

# Position Error Guidance

## NWD 3.4

### Area of Work

The National Workforce Data set which is maintained by NHS England (former NHS Digital) has been updated and version 3.4 was approved and published by the Data Alliance Partnership Board. Therefore a number of changes to Occupation Codes, Job Roles and Area of Work Values are required in ESR.

Where existing values have been amended, a 'data fix' will be applied in ESR to update all positions where possible. For positions where the data fix has been applied successfully, no action is required from users to update the values.

As part of the testing process we have identified a small number of positions that have existing errors preventing the data fix from being successful. These positions will therefore retain the old value until they are manually resolved by users.

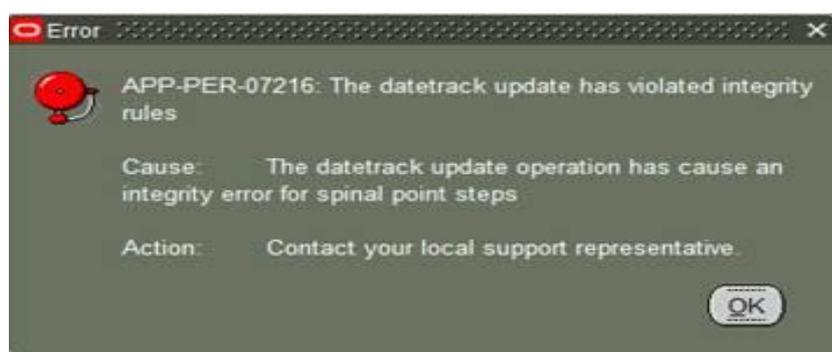
The positions that fail to be updated will be flagged to organisations via the 'Area of Work is no longer valid or is blank' validation within the ESR BI Data Quality Dashboard (access via the following link: [Area of Work Validation](#)). All positions with an Area of Work Value that has not been updated will require manual intervention.

Users are requested to follow the below guidance to resolve the issues on the positions to enable the area of work value to be amended to the correct value.

The three potential errors are as follows:

#### 1. The datetrack update has violated integrity rules.

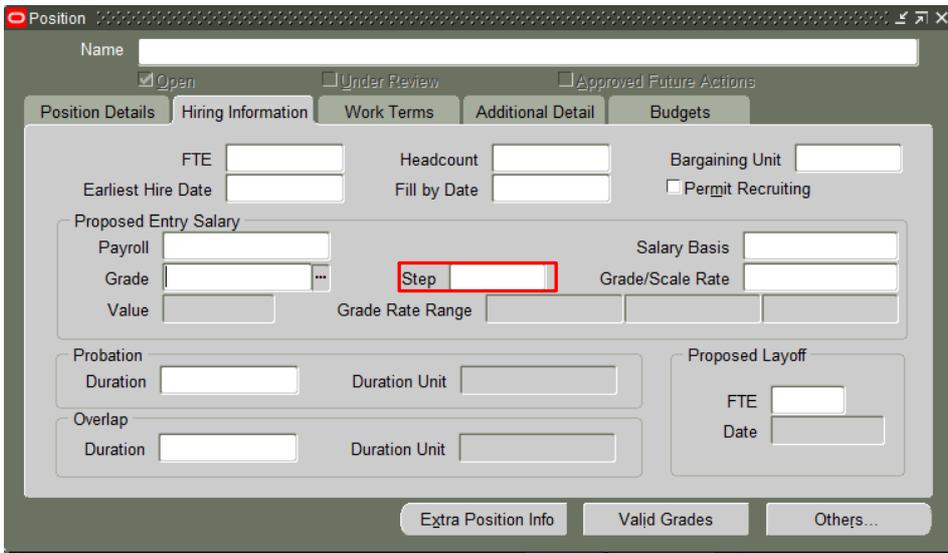
The error message below is the result of an end dated Grade Step being present on the position.



Organisations should either remove or update the Step on the position to an active Step. This should be done from the date the Step became inactive. The date the step became inactive can be found by setting the effective date to the date the Step was added to the position and opening the list of values for the Step. The End Date will be displayed in the End Date column. Alternatively organisations can navigate to XXX Payroll Super Administration > Workstructures > Grade and use the effective date to view the end date of the Step.

For reference the navigation for the Grade Step field on the position is:

XXX Local Workstructures Administration > Position > Description > Search for a position > Hiring Information > Step



The screenshot shows a 'Position' window with several tabs: Position Details, Hiring Information, Work Terms, Additional Detail, and Budgets. The Hiring Information tab is active. Fields include FTE, Headcount, Bargaining Unit, Earliest Hire Date, Fill by Date, and Permit Recruiting. The Proposed Entry Salary section contains Payroll, Salary Basis, Grade, Step (highlighted with a red box), Grade/Scale Rate, Value, and Grade Rate Range. Probation and Overlap sections have Duration and Duration Unit fields. A Proposed Layoff section has FTE and Date fields. Buttons at the bottom are Extra Position Info, Valid Grades, and Others...

## 2. Please enter a value in the NHS Contract Type Descriptive Flexfield.

This error messages below are the result of a contract type on the position that has a later start date than the position start date.



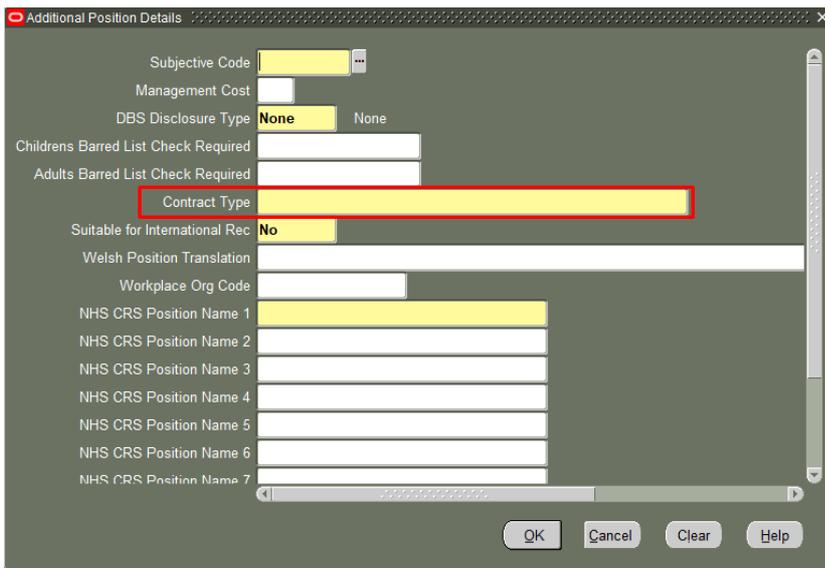
These error messages are visible when organisations date track to the start date of the record or a date that is earlier than the Contract Type effective date.

Organisations should update the Contract Type field to enter a Contract Type that is effective at the start date of the position (this could mean that a dummy Contract Type may need to be created with the same details), the current contract type can then be added back in at the correct effective date. Organisations should make a note of the current or later contract types, grades and their effective dates so where necessary the later contract type and grade can be re-entered.

**Note:** The error does not prevent updates from being made to the position if the effective date of the update is later than the effective start date of the contract type.

Navigation to the Contract Type field on the position is:

XXX Local Workstructures Administration > Position > Description > Additional Position Details > Contract Type

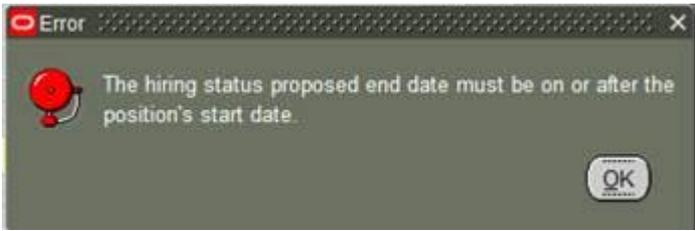
A screenshot of a web-based form titled "Additional Position Details". The form contains several fields: "Subjective Code" (text input), "Management Cost" (text input), "DBS Disclosure Type" (dropdown menu with "None" selected), "Childrens Barred List Check Required" (checkbox), "Adults Barred List Check Required" (checkbox), "Contract Type" (dropdown menu, highlighted with a red rectangle), "Suitable for International Rec" (checkbox with "No" selected), "Welsh Position Translation" (text input), "Workplace Org Code" (text input), and seven "NHS CRS Position Name" fields (text inputs). At the bottom of the form are four buttons: "OK", "Cancel", "Clear", and "Help".

To find out when the Contract Type is effective from, the organisations should search the PQP\_CONTRACT\_TYPES table by using the following navigation.

XXX Payroll Super Administration > Workstructures > Table Values > Search for PQP\_CONTRACT\_TYPES.

### 3. The hiring status proposed end date must be on or after the position's start date.

The error message below is the result of the Hiring Status Proposed End Date being before the latest effective date of the position.



For example, when the Hiring Status on the position is set to Frozen, a Hiring Status Proposed End Date should have been added. At a later date, if the Hiring Status is reverted back to Active but the Hiring Status Proposed End Date is not removed or updated.

Organisations will need to update or remove the Hiring Status Proposed End Date.

Navigation:

XXX Local Workstructures Administration > Position > Description > Search for a position > Hiring Status Proposed End Date

A screenshot of a web application window titled "Position". The "Hiring Information" tab is selected. The "Start Date" is set to "11-JUN-2021". The "Hiring Status" section has a "Proposed End Date" field highlighted with a red border. Other fields include "Organization", "Job", "Location", and "Effective Dates".

If you are unable to resolve the issues by following the above guidance then please raise a Service Request to enable further investigation.



## Electronic Staff Record

