administrator, the Very Senior Manager having 'No Payroll Approvals Required'.

#### The table of URPs allocated to all users in the hierarchy is shown below:

	ESS	ADM	SSS	MSS
Very Senior Manager	✓			$\checkmark$
Senior Manager	$\checkmark$			$\checkmark$
Administrator	$\checkmark$	$\checkmark$		
Team Leader	$\checkmark$		$\checkmark$	
Employees	$\checkmark$			

Key:

ESS Employee Self Service

- ADM Administrator Self Service
- SSS Supervisor Self Service
- MSS Manager Self Service

### The following table shows how each individual's record within the hierarchy was setup:

Employee	Canter HR Personal Information - Combined
Employee	Name Gender Female  Action
Dath Louisanaa and Novilla sanast to Joahi	Last Lawrence Person Type for Action First Mary Person Types
Both Lawrence and Neville report to Joshi	Title Mrs. Employee.Ex-Applicant
and are setup the same	SI VITE: 1.00 Primary assignment. 1 assignments in total. Total WTE: 1.00 (Lawrence, Mrs. Mary)
	Mic Organization 504 Ward 10 Group Default Home
	Persona Job Nursing and Midwifery Registered[Staff Nurs Position 84710]Staff Nurse Band 5[N6A Surgery Grade NHSIXR05[Review Body Band 5 Payroll 504 MonthlyT00
	Location 504 ESR Hospital Status Active Assignment
	T Vacancy [544-WardTulA1] Re Assignment Mumber 20055247 Collection American
	Cot Assignment Category Employee Category Full Time
	Effective Standard Conditions Statutory Information Miscellaneous Special Ceiling Grade Ladder
	From Internal Address
	Projected Assignment End
	Effective Dates
	From 19-OCT-2017 To [
	Grade Step Entries Salary Information Costing Others
Employee	Name Gender Female Action
	Last Neville Person Type for Action
Both Lawrence and Neville report to Joshi	Title Mrs. Employee
and are setup the same	OWTE: 1.00 Primary assignment 1 assignments in total. Total WTE: 1.00 (Newlle, Mrs. Christine)
	M Organization 504 Ward S Group Default Home
	Job         Nursing and Midwifery Registered[Staff Nurs         Position         84278[Staff Nurse Band 5[N6A]Surgery]           Perso         Grade         NHS/JKR05[Review Body Band 5         Payroll         504 MonthlyT09
	Location 504 ESR Hospital Status Active Assignment
	Vacancy
	C Assignment Category Permanent Employee Category Full Time
	Effect Standard Conditions Statutory Information Miscellaneous Special Ceiling Grade Ladder
	Fro Internal Address Primary
	Projected Assignment End
	From [19-OCT-2017] To [[IIN]]
	Grade Step Entries Salary Information Costing Others
Lawrence also reports to an additional	😇 7 OK 2018 WITE 150 Primary acception 2.1 app primers in star. Total WITE: 120 Barreness (the 120)
supervisor, Mattnews	Organization S04 Ward 9 🖸 Assignment Extra Information: 01.3444-2018(Lawrence, Mrs. Mary)
	Job Tauring and Midwifer Grade NHSORIDSRimmer Bo
	Location 504 ESR Hospital Appraisals and Development Summary
	Assignment Number 20055599 Exit Questionnaire GB Pension Exclusion Rules
	Assignment Category Permane NHS_Interfaces
	Contract TUPE Transfer
	Agreement Grade
	Details [1]
	From 28-JAN
	Grade Step Eptres
Toom Looder	Enter HR Personal Information - Combined
ream Leader	Name Gender Female  Action
lachi ranarta ta Wright	Last Joshi Person Type for Action First Neela Person Types
Joshi reports to wright	Title Mrs. Employee OVTE: 1.00 Primary assignment: 1 assignments in total. Total WTE: 1.00 (Joshi, Mrs. Neela)
	Job Nursing and Midwifery Registered[Staff Nurs Position 84608[Staff Nurse Band 6]N6A[Surgery]
	Persc Grade NHSIXR06[Review Body Band 6 Payroll 504 MonthlyT00 Location 504 ESR Hospital Status Active Assignment
	Vacancy
	Assignment Varber 20095095 Collective Agreement
	Standard Conditions Statutory Information Miscellaneous Special Ceiling Grade Ladder
	Effec
	Reason Manager
	Effective Dates From 19-OCT-2017 To [[IIII]]
	Grade Step Egtries Salary Information Costing Others



#### Change of Hours:

#### 1. Administer change of hours for Mary Lawrence

NHS Administrator Change Hours (Approvals): Review Effective Date 19-Oct-2017	Cance! Printa	ble Page Bac <u>k</u> Sub <u>m</u> it
Employee Name Lawrence, Mrs. Mary Employee Number 20055247 Job Nursing and Midwifery Registered Staff Nurse	Organisation 504 Ward Organization Email Address Supervisor Joshi, Mrs	10 : Neela
Review your changes and, if needed, attach supporting documents. <ul> <li>Indicates Changed Items.</li> </ul>		
Work Schedule		
Current	Proposed	
Work Hours 37.5	30 💿	
FrequencyWeek	Week	
Additional Information		
Attachments		
To help approvers understand the request, you can attach supporting documents, images, or links to this action. None Add		
Approvers		
Details Approver	Status	Delete
> Jimenes, Monica Show		Û
SSHR Payroll Approvals Show		Û
> Add Adhoc Approver		

2. No notifications received by Joshi (Team Leader) or Matthews (Additional Supervisor)

View Open Notifications V Go				
Select Subject	Sent	Due - Fn Level	From	Туре
There are no notifications in this view.				
IIP Vacation Rules - Redirect or auto-respond to notifications.         IIP Worklist Access - Specify which users can view and act upon your notifications.				

3. Jimenes (Senior Manager) has received notification for approval

Worklist > NHS Administr	ators Chang	e Hours for Lawrence	e, Mary (proposec	by Wright	t, Dierdre) <sub>ject Reassign</sub>	Request Information
From Wright, Dierdre To Jimenes, Monica Sent 19-Oct-2017 13:00 Due 27-Oct-2017 13:00 ID 347589	):37 ):37	Attachments				
Summary						
Effective Date 19-Oct-2017	Employee Name La Employee Number 20 Job Ni Ni	awrence, Mrs. Mary 0055247 ursing and Midwifery Registered Staff urse	Organiz	Organisation ation Email Address Supervisor	504 Ward 10 Joshi, Mrs. Neela	
Indicates Changed Items.						
Work Schedule						
		Current	Pro	oposed		
	Work Hours	s 37.5	30	0		
	Frequency	y Week	W	eek		
Action History						
Num Action Date	Action	From	То	Details		
1 19-Oct-2017 13:00:37	Submit	Wright, Dierdre	Jimenes, Monica			
Related Applications						
Return For Correction						
Response						
Note					4	

#### **Employees Updates to Work Email Address:**

#### 1. Mary Lawrence (Employee) submits a request using ESS to update her work email address

2.			
Personal Information: Review			Cancel Printable Page Back Submit
Employee Name Law	rance Mrs Mary		
Employee Number 200	55596		
Review your changes and, if needed, attach supporting documents.			
Basic Details			
	Current	Proposed	
Effective Date	28-Jan-2005	28-Jan-2005	
Title	Mrs.	Mrs.	
Full Name	Lawrence, Mrs. Mary	Lawrence, Mrs. Mary	
First Name	Mary	Mary	
Last Name	Lawrence	Lawrence	
Employee Number	20055596	20055596	
Marital Status	Widowed	Widowed	
Work Email Address		m.lawrence@nhs.net o	
Ethnic Origin	0 White	٥	
Country of Birth	Australia	Australia	
Nationality	British	British	
Gender	Female	Female	
Additional Information			
Attachments			
To help approvers understand the request you can attach supporting	rdecuments images or links to this action		
To help approvers understand the request, you can attach supporting	cucuments, images, or innes to uns action.		
None Add			
Approvers			
<b>第26巻</b> - ■ -			
Details Approver		Status	Delete
Matthews Pauline		54405	
/ Maturews, raume			
Joshi, Neela			Ŭ

#### 3. Neela Joshi (Team Leader) receives the notification for approval

Worklist >		
NHS Employee Personal Information	on Process for Lawrence. Mary	Approve Reject Reassign Request Information
i i lo Employeer ereenarmennaa		
From Lawrence, Mary	Attachments	
To Parallel Approvers Group For 40130		
504MATTHEWS,504JOSHI20		
Sent 22-Mar-2018 10:14:22		
Due 30-Mar-2018 10:14:22		
ID 349030		
Summary		
cannar,		
Employee Name L	awrence, Mrs. Mary	
Employee Number 2	20055596	
Indicates Chanded Items		
Basic Details		
Basic Details	Current	Proposed
Basic Details Effective Dat	Current 2 28-Jan-2005	Proposed 28-Jan-2005
Basic Details Effective Dat Trid	Current e 28-Jan-2005 Mrs.	Proposed 28-Jan-2005 Mrs.
Basic Details Effective Dat Tritt Full Nam	Current 2 28-Jan-2005 6 Mrs. 6 Lawrence, Mrs. Mary	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary
Basic Details Effective Dat Trit Full Nam First Nam	Current 28-Jan-2005 9 Mrs. 2 Lawrence, Mrs. Mary Mary	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Mary
Basic Details Effective Dat Trit Full Nam First Nam Last Nam	Current 28-Jan-2005 9 Mrs. 6 Lawrence, Mrs. Mary 9 Mary 1 Lawrence 1 Lawrence	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Mary Lawrence
Basic Details Effective Dat Trid Full Nam Last Nam Employee Numbe	Current 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Mary Lawrence 7 2005596	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Mary Lawrence 20055596
Basic Details Effective Dat Trill Full Nam First Nam Last Nam Employee Numbe N Numbe	Current 28-Jan-2005 9 Mrs. 2 Lawrence, Mrs. Mary 9 Lawrence 1 20055596 1 WAS04172A	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Mary Lawrence 20055596 VAS04172A
Basic Details Effective Dat Full Nam First Nam Employee Numbe NI Numbe Date of Birt	Current 28-Jan-2005 9 Mrs. 6 Lawrence, Mrs Mary 9 Lawrence 7 20055596 7 WA504172A 1 0-Jan-1960	Proposed           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Mary           20055596           WAS04172A           00-Jan-1960
Basic Details Effective Dat Full Nam Erirst Nam Employee Numbe NI Numbe Date of Birt Vork Email Addres	Current           28-Jan-2005         Mrs.           Mrs.         Lawrence, Nrs. Mary           Mary         2           Lawrence         20055596           r 004504172A         10-1a-1960           5         5	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Lawrence 20055596 WAS04172A 01-Jan-1960 m.Lawrence@nhs.net. 0
Basic Details Effective Dat Titl Full Nam First Nam Last Nam Employee Numbe NI Numbe Date of Birt Work Email Addres NHS OSP Scham	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Varence           20055596           VAS504172A           0-Jan-1960           NHS OSP SCHEME	Proposed           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Mary           Lawrence           20055596           WAS04172A           01-Jan-1960           m.lawrence@mbs.net           NHS OSP SCHENE
Basic Details Effective Dat Trit Full Nam First Nam Employee Numbe NI Numbe Obte of Birt Work Email Addres NHS OSP Schem NHS OMP Schem	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Mary           Lawrence           20055596           WAS04172A           h 01-Jan-1960           S           NHS OSP SCHEME           NHS OMP SCHEME	Proposed 28-Jan-2005 Mrs. Lawrence, Mrs. Mary Lawrence 20055596 WAS04172A 01-Jan-1960 m.lawrence@nhs.net.o NHS OMP SCHEME NHS OMP SCHEME
Basic Details Effective Dat Trid Full Nam Last Nam Employee Numbe NI Numbe Date of Birt Vork Email Addres NHS OMP Schem Legacy Employee Numbe	Current           28-Jan-2005         Mrs.           Mrs.         Garance, Mrs. Mary           Mary         Cavrence           2005596         7           VMSO4172A         01-jan-1960           6         NFS OSP SCHEME           NHS OMP SCHEME         0NHS OMP SCHEME           2000212         2000212	Proposed           28-Jan-2005         Mrs.           Lawrence, Mrs. Mary         Lawrence           20055596         20055596           WASQ4172A         Ol-Jan-1960           mLawrence@inbs.net
Basic Details Effective Dat Titl Full Nam First Nam Last Nam Employee Numbe NI Numbe NI Numbe NI Numbe NI Numbe NI SofP Schem NHS OSP Schem NHS OSP Schem Legacy Employee Numbe Pension SD Numbe	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           2005596           2005596           WAS04172A           0 1-Jan-1960           S           NHS OSP SCHEME           NHS OSP SCHEME           1111111	Proposed           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Z0055596           WAS04172A           01-Jan-1960           m Jawrence@nbs.net.go           NHS OSP SCHEME           NHS OMP SCHEME           2000212           1111111
Basic Details Effective Dat Trd Full Nam Frust Nam Last Nam Date of Birt Work Email Addres NH5 OKP Schem Legrey Employee Numbe Pension SD Numbe	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Mary           Jawrence           2005596           WAS04172A           h 01-Jan-1960           S           NHS OSP SCHEME           NHS OSP SCHEME           NHS OMP SCHEME           0 1-Jan-2001	Proposed           28-Jan-2005         Mrs.           Lawrence, Mrs. Mary         Lawrence           Lawrence         20055596           VUX504172A         Ol-Jan-1960           In-Jan-1960         Mrs.           NHS OSP SCHEME         NHS OSP SCHEME           NHS OMP SCHEME         20000212           11111111         Ol-Jan-2001
Basic Details Effective Dat Titl Full Nam First Nam Last Nam Employee Numbe NI Numbe Date of Birl Vork Email Addres NHS OMP Schem Legacy Employee Numbe Pension SD Numbe Proj New Starter NTF Sent Dat Latest Hire NTF Sent Dat	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           200555%           VMSO4172A           01-Jan-1960           S           NHS COMP SCHEME           VMSOV PCLE           VMISON PCLE           0000512           111111           01-Jan-2001           08-Feb-2007	Proposed           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           20055596           WASO4172A           01-Jan-1960           m. Jawrence@nbs.net           20005295           WASO4172A           01-Jan-1960           MHS OSP SCHEME           NHS OSP SCHEME           2000212           1111111           01-Jan-2001           08-Feb-2007
Basic Details Effective Dat Titl Full Nam First Nam Last Nam Employee Numbe NI Numbe NI Numbe NI Numbe NI Numbe NI SolP Schem NHS OSP Schem NHS OSP Schem Legacy Employee Numbe Pension SD Numbe Proj New Starter NTF Sent Dat Latest Hire NTF Sent Dat Latest Hire NTF Sent Dat Latest Hire NTF Sent Dat	Current           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Mary           Eavrence           20055596           VAS504172A           0-Jan-1960           NHS OSP SCHEME           NHS OSP SCHEME           1111111           01-Jan-2001           08-Feb-2007           Ortish	Proposed           28-Jan-2005           Mrs.           Lawrence, Mrs. Mary           Z0055596           WAS04172A           01-Jan-1960           m Jawrence@nbs.net.go           NHS OSP SCHEME           20000212           11111111           01-Jan-2001           08-Feb-2007           British

#### Pauline Matthews (Additional Supervisor) receives the notification for approval

Worklist >		
NHS Employee Personal Informatio	n Process for Lawrence, Mary	Approve Reject Reassign Request Information
From Lawrence, Mary	Attachments	
To Parallel Approvers Group For 40130 504MATTHEWS,504JOSHI20		
Sent 22-Mar-2018 10:14:22		
Due 30-Mar-2018 10:14:22		
ID 349030		
Summary		
Employee Name La	wrence, Mrs. Mary	
Employee Number 20	055596	
Indicates Changed Itema.		
Basic Details		
	Current	Proposed
Effective Date	28-Jan-2005	28-Jan-2005
Title	Mrs.	Mrs.
Full Name	Lawrence, Mrs. Mary	Lawrence, Mrs. Mary
First Name	Mary	Mary
Last Name	Lawrence	Lawrence
Employee Number	20055596	20055596
NI Number	WA504172A	WA504172A
Date of Birth	01-Jan-1960	01-Jan-1960
Work Email Address		m.lawrence@nhs.net o
NHS OSP Scheme	NHS OSP SCHEME	NHS OSP SCHEME
NHS OMP Scheme	NHS OMP SCHEME	NHS OMP SCHEME
Legacy Employee Number	20000212	20000212
Pension SD Number	11111111	11111111
Proj New Starter NTF Sent Date	01-Jan-2001	01-Jan-2001
Latest Hire NTF Sent Date	08-Feb-2007	08-Feb-2007
Nationality	British	British
Gender	Female	Female

#### Approval of the notification by either supervisor will close the notification for the other supervisor.

Workflow		n S	r ⊗ Favorites	Settings ~	Logged In As 504MATTHEWS	? Help	ڻ Logout
Worklist							
View All Notifications Go							
Select Notifications: Open Reessign Close   🔯 🛠 🖬 🔅 🕶 🕅 🔻							
Subject A	Sent 🗠	Due - Fn Level 🗢		From A	Status 🛆 📑	Гуре 🛆	
NHS Employee Personal Information Process for Lawrence, Mary	22-Mar-2018	30-Mar-2018		Lawrence, Ma	ry Closed I	HR	

4. Neela Joshi (Team Leader) submits a request using ESS to update her work email address

Employee Name	Joshi, Mrs. Neela			
Employee Number : view your changes and, if needed, attach supporting	20095095 documents.			
Indicates Changed Items.				
asic Details				
Effective Da	Current 01- Jun-2006		Proposed 01- Jun-2006	
Tit	e Mrs.		Mrs.	
Full Nan	ne <mark>Joshi, Mrs. Neela</mark>		Joshi, Mrs. Neela	
First Nan	ne Neela		Neela	
Last Nan	ne Joshi		Joshi	
Employee Numb	er 20095095		20095095 Married	
Work Email Addre	ss		n.joshi@nhs.net _	
Date of Birth Verifie	ed 01-Jun-2006		01-Jun-2006	
CSD 3 Mont	ns 01-Jun-2006		01-Jun-2006	
CSD 12 Mont	ns 01-Jun-2006		01-Jun-2006	
NHS Entry Da	in H Asian or Asian British - Indian		H Asian or Asian British - Indian	
Country of Bir	h India		India	
<u>Nationali</u>	ty British		British	
Gend	er Female		Female	
Iditional Information				
tachments				
None Add				
provers		-		
tails Approver		Chedron		
Monica Jimenes (Senior M ADM settings (Second Lev administrator.	lanager) receives the vel) against Wright, a	e notification for and so the reque	approval. This is because st goes to Monica Jimene	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator.	fanager) receives the vel) against Wright, a	e notification for and so the reque	approval. This is because st goes to Monica Jimene	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator.	fanager) receives the vel) against Wright, a formation Process fo	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 ID 347593	Manager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes Monica Sent 19-0ct-2017 13:14:40 Due 27-0ct-2017 13:14:40 ID 347593	Manager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes Monica Sent 19-0ct-2017 13:14:40 Due 27-0ct-2017 13:14:40 ID 347593 mmary	Manager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator. ////////////////////////////////////	Manager) receives the vel) against Wright, a formation Process fo Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Name J Employee Name J Addates Changed Items.	Manager) receives the vel) against Wright, a formation Process fo Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene	e there are es not the Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 347593 mmary Employee Name J Employee Name J Employee Name J Employee Name J	Manager) receives the vel) against Wright, a formation Process fo Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene	e there are es not the Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 347593 mmary Employee Name J Employee Number 2 addcates Changed Items.	Manager) receives the vel) against Wright, a formation Process for Attachments oshi, Mrs. Neela 10095095	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign	e there are es not the Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Name J Employee Number 2 dicates Changed Items. sic Details	Manager) receives the vel) against Wright, a formation Process for Attachments oshi, Mrs. Neela 0095095	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign Of-Jun-2006 Mrs.	Delete
ADM settings (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 ID 347593 mmary Employee Name J Employee Number 2 dicates Changed Items. sic Details	Manager) receives the vel) against Wright, a formation Process for Attachments oshi, Mrs. Neela 0095095 Current e 01-Jun-2006 e Mrs. e Joshi, Mrs. Neela Neela	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign 01-Jun-2006 Mrs. Joshi Mrs. Neela	Pelete
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 ID 347593 mmary Employee Name J Employee Number 2 ndicates Changed Items. sic Details	Manager) receives the vel) against Wright, a formation Process for Attachments coshi, Mrs. Neela coop5095 Current e Joshi, Mrs. Neela b Neela e Joshi	e notification for and so the reque	Approval. This is because st goes to Monica Jimene Approve Reject Reassign 01-Jun-2006 Mrs. Joshi, Mrs. Neela Neela Joshi	Pelete
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 ID 347593 mmary Employee Name J Employee Number 2 ndicates Changed Items. Insic Details	Manager) receives the vel) against Wright, a formation Process for Attachments coshi, Mrs. Neela coop5095 Current e Joshi Mrs. Neela e Neela e Joshi r 20095095	e notification for and so the reque	Approval. This is because st goes to Monica Jimene Approve Reject Reassign Of-Jun-2006 Mrs. Joshi, Mrs. Neela Neela Joshi 20095095	Pelete  e there are es not the  Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 ID 347593 mmary Employee Number 2 ndicates Changed Items. spic Details Effective Dat Tri Full Nam First Nam Last Nam	Manager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reque	approval. This is because st goes to Monica Jimene Approve Reject Reassign Proposed 01-Jun-2006 Mrs. Joshi, Mrs. Neela Joshi Neela Joshi 20095095 JC123484A	Pelete  there are es not the  Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Number 2 ndicates Changed Items. sic Details Effective Dat Tit Full Nam First Nam Last Nam Employee Number NI Number	Manager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reque	Approval. This is because st goes to Monica Jimene Approve Reject Reassign Proposed 01-Jun-2006 Mrs. Joshi, Mrs.Neela Joshi 20095095 JC123484A 01-Jan-1974	Delete
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Number 2 ndicates Changed Items. spic Details Effective Dat Trit Full Nam Employee Numbe NI Numbe Date of Birt Work Email Addres	Anager) receives the vel) against Wright, a formation Process for Attachments coshi, Mrs. Neela coop5095 Current e 1J.Jun-2006 e Mrs. e Joshi r 20095095 r JC123484A h 01-Jan-1974 s bla h 0824	e notification for and so the reque	Approval. This is because st goes to Monica Jimene Approve Reject Reassign Proposed 01-Jun-2006 Mrs. Joshi, Mrs. Neela Joshi 20095095 JC123484A 01-Jan-1974 njoshi@nbs.net	Delete  e there are es not the  Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Number 2 Indicates Changed Items. Issic Details Effective Dat Tit Full Nam Employee Numbe NI Numbe Nate of Birth Verifie Obate of Birth Verifie	Anager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reques	Approval. This is because st goes to Monica Jimene Approve Reject Reassign Proposed 01-Jun-2006 Mrs. Joshii 20095095 JC123484A 01-Jan-1974 njoshi@nhs.net 0 01-Jun-2006	Pelete  e there are es not the  Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. forklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 347593 mmary Employee Number 2 ndicates Changed tems. sic Details Effective Dat Tit Full Nam Employee Numbe NI Numbe Date of Birth Work Email Addres Date of Birth Verifie CSD 13 Month	Anager) receives the vel) against Wright, a formation Process for Attachments coshi, Mrs. Neela coop5095 Current e Joshi r 20095095 r JC123484A h 01-Jan-1974 s 01-Jun-2006 c 01-Jun-2006 c 01-Jun-2006	e notification for and so the reques	Approval. This is because st goes to Monica Jimene Approve Reject Reassign Proposed 01-Jun-2006 Mrs. Joshi 20095095 JC123484A 01-Jan-1974 njoshi@nhs.net 01-Jun-2006 01-Jun-2006	Pelete  e there are es not the  Request Information
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Du 27-Oct-2017 13:14:40 Di 347593 mmary Employee Number 2 ndicates Changed Items. asic Details Effective Dat Tit Full Nam Employee Numbe NI Numbe Date of Birth Work Email Addres Date of Birth Verifie CSD 3 Month CSD 12 Month	Anager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reques	Approval. This is because st goes to Monica Jimene Approve Reject Reassign O1-Jun-2006 Mrs. Joshi Mrs.Neela Joshi 20095095 JC123484A 01-Jan-1974 njoshi@nhs.net 01-Jun-2006 01-Jun-2006 01-Jun-2006	Delete  e there are es not the  Request Informati
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 ID 347593 ////////////////////////////////////	Anager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reques or Joshi, Neela	Approval. This is because st goes to Monica Jimene Approve Reject Reassign 01-Jun-2006 Mrs. Joshi 20095095 JC123484A 01-Jan-1974 njoshi@nhs.net 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006	Delete  e there are es not the  Request Informati
Monica Jimenes (Senior M ADM settings (Second Lev administrator. /orklist > HS Employee Personal Inf To Jimenes, Monica Sent 19-Oct-2017 13:14:40 Due 27-Oct-2017 13:14:40 ID 347593 mmary Employee Number 2 ndicates Changed Items. Isic Details	Anager) receives the vel) against Wright, a formation Process for Attachments	e notification for and so the reques	Approval. This is because st goes to Monica Jimene Approve Reject Reassign O1-Jun-2006 Mrs. Joshi 20095095 JC123484A 01-Jan-1974 njoshi@nhs.net 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006 01-Jun-2006	Delete  e there are es not the  Request Informati