

Workstructures

Locations



October 2017

It's your ESR

Overview

The Location in ESR identifies a physical site and its address (For example a hospital, health centre etc.)

Some Organisations may exist entirely on one site whereas others may operate across multiple sites. Where multiple sites exist it will be necessary to create a location (with address) for each of these physical sites.

Benefits

- Each workplace where Employees are based can be set up as a location to facilitate more effective payslip delivery.
- Locations where training takes place, either internal or external to the Employing Authority can be set up as such and identified.

Workstructures

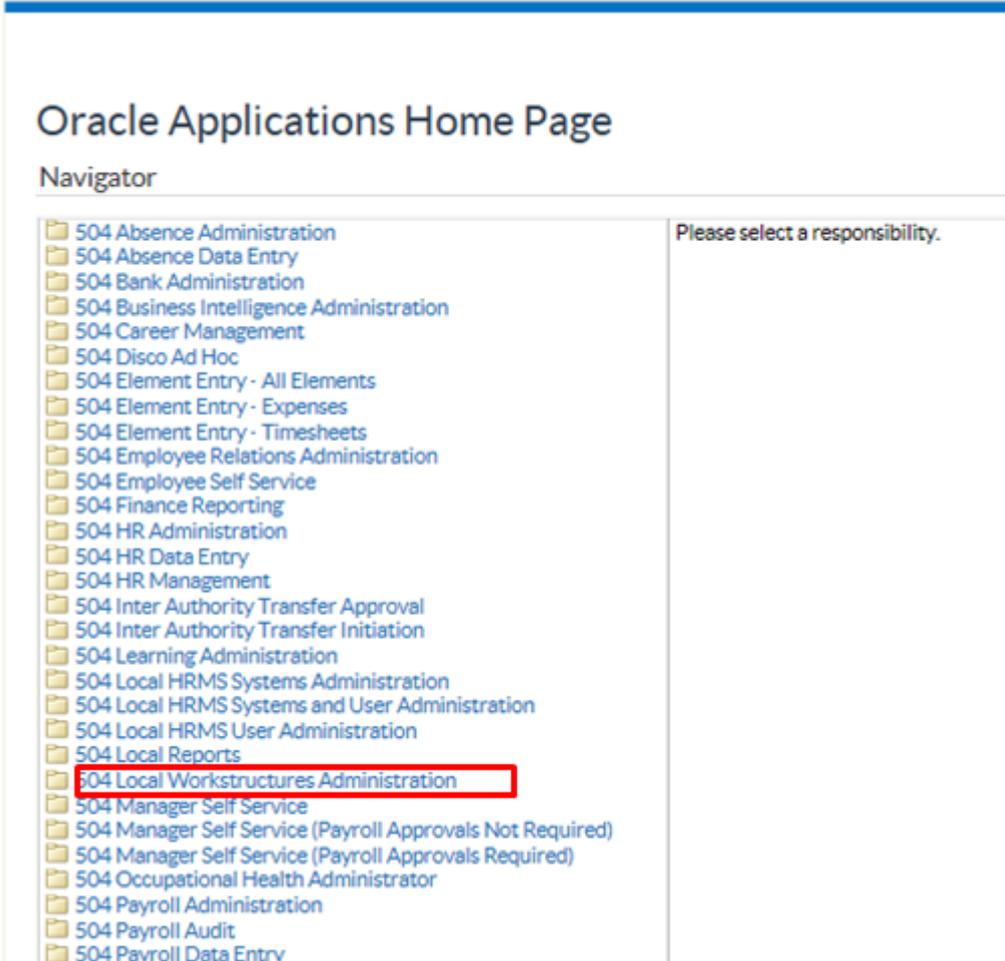
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What it looks like



Oracle Applications Home Page

Navigator

<ul style="list-style-type: none">504 Absence Administration504 Absence Data Entry504 Bank Administration504 Business Intelligence Administration504 Career Management504 Disco Ad Hoc504 Element Entry - All Elements504 Element Entry - Expenses504 Element Entry - Timesheets504 Employee Relations Administration504 Employee Self Service504 Finance Reporting504 HR Administration504 HR Data Entry504 HR Management504 Inter Authority Transfer Approval504 Inter Authority Transfer Initiation504 Learning Administration504 Local HRMS Systems Administration504 Local HRMS Systems and User Administration504 Local HRMS User Administration504 Local Reports504 Local Workstructures Administration504 Manager Self Service504 Manager Self Service (Payroll Approvals Not Required)504 Manager Self Service (Payroll Approvals Required)504 Occupational Health Administrator504 Payroll Administration504 Payroll Audit504 Payroll Data Entry	Please select a responsibility.
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Login to your user account and select the Local Workstructures Administrator URP.

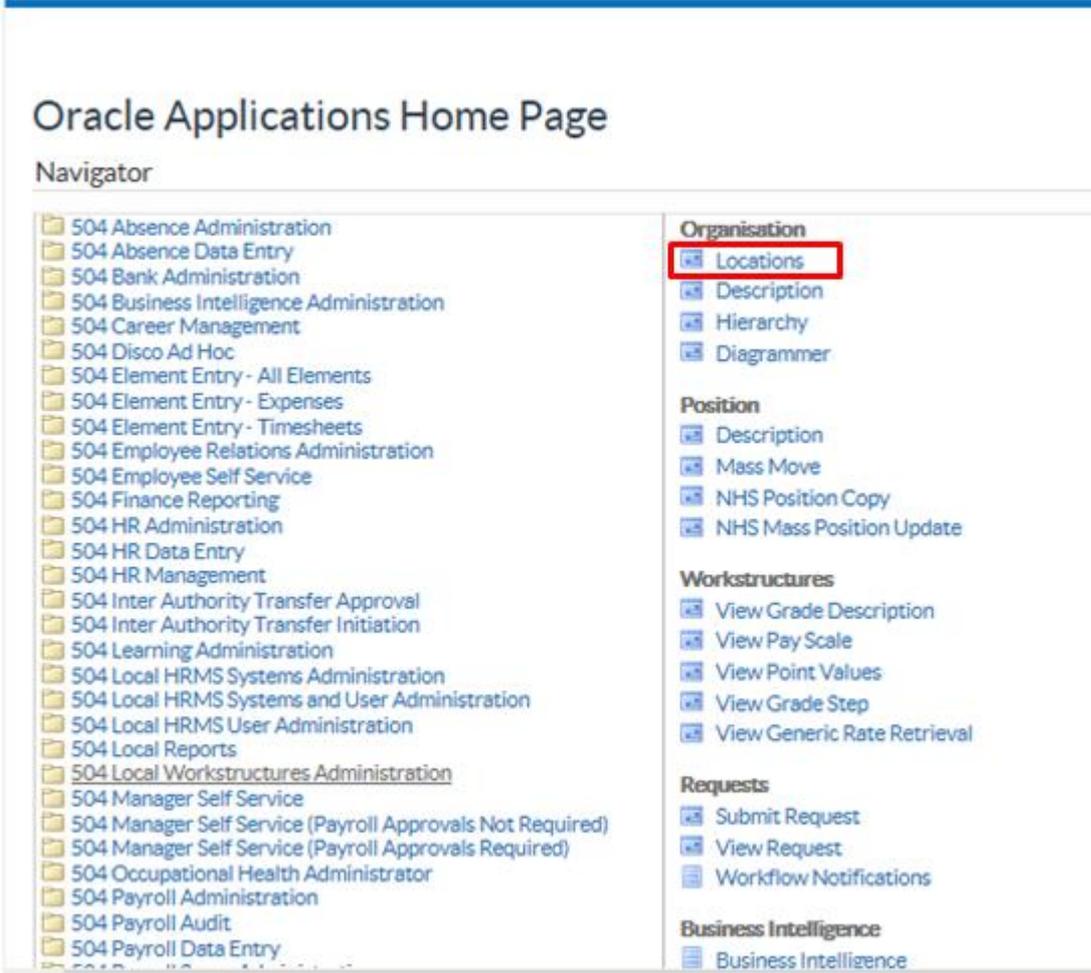
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Oracle Applications Home Page

Navigator

- 504 Absence Administration
- 504 Absence Data Entry
- 504 Bank Administration
- 504 Business Intelligence Administration
- 504 Career Management
- 504 Disco Ad Hoc
- 504 Element Entry - All Elements
- 504 Element Entry - Expenses
- 504 Element Entry - Timesheets
- 504 Employee Relations Administration
- 504 Employee Self Service
- 504 Finance Reporting
- 504 HR Administration
- 504 HR Data Entry
- 504 HR Management
- 504 Inter Authority Transfer Approval
- 504 Inter Authority Transfer Initiation
- 504 Learning Administration
- 504 Local HRMS Systems Administration
- 504 Local HRMS Systems and User Administration
- 504 Local HRMS User Administration
- 504 Local Reports
- 504 Local Workstructures Administration
- 504 Manager Self Service
- 504 Manager Self Service (Payroll Approvals Not Required)
- 504 Manager Self Service (Payroll Approvals Required)
- 504 Occupational Health Administrator
- 504 Payroll Administration
- 504 Payroll Audit
- 504 Payroll Data Entry

Organisation

- Locations**
- Description
- Hierarchy
- Diagrammer

Position

- Description
- Mass Move
- NHS Position Copy
- NHS Mass Position Update

Workstructures

- View Grade Description
- View Pay Scale
- View Point Values
- View Grade Step
- View Generic Rate Retrieval

Requests

- Submit Request
- View Request
- Workflow Notifications

Business Intelligence

- Business Intelligence

Click on Locations.

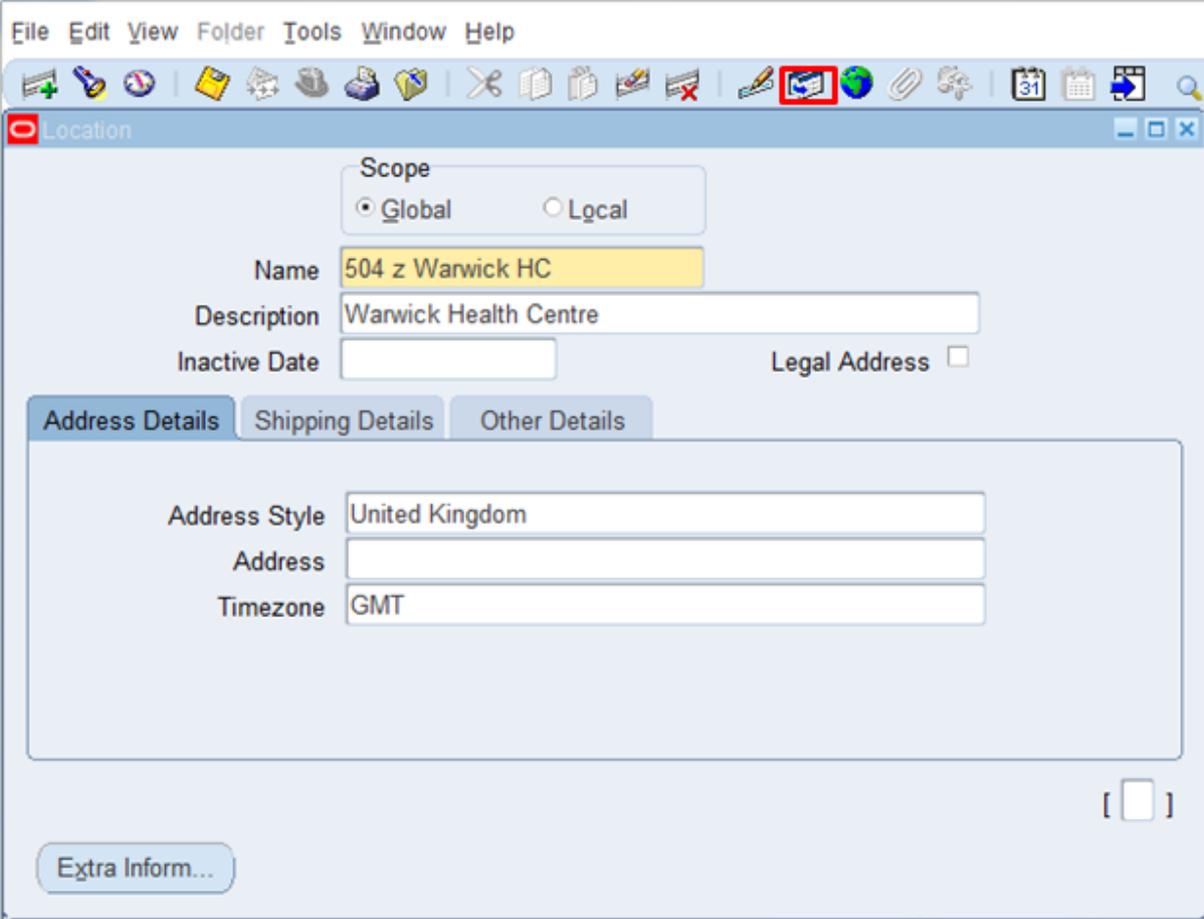
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Leave Global checked and enter the Location Name, which must be prefixed by the 3 digit Employing Authority Identifier and Description. This is a free text field of up to 60 characters. Enter a description of the Location in the description field; this is also a free text field of up to 60 characters. The Site Code should not be included in the in the Location name as this is entered in a separate field on the Location form. A physical address needs to be added to the Location. To do this click on the zoom icon to open the Address Search form.



When defining a name for a payslip address the |z| flags to the system that it is a payslip address. If you have two or more payslip delivery addresses at the same location (e.g District Nurses and Health Visitors) then you should use appropriate naming conventions.

504 z Warwick HC DN

504 z Warwick HC HV

If a Location is not a Payslip Delivery Address do not use |z|

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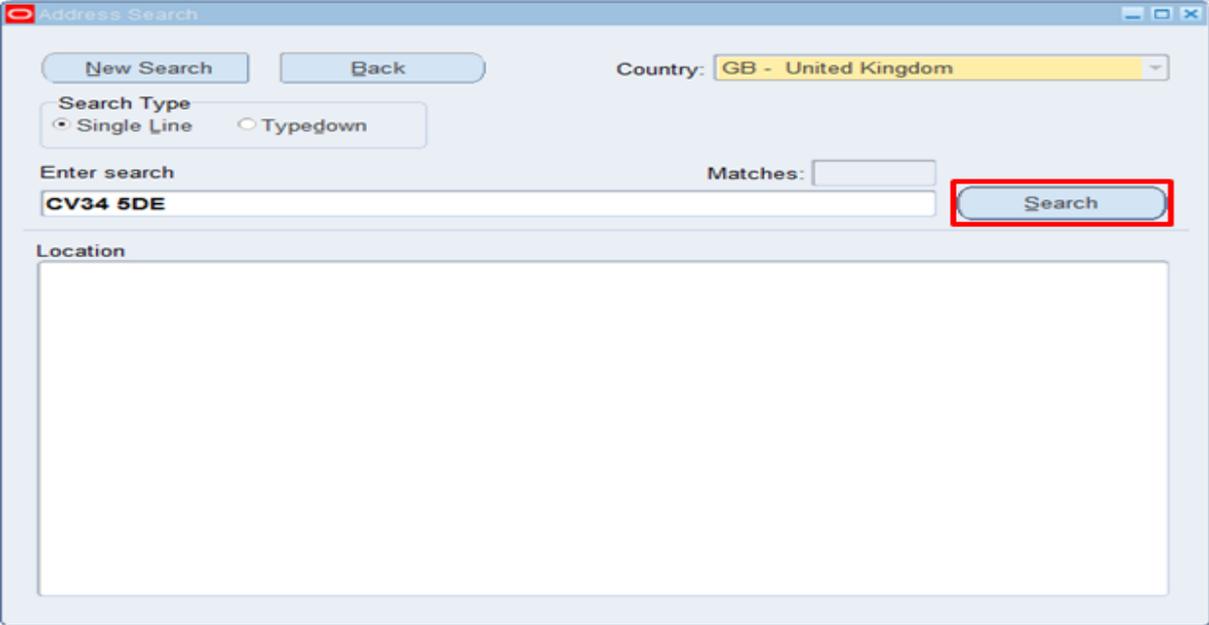


If a Location is a Training Centre you may wish to use [T] in the Location Name. This will make the location easier for Learning Administrators to identify.

The Training Centre Location is used in the OLM Auto Emails listed below:



- Joining Instructions
- Update of Class Details



Ensure that the Single Line Search Type is checked; enter the Postcode of the Location and Click Search.

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Address Search

New Search Back Country: GB - United Kingdom

Search Type
 Single Line Typedown

Enter building number Matches: 20 Select

Location

- CV34 5DE
 - Deansway, WARWICK. CV34 5DE
 - 60 98 [even]
 - 60**
 - 62
 - 64
 - 66
 - 68
 - 70
 - 72
 - 74
 - 76

Click on the relevant number for the Location.

Location

Scope
 Global Local

Name 504 z Warwick HC

Description Warwick Health Centre

Inactive Date Legal Address

Address Details Shipping Details Other Details

Address Style United Kingdom

Address 60 Deansway... WARWICK. Warwickshire. CV34 5DE. Unit

Timezone GMT

Extra Inform...

You will be returned to the Location form. Click on the icon next to the DFF.

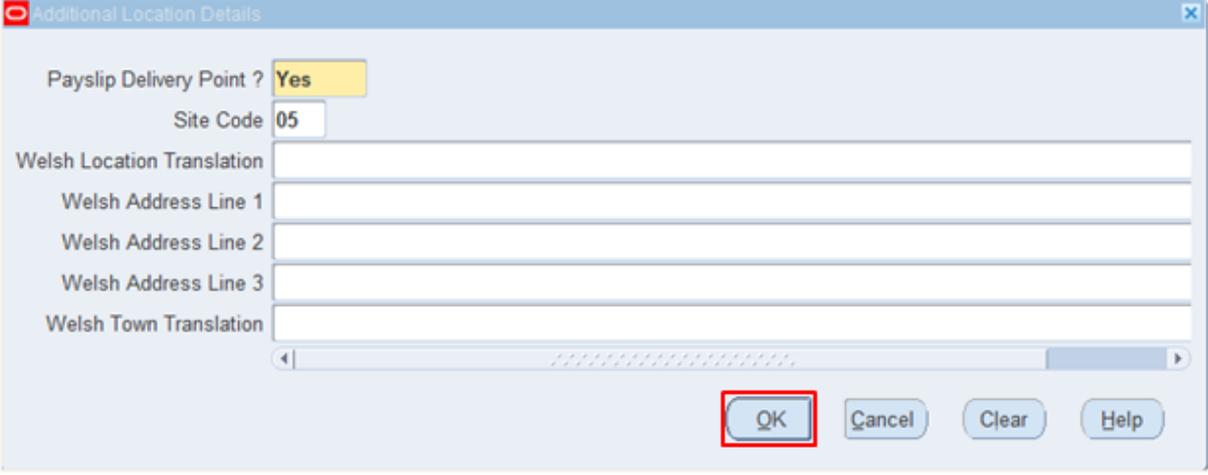
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Additional Location Details

Payslip Delivery Point ? **Yes**

Site Code **05**

Welsh Location Translation

Welsh Address Line 1

Welsh Address Line 2

Welsh Address Line 3

Welsh Town Translation

OK Cancel Clear Help

In the Additional Location Details form identify if the Location is a payslip Delivery point and enter the Site Code.



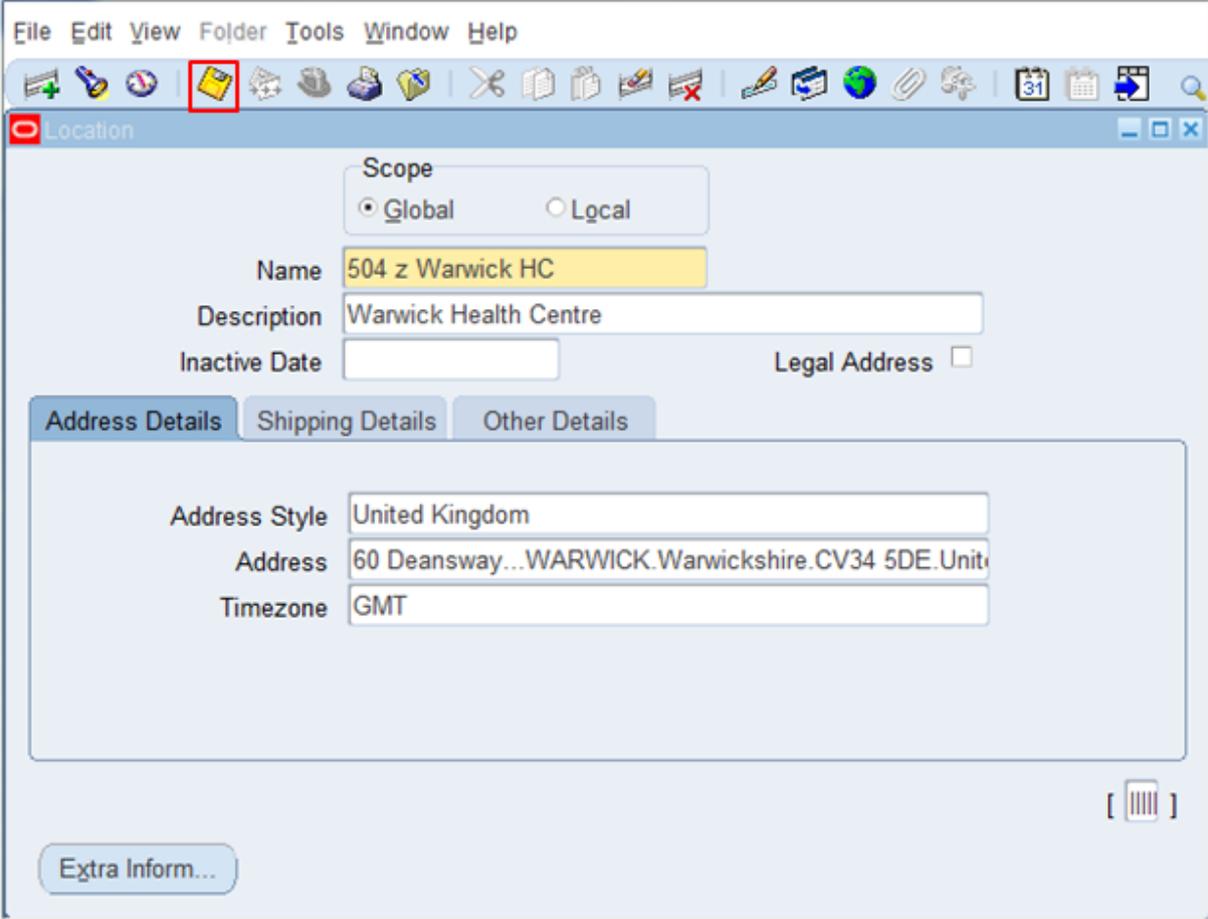
Entering the Site Code into the Additional Location details form will enable you the report by the Site Code.

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File Edit View Folder Tools Window Help

Location

Scope
 Global Local

Name 504 z Warwick HC

Description Warwick Health Centre

Inactive Date Legal Address

Address Details Shipping Details Other Details

Address Style United Kingdom

Address 60 Deansway...WARWICK.Warwickshire.CV34 5DE.Uni

Timezone GMT

Extra Inform...

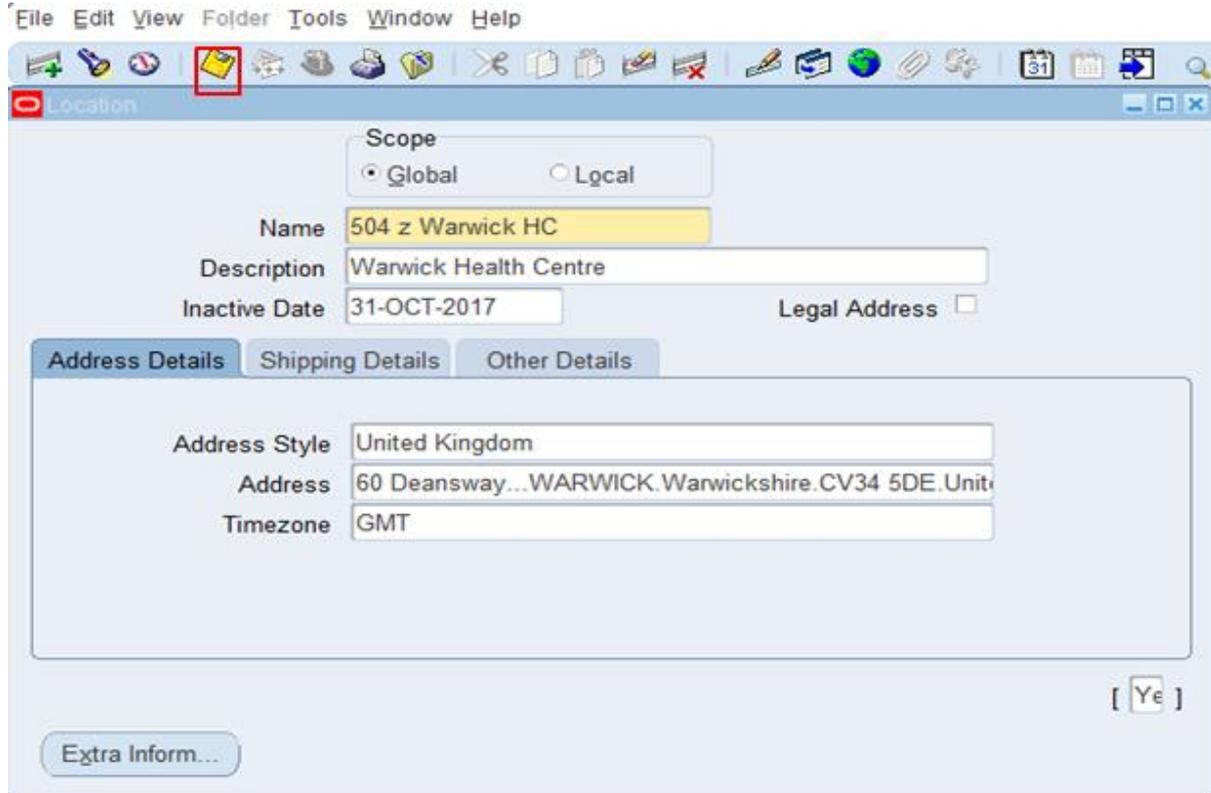
You will be returned to the Location form. Click on save.

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To end date an existing Location



The screenshot shows the 'Location' form in the Workstructures application. The form includes the following fields and options:

- Scope:** Radio buttons for Global and Local.
- Name:** Text field containing '504 z Warwick HC'.
- Description:** Text field containing 'Warwick Health Centre'.
- Inactive Date:** Text field containing '31-OCT-2017'.
- Legal Address:** Check box, currently unchecked.
- Address Details:** Tabbed section containing:
 - Address Style:** Text field containing 'United Kingdom'.
 - Address:** Text field containing '60 Deansway... WARWICK, Warwickshire, CV34 5DE, Unit'.
 - Timezone:** Text field containing 'GMT'.

The toolbar at the top of the window contains various icons, with the 'Save' icon (a yellow floppy disk) highlighted by a red box. The window title is 'Location'.

Enter an inactive date and click on the save icon.



End dating items within Workstructures rather than deleting them is important as it ensures that only the most up to date and current items are picked up throughout the rest of ESR. This ensures that value sets in other areas or the system are managed correctly.

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Business Intelligence



The set-up of ESR Workstructures is crucial for meaningful and accurate reporting. If set-up correctly information is available for all levels of the Employing Authority hierarchy.

Dashboards on staff in post, turnover, compliance and absence management give HR Professionals and line manager's key information on their workforce in a simple and easy to use format. Drilling through to the detail below the headline information makes ESR BI essential to the HR and workforce management process.

Further Information

Further information can be obtained from the links below:

Links

[ESR Website](#)

[ESR User Manual \(N3 Only\)](#)

[Kbase](#)

You can also contact your local ESR Account Manager or Functional Advisor (Details available on ESR Website)