Workstructures

Locations

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.

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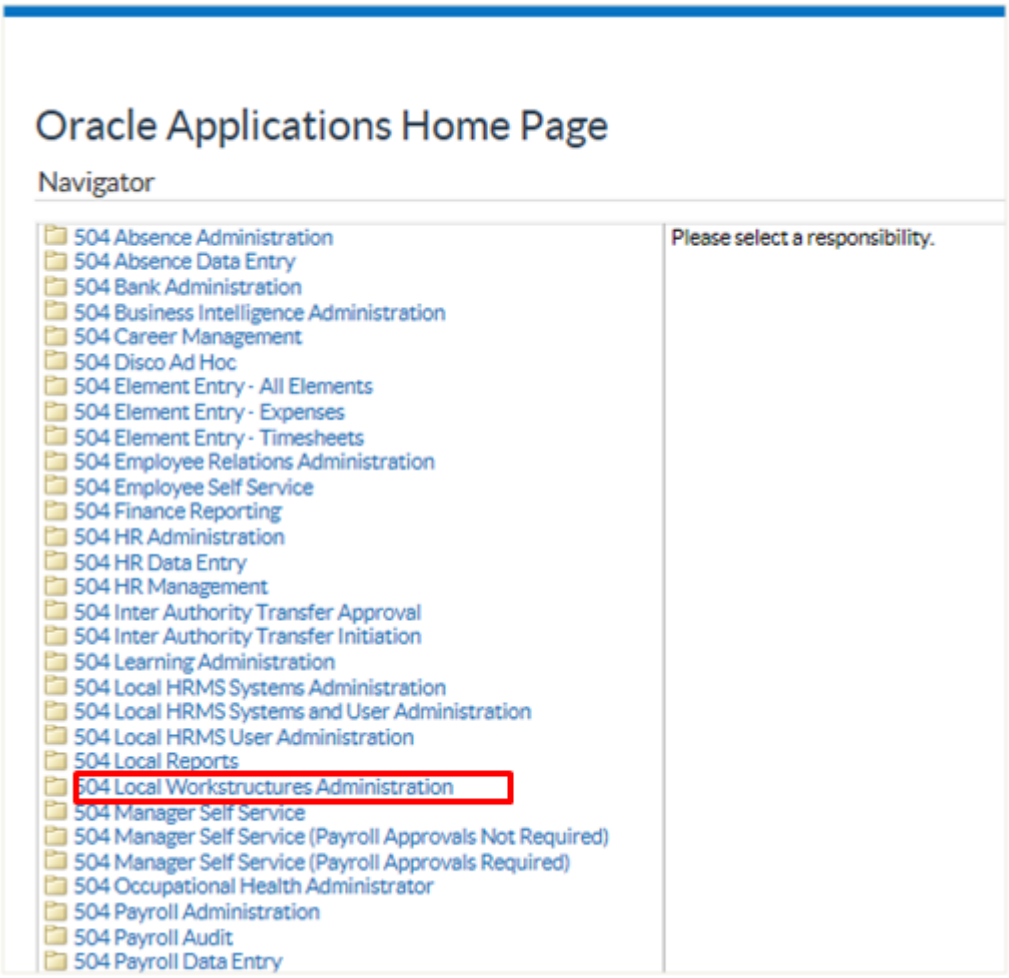
Workstructures

Locations

What it looks like



Login to your user account and select the Local Workstructures Administrator URP.

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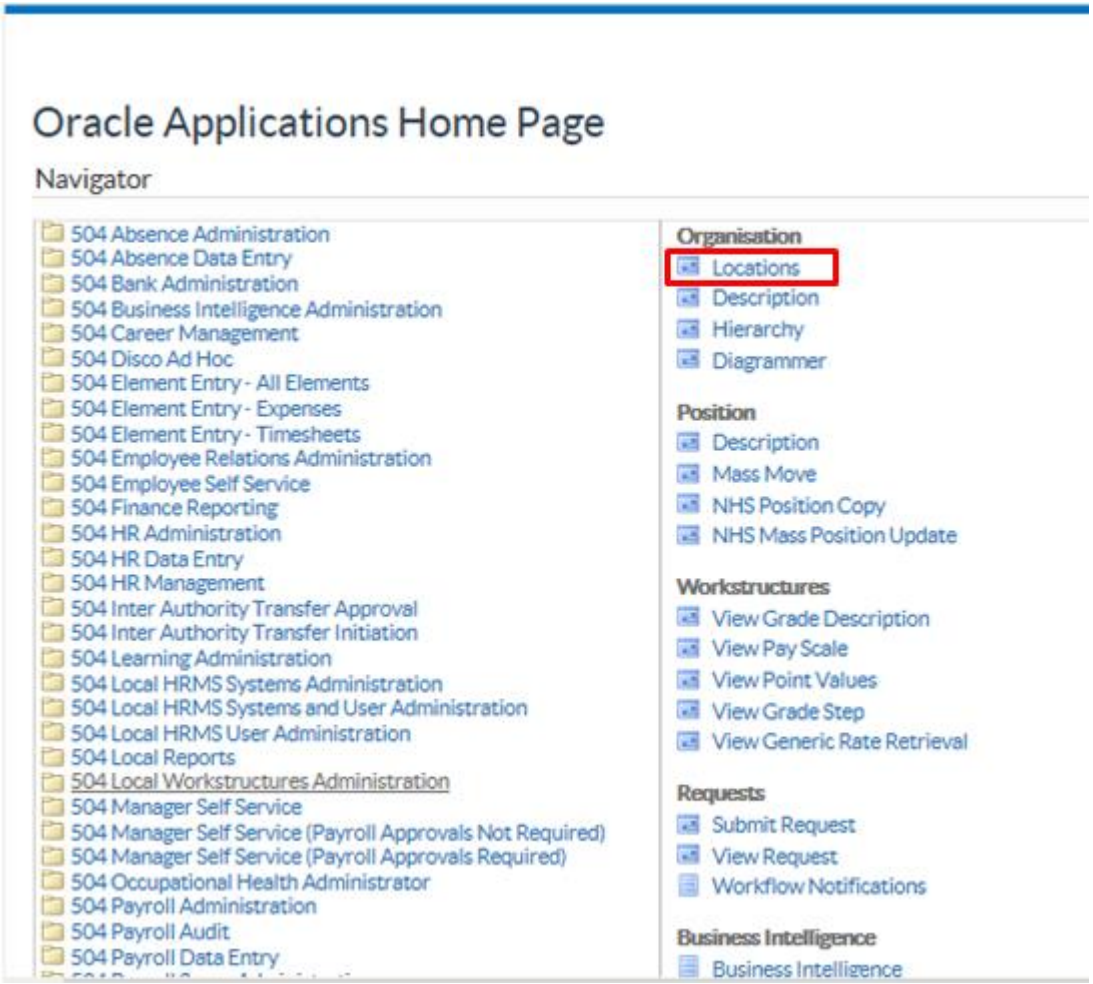

Click on Locations.

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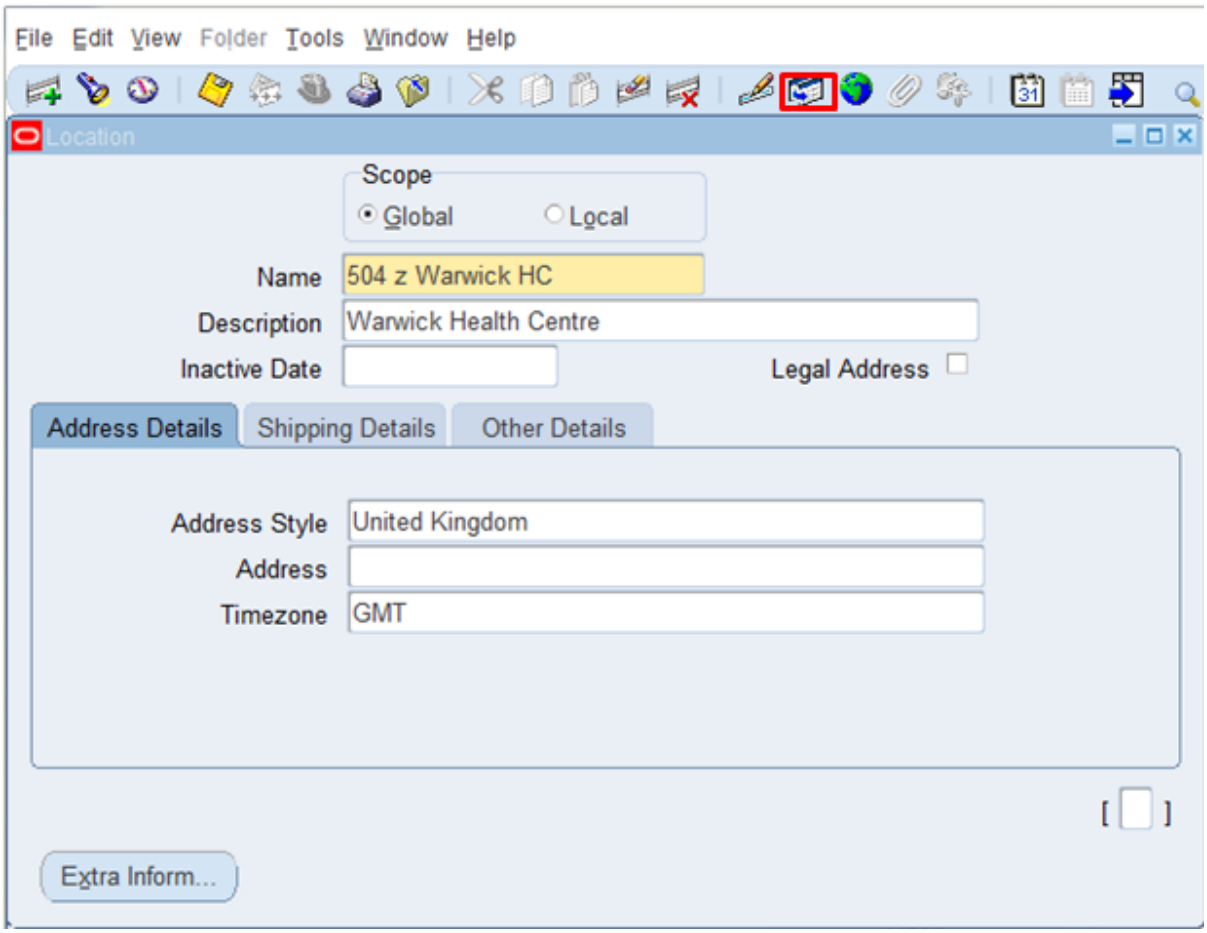

Leave Global checked and enter the Location Name, which must be prefixed by the 3 digit Employing Authority Identifier and Description. This is a free text field of up to 60 characters. Enter a description of the Location in the description field; this is also a free text field of up to 60 characters. 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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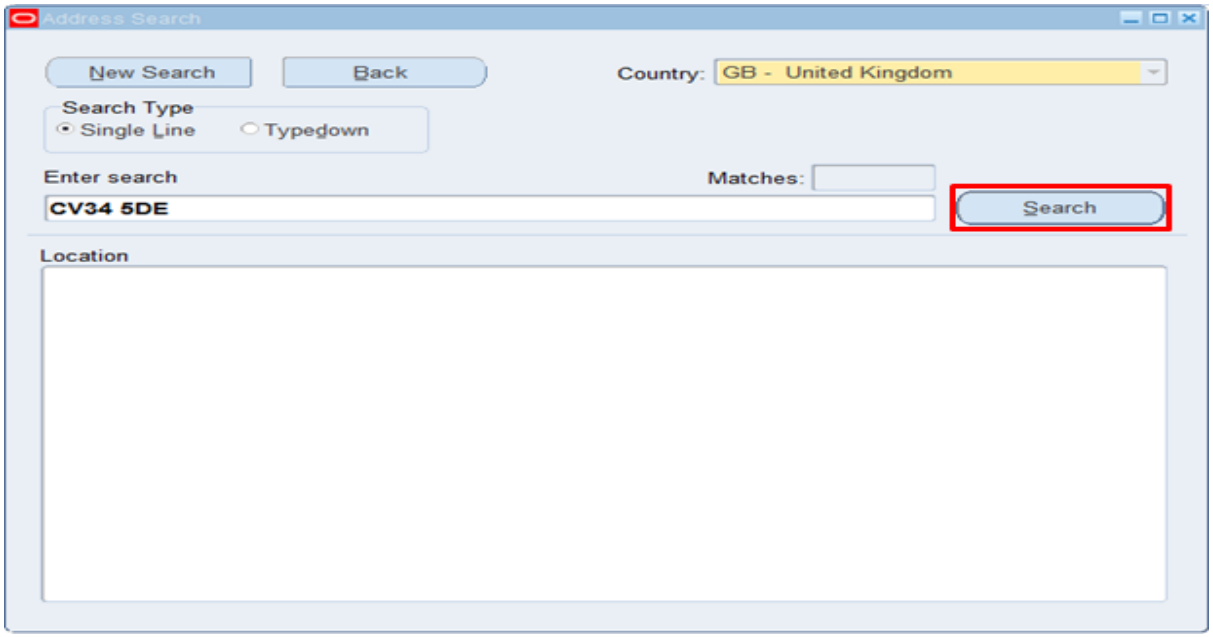
If a Location is a Training Centre you may wish to use |T| in the Location Name. This will make the location easier for Learning Administrators to identify.

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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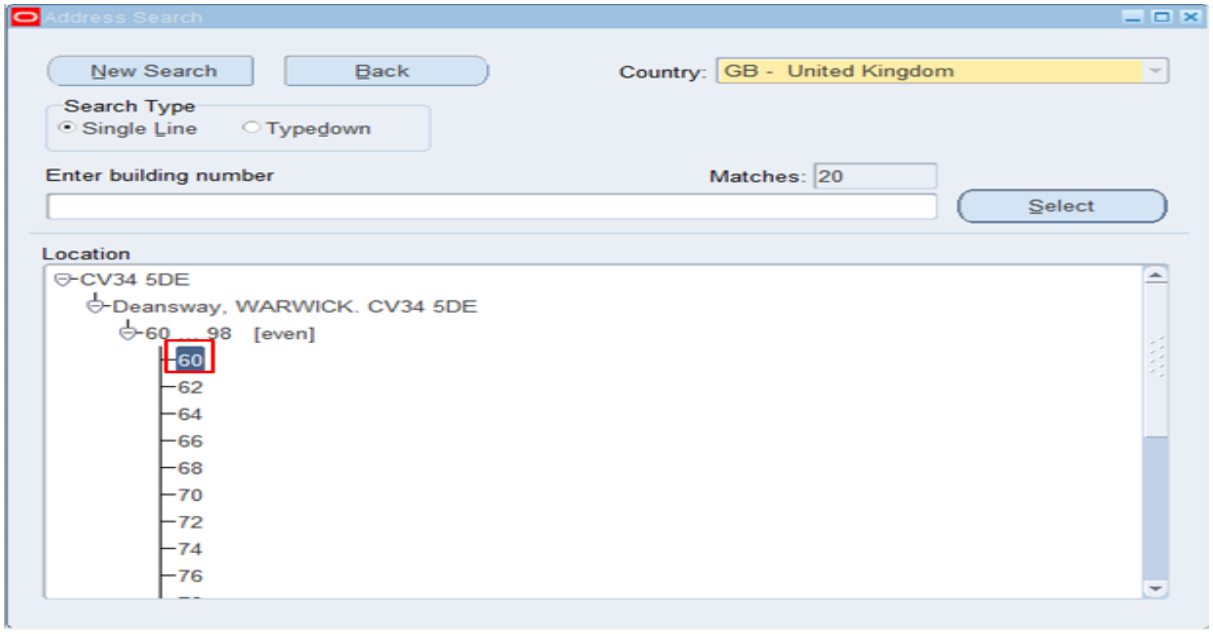
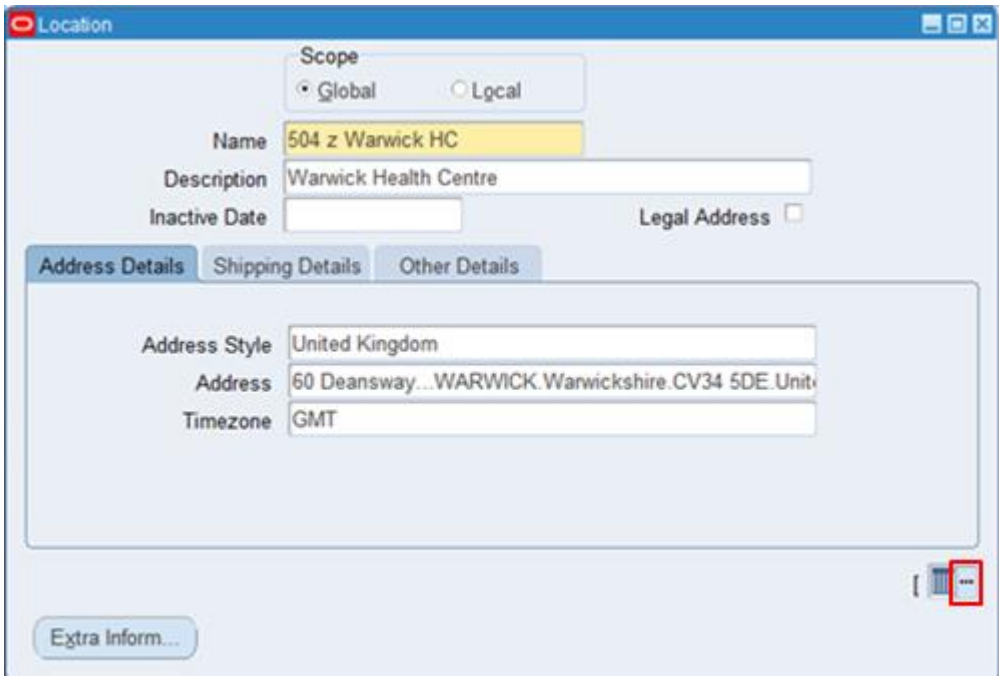


Click on the relevant number for the Location.



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

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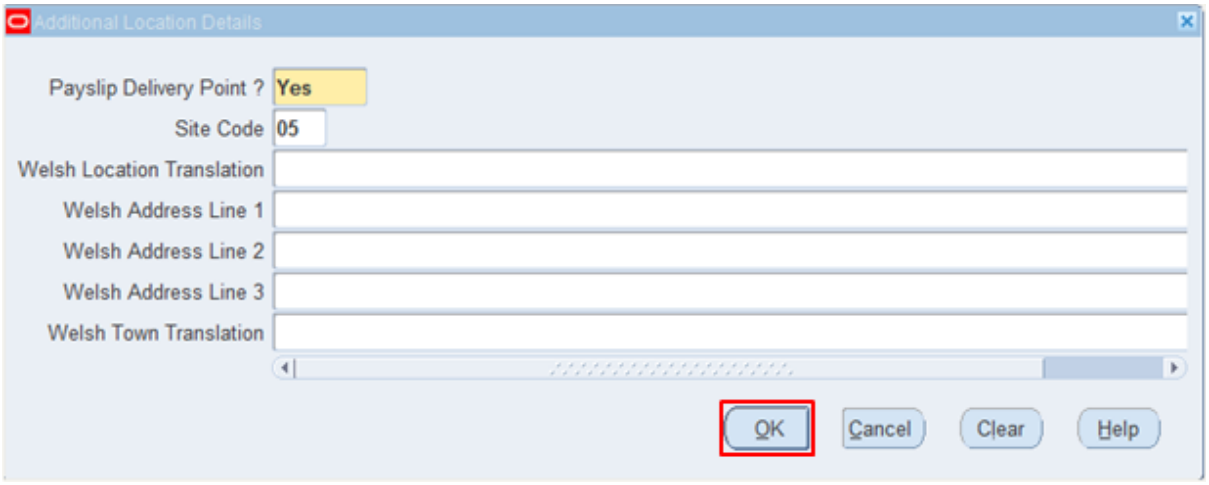

In the Additional Location Details form identify if the Location is a payslip Delivery point and enter the Site Code.

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

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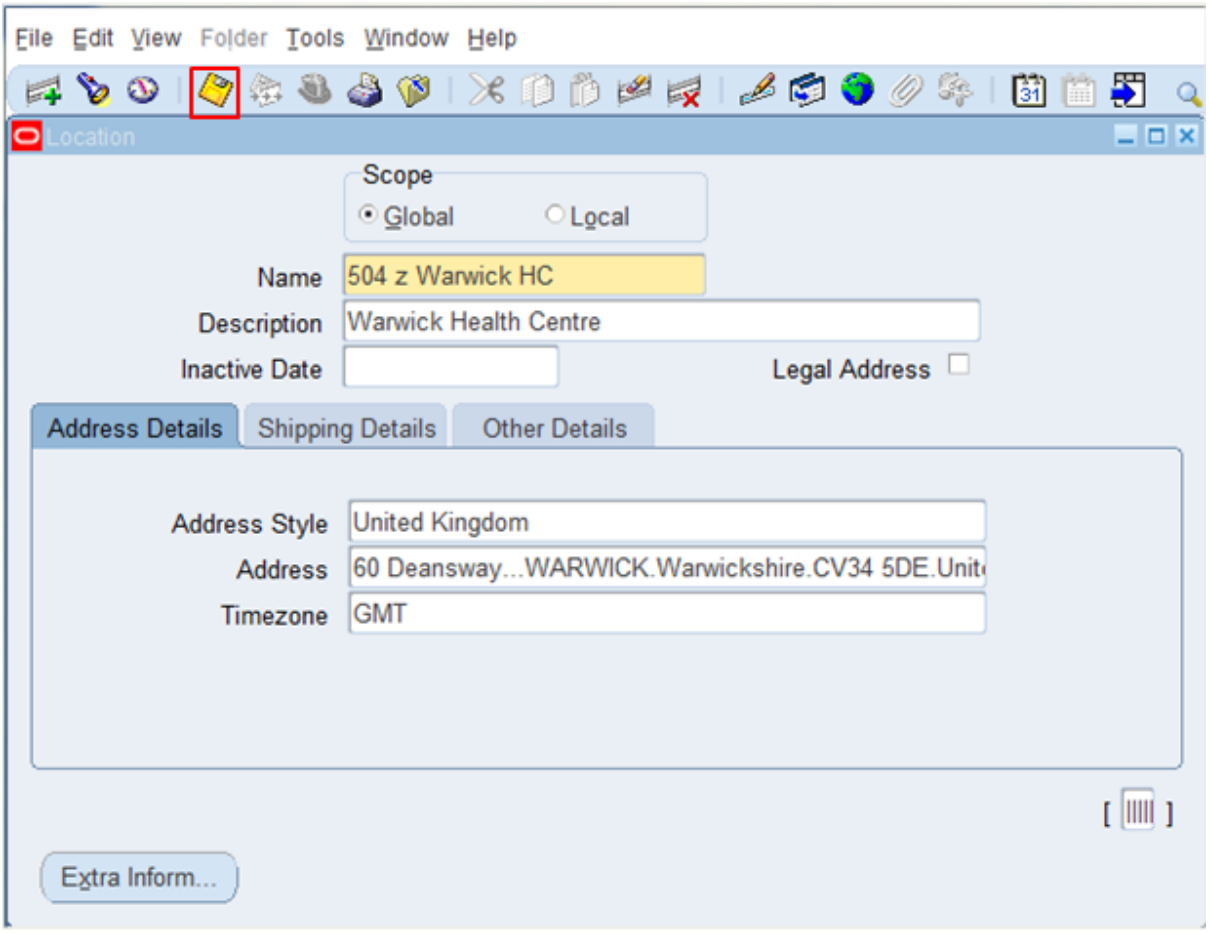

You will be returned to the Location form. Click on save.

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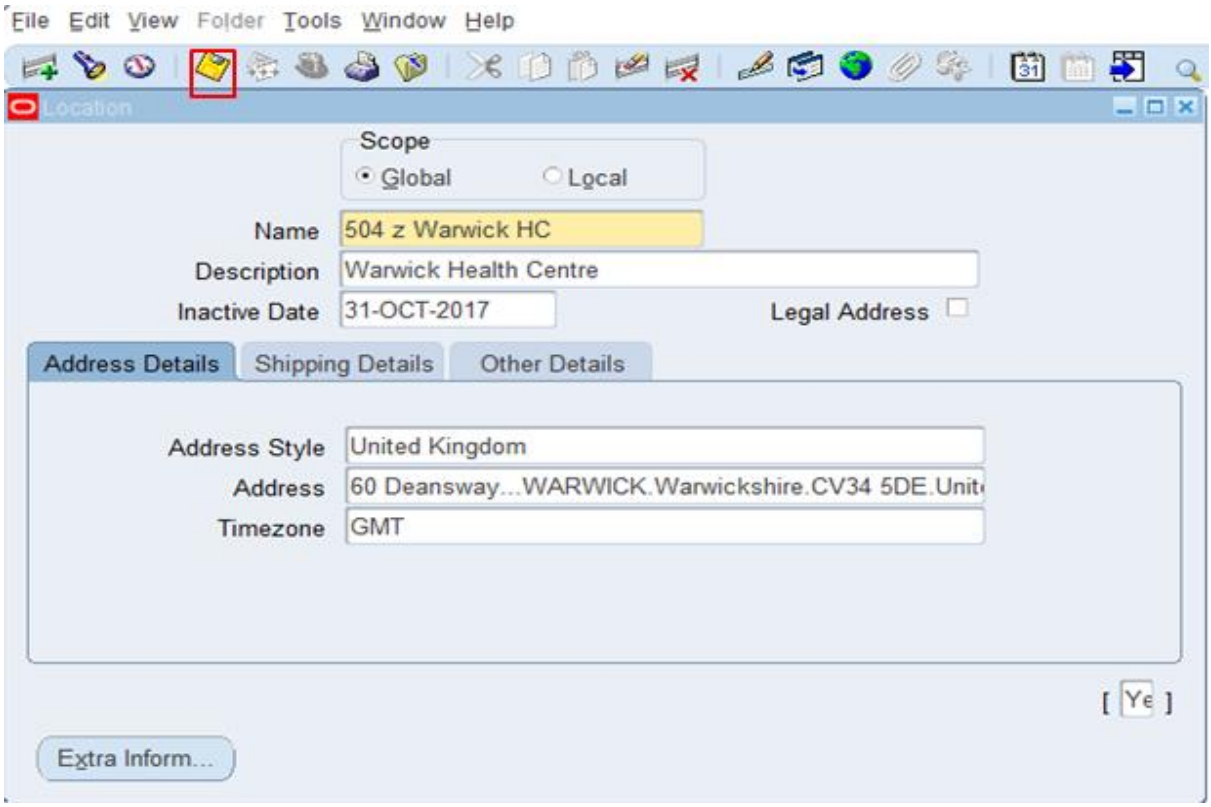
To end date an existing Location



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)

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