

# Person Types in ESR

October 2019  
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## Introduction

NHS Organisations have a Duty of Care to provide support and opportunities for those providing a service, including employees, volunteers, those on Honorary contracts and self-employed contractors.

There is also a responsibility to maintain their health, well-being, safety and to ensure compliance with health and safety regulations.

Recording Employee Person Types provides a mechanism to accurately differentiate those providing a service to your Organisation, for example volunteers and contractors, for reporting and monitoring purposes at a regional and national level.

## System Person Types

ESR Records 3 System Person Types:

- Applicant
- Contingent Worker
- Employee

We will focus on Employee Person Type Usage.

The screenshot shows a 'Find Person' window with the following fields and options:

- Full Name: [Text Input]
- NI Number: [Text Input]
- Search by number: [Text Input]
- Type: [Dropdown Menu]

The dropdown menu for 'Type' is open, showing the following options:

- Applicant
- Contingent Worker
- Employee (Selected)

Buttons at the bottom: Clear, New, Find

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## Person Types



- Contractor No PAYE – Contractors who are not being paid via the Organisations Payroll
- Contractor PAYE – Contractors who are being paid via the Organisations Payroll
- External Supervisor – Not employed by your Organisation but supervising your employees
- Honorary – Contract holders who carry out duties in an Organisation but are not paid by them. These are usually Medical Consultants
- Seconded (To Professional Training) – Employees who are seconded out of the Organisation to complete Training
- Secondee (Non Paid from External Body) – Not employed by your Organisation but carry out their duties within it
- Service Users and Carers
- Shared Appointment – Identifies employees who are Job Sharing

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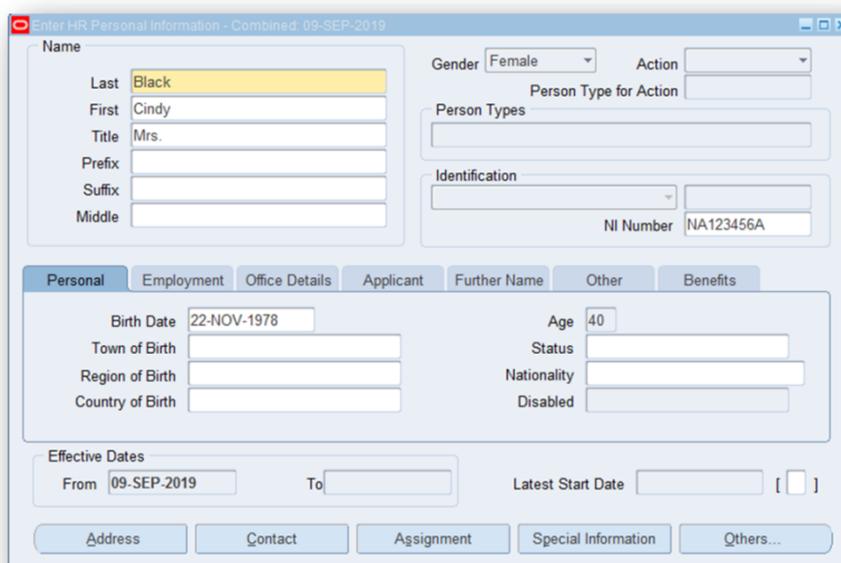


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- Trainee – Undertaking duties as a trainee
- Volunteer – Undertaking duties as a volunteer
- Widow/Widower – To make specific payments to a beneficiary

## How to Record Person Types

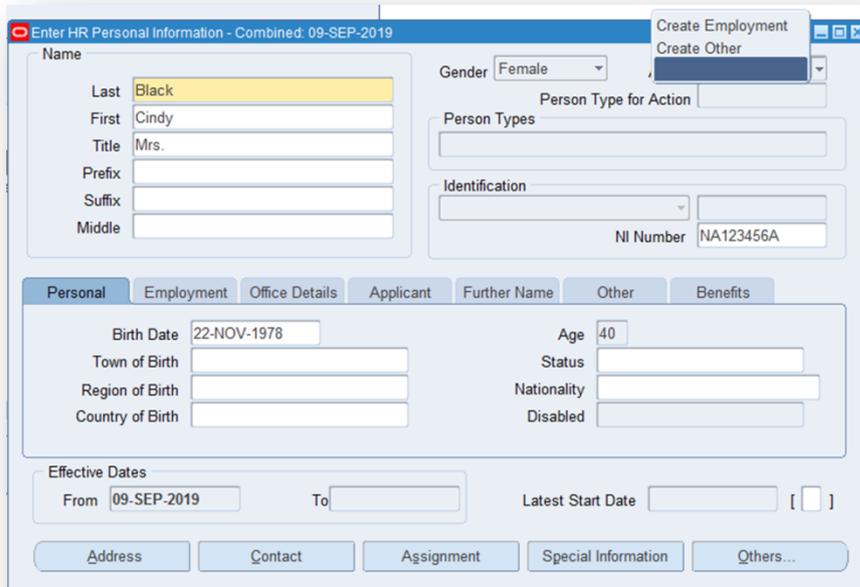


If you are hiring directly using the XXX HR Admin URP, enter:

- Name
- Date of Birth
- NI Number

Click in the Action field.

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Enter HR Personal Information - Combined: 09-SEP-2019

Name  
Last Black  
First Cindy  
Title Mrs.  
Prefix  
Suffix  
Middle

Gender Female  
Person Type for Action  
Person Types  
Identification  
NI Number NA123456A

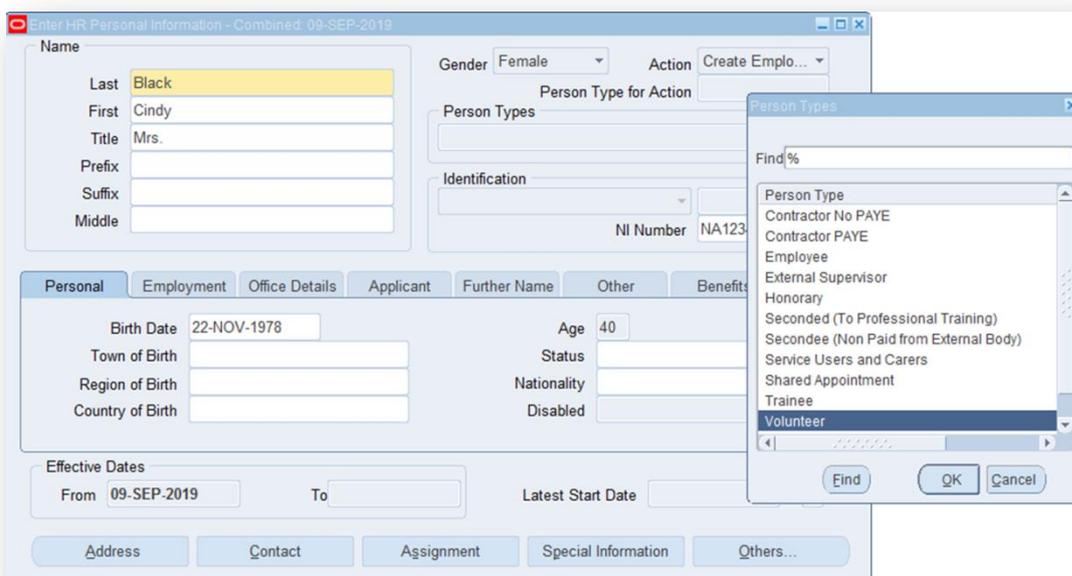
Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date 22-NOV-1978 Age 40  
Town of Birth  
Region of Birth  
Country of Birth  
Status  
Nationality  
Disabled

Effective Dates  
From 09-SEP-2019 To  
Latest Start Date [ ]

Address Contact Assignment Special Information Others...

Select Create Employment from the List of Values.



Enter HR Personal Information - Combined: 09-SEP-2019

Name  
Last Black  
First Cindy  
Title Mrs.  
Prefix  
Suffix  
Middle

Gender Female  
Action Create Emplo...  
Person Type for Action  
Person Types  
Identification  
NI Number NA123

Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date 22-NOV-1978 Age 40  
Town of Birth  
Region of Birth  
Country of Birth  
Status  
Nationality  
Disabled

Effective Dates  
From 09-SEP-2019 To  
Latest Start Date

Address Contact Assignment Special Information Others...

Person Types  
Find %  
Person Type  
Contractor No PAYE  
Contractor PAYE  
Employee  
External Supervisor  
Honorary  
Seconded (To Professional Training)  
Seconded (Non Paid from External Body)  
Service Users and Carers  
Shared Appointment  
Trainee  
Volunteer

Find OK Cancel

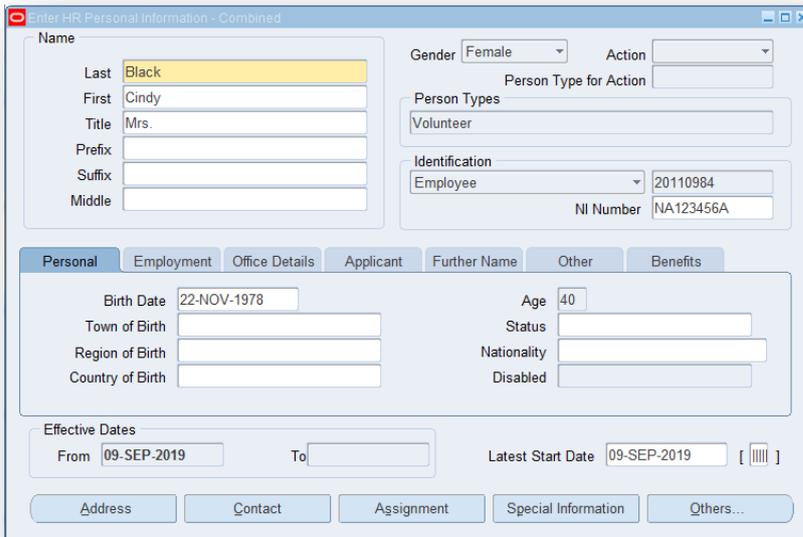
You will then be presented with the Person Type List of Values.

Choose Volunteer from the List of Values.

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The Person Type is now recorded as Volunteer.



Enter HR Personal Information - Combined

Name  
Last Black  
First Cindy  
Title Mrs.  
Prefix  
Suffix  
Middle

Gender Female Action  
Person Type for Action  
Person Types  
Volunteer

Identification  
Employee 20110984  
NI Number NA123456A

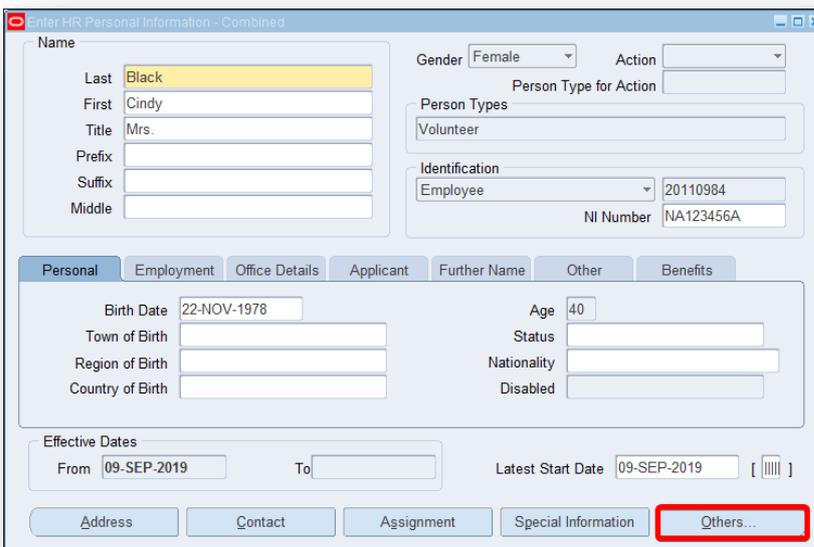
Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date 22-NOV-1978 Age 40  
Town of Birth  
Region of Birth  
Country of Birth  
Status  
Nationality  
Disabled

Effective Dates  
From 09-SEP-2019 To  
Latest Start Date 09-SEP-2019 [ ]

Address Contact Assignment Special Information Others...

## How to Change a Person Type



Enter HR Personal Information - Combined

Name  
Last Black  
First Cindy  
Title Mrs.  
Prefix  
Suffix  
Middle

Gender Female Action  
Person Type for Action  
Person Types  
Volunteer

Identification  
Employee 20110984  
NI Number NA123456A

Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date 22-NOV-1978 Age 40  
Town of Birth  
Region of Birth  
Country of Birth  
Status  
Nationality  
Disabled

Effective Dates  
From 09-SEP-2019 To  
Latest Start Date 09-SEP-2019 [ ]

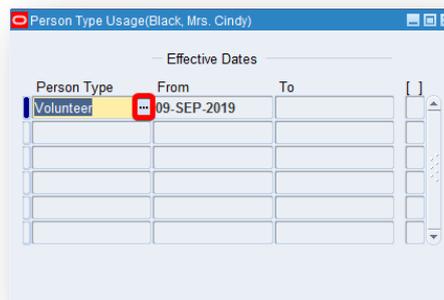
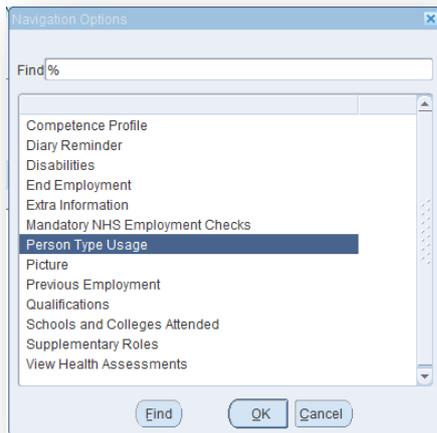
Address Contact Assignment Special Information **Others...**

Click on the Others button on the Enter HR Personal Information Form.

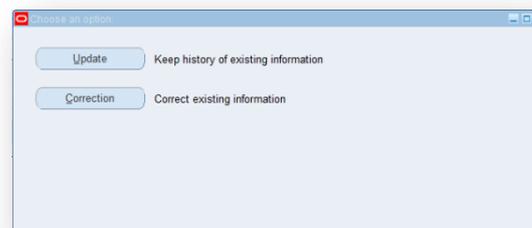
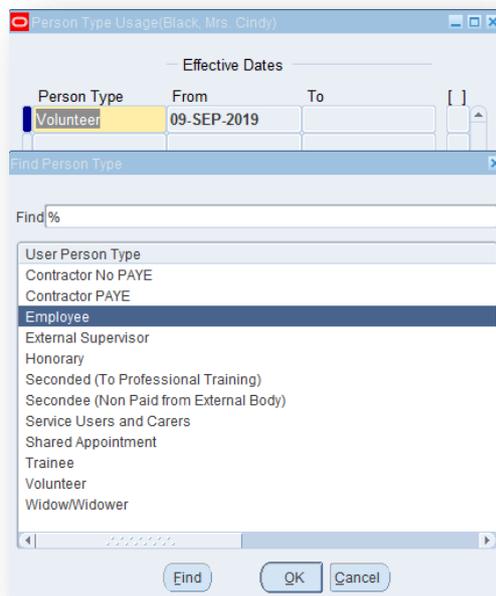
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Select Person Usage Type from the List of Values and click on the button next to the Person Type field.



Select the new Person Type from the List of Values and click OK.



Click on Update or Correction as appropriate and save the change.

## Why Record Person Types on ESR

There are several advantages for recording Person Types on ESR.

# Person Types in ESR



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You can use NHS Jobs/3rd Party e-Recruitment systems during the Recruitment Process, taking advantage of the interfaces between the Recruitment system and ESR.

You can also run an Inter Authority Transfer to identify any previous NHS employment and competencies held and transfer this information via the Portable Data Set.

You can use ESR to record the following:

- Personal Details
- Mandatory Employment Checks
- ID Checks
- Professional Registration
- DBS
- Qualifications

And, where appropriate, access can be given to:

- Employee Self Service/Employee Self Service LA
- Access to complete e-Learning

Where access to Employee Self Service is given a Supervisor will need to be assigned to approve requests that require it.

## Housekeeping

Organisations should ensure that they have the appropriate processes in place to identify when the person type record is no longer required. The record should be terminated.

# Person Types in ESR

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The screenshot shows the 'Enter HR Personal Information - Combined' form. The 'Name' section includes fields for Last (Black), First (Cindy), Title (Mrs.), Prefix, Suffix, and Middle. The 'Gender' is set to 'Female' and 'Action' is a dropdown. 'Person Types' includes a 'Volunteer' option. The 'Identification' section shows 'Employee' selected with a value of 20110984 and an NI Number of NA123456A. Below these are tabs for Personal, Employment, Office Details, Applicant, Further Name, Other, and Benefits. The 'Personal' tab is active, showing Birth Date (22-NOV-1978), Age (40), Town of Birth, Region of Birth, Country of Birth, Status, Nationality, and Disabled. 'Effective Dates' are set from 09-SEP-2019 to a blank field, with a Latest Start Date of 09-SEP-2019. At the bottom, there are buttons for Address, Contact, Assignment, Special Information, and Others... (highlighted in red).

Click on the Others button on the Enter HR Personal Information Form.

The screenshot shows the 'Navigation Options' dialog box. It has a 'Find%' search field at the top. Below it is a list of options: Competence Profile, Diary Reminder, Disabilities, End Employment (highlighted in blue), Extra Information, Mandatory NHS Employment Checks, Person Type Usage, Picture, Previous Employment, Qualifications, Schools and Colleges Attended, Supplementary Roles, and View Health Assessments. At the bottom, there are buttons for Find, OK, and Cancel.

You will then be given the option to End Employment.

## Widows and Widowers

Setting up Widows and Widowers ensure that specific payments can be made to a beneficiary.

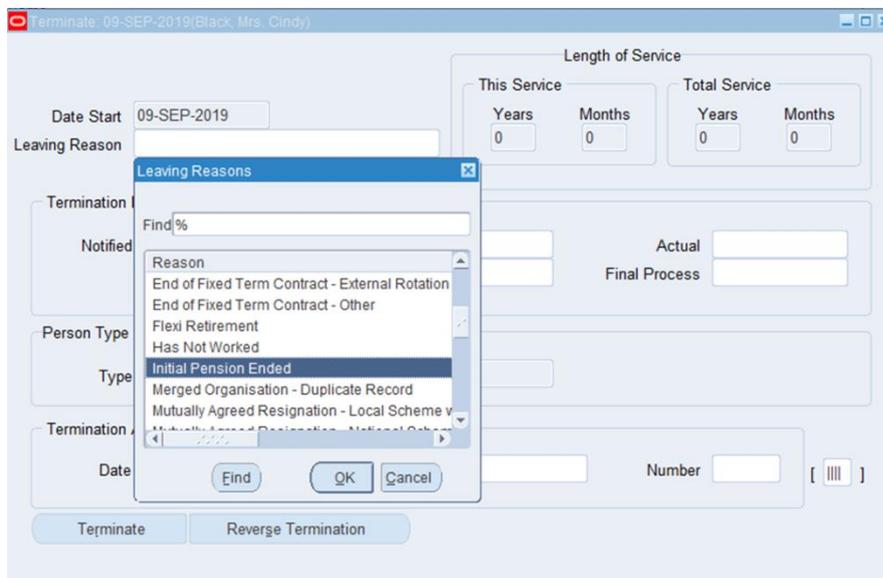
# Person Types in ESR

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To ensure that payments can be made you will need to set up an Organisation for Widows and Widowers (XXX Widows and Widowers) in order for them to be attached to a payroll.

Once all payments due have been made the Widow or Widower should be terminated. The reason for Reason for Termination should be Initial Pension Ended.

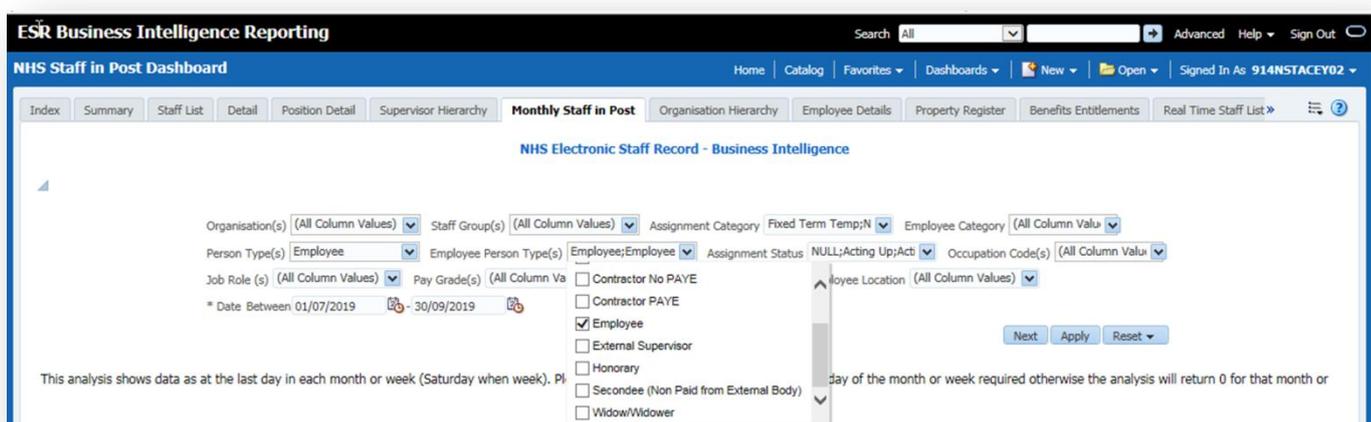
There is no need to add a future date to the final process date field as the record should not be terminated until all payments due have been made.



## Business Intelligence Reporting

All standard BI reports use Employee as a default which means that, for example, terminated Contractors will not be included in the Organisations Leavers reports.

However Person Types can be included in reports if required.



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## Recording Apprentices

Previously apprentices were identified using the three specific Apprentice Job Roles which were available within the Additional Clinical Services, Administrative & Clerical and Estates & Ancillary staff groups.

Following the introduction of the apprenticeship Extra Information Type (EIT) form in June 2018 the apprenticeship Job Roles were retired from the National Workforce Data Set (NWD) as agreed by the Workforce Information Review Group (which is chaired by NHS Digital and has representatives from NHS Organisations and Arm's Length Bodies) and instead organisations were advised to use a Job Role more relevant to the role the apprentice is undertaking for the duration of their apprenticeship.

The EIT also records other information which is specific to the apprenticeship.

As a result it's now possible to report on the roles that apprentices are undertaking in the NHS, rather than just knowing that apprentices were employed.

E.g. An Apprentice Health Care Assistant would have previously been recorded with a Job Role of 'Additional Clinical Services | Apprentice', however this can now be recorded with a Job Role of 'Additional Clinical Services | Healthcare Assistant' and the Apprenticeship EIT should be populated with a Framework/Standard of 'Health - Clinical Healthcare Support'.

Completion of the information in the EIT enables more detailed Local and National Reporting.

The information on the EIT is available as part of the Portable Data Set.

## Recording Apprentice Information

Apprentice Information can be recorded by users with the following URPs:

XXX HR Administration

XXX HR Administration (With RA)

XXX HR Data Entry XXX HR Data Entry (With RA)

XXX HR Management

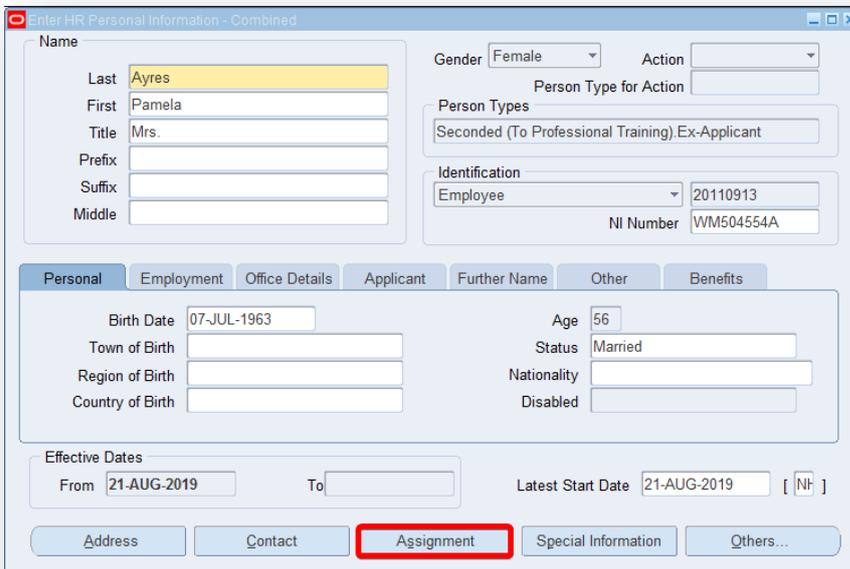
XXX Payroll Administration

XXX Payroll Data Entry

XXX Payroll Super Administration

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- XXX Recruitment & Applicant Enrolment Administration
- XXX Recruitment & Applicant Enrolment Administration (with RA)
- XXX Recruitment & Applicant Enrolment Data Entry
- XXX Recruitment Data Entry
- XXX Learning Administration

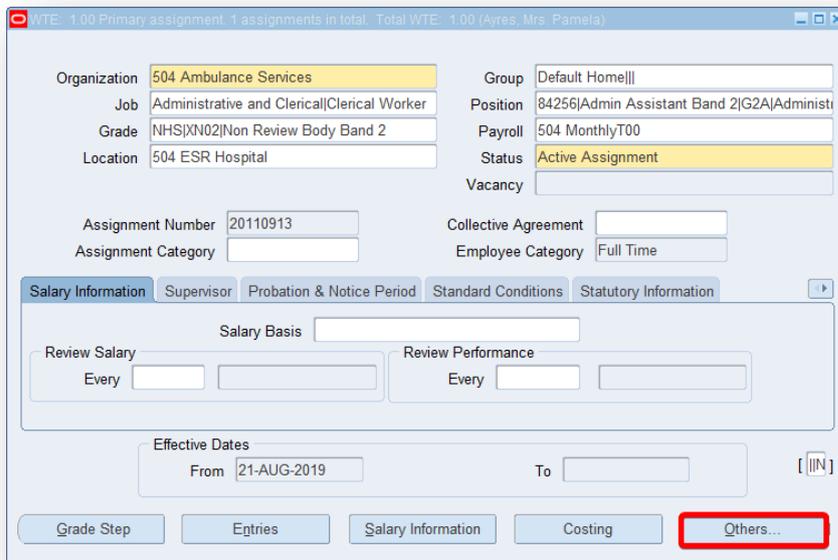


The screenshot shows a web form titled "Enter HR Personal Information - Combined". The form is divided into several sections:

- Name:** Last (Ayres), First (Pamela), Title (Mrs.), Prefix, Suffix, Middle.
- Gender:** Female (dropdown), Action (dropdown).
- Person Type for Action:** Person Types (Seconded (To Professional Training), Ex-Applicant).
- Identification:** Employee (dropdown), 20110913, NI Number (WM504554A).
- Personal:** Birth Date (07-JUL-1963), Age (56), Town of Birth, Region of Birth, Country of Birth, Status (Married), Nationality, Disabled.
- Effective Dates:** From (21-AUG-2019), To, Latest Start Date (21-AUG-2019) [ NH ].
- Buttons:** Address, Contact, **Assignment** (highlighted with a red box), Special Information, Others...

Click on the Assignment Button.

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WTE: 1.00 Primary assignment. 1 assignments in total. Total WTE: 1.00 (Ayres, Mrs. Pamela)

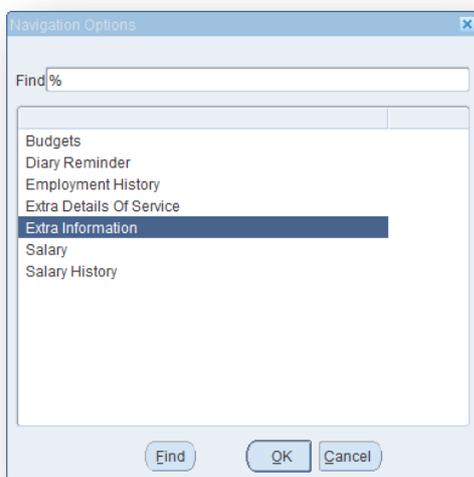
Organization	504 Ambulance Services	Group	Default Home
Job	Administrative and Clerical\Clerical Worker	Position	84256\Admin Assistant Band 2\G2A\Administr
Grade	NHS\XN02\Non Review Body Band 2	Payroll	504 MonthlyT00
Location	504 ESR Hospital	Status	Active Assignment
Assignment Number	20110913	Collective Agreement	
Assignment Category		Employee Category	Full Time

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Review Salary: Every [ ] [ ] | Review Performance: Every [ ] [ ]

Effective Dates: From 21-AUG-2019 To [ ] [ ] [ ]

Buttons: Grade Step | Entries | Salary Information | Costing | **Others...**



Navigation Options

Find%

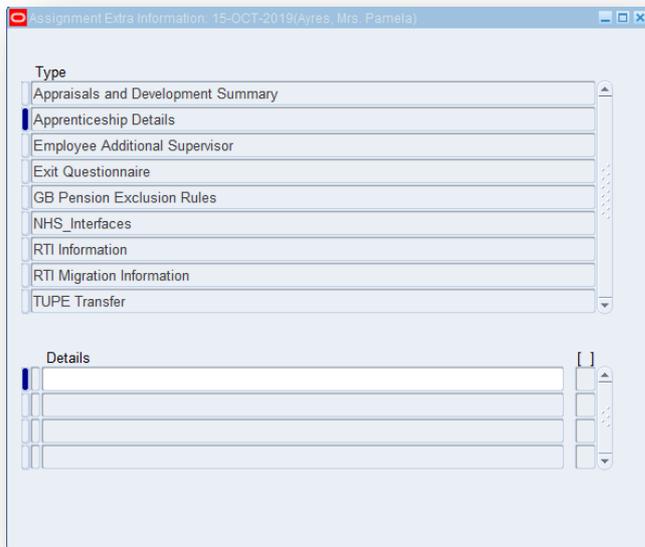
- Budgets
- Diary Reminder
- Employment History
- Extra Details Of Service
- Extra Information**
- Salary
- Salary History

Buttons: Find | OK | Cancel

Select Extra Information from the list of values and click ok.  
Click in the Apprenticeship Details field.

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Assignment Extra Information: 15-OCT-2019(Ayres, Mrs. Pamela)

Type

- Appraisals and Development Summary
- Apprenticeship Details**
- Employee Additional Supervisor
- Exit Questionnaire
- GB Pension Exclusion Rules
- NHS\_Interfaces
- RTI Information
- RTI Migration Information
- TUPE Transfer

Details

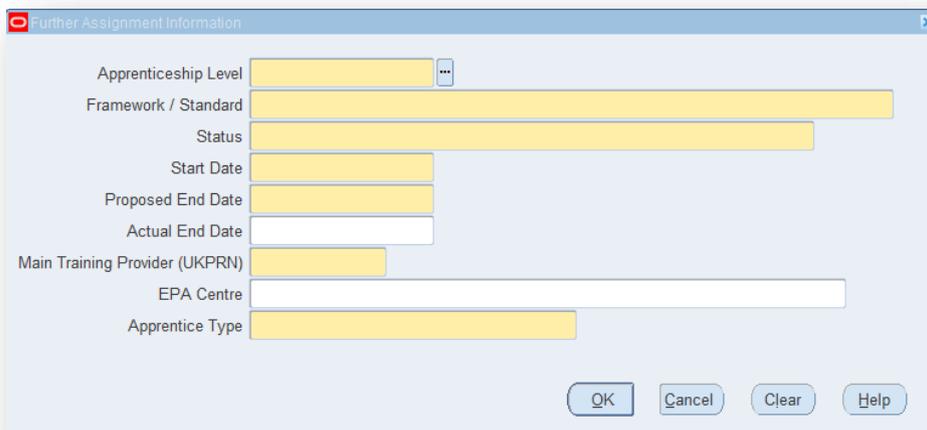
[ ]

[ ]

[ ]

[ ]

Click in the Details field to complete the Further Assignment Information form.



Further Assignment Information

Apprenticeship Level [ ]

Framework / Standard [ ]

Status [ ]

Start Date [ ]

Proposed End Date [ ]

Actual End Date [ ]

Main Training Provider (UKPRN) [ ]

EPA Centre [ ]

Apprentice Type [ ]

OK Cancel Clear Help

