# Workstructures

Introduction

Workstructure details must reflect the way in which you wish to record and report upon your Organisation.

Workstructure set up should be determined through collaboration between Human Resources and Finance, but should also take into account the needs of Payroll and the Organisation's management hierarchy.

The set-up of ESR Workstructures is critical for meaningful reporting.

Workstructures can be viewed, setup and maintained via the Local Workstructures Administration URP.
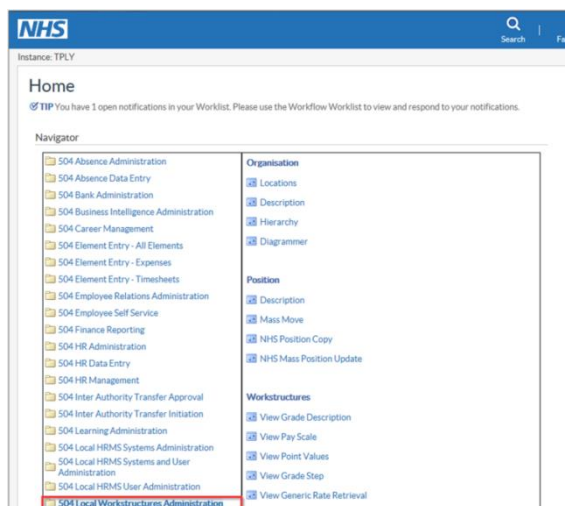
Locations

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.

A Location is:

- Where an employee is based
- Locations for payslip delivery
- Locations where training takes place which can be either internal or external (the Location name and address will be included on the Joining Instruction email)
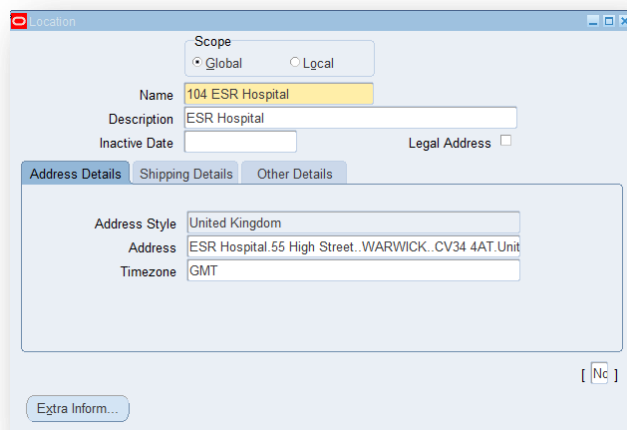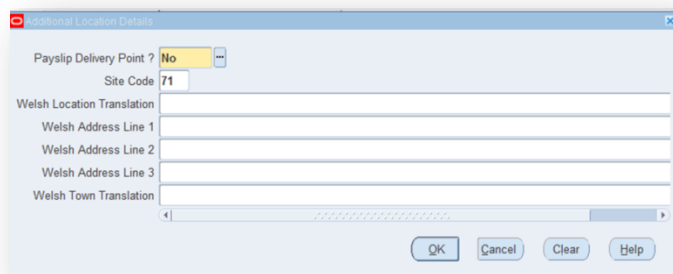
Leave Global checked and enter the Location name.

If required a Location can be identified as a payslip delivery address and a Site Code can be entered for reporting purposes.

Naming Conventions

The Location Name must be prefixed by the 3 digit Employing Authority Identifier and a 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.

- Locations for payslip delivery - 'z' should be included in the Location name (104zESR Hospital)
- Locations where training takes place which can be either internal or external – a 't' may be included in the location name to identify it as a Training Centre. The location will be included in the Joining instructions and the Update class details emails.

End Dating Locations

Locations that are no longer required should be end dated rather than deleted, as this will ensure that historic reporting on the Location is possible. If a Location is deleted you will lose all historic information on an employee's record and it will not appear on any reports either current or retrospective.

You can do this by entering an inactive date.

Organisations

The Organisation has two purposes in ESR:

The Primary Purpose is to:

Group staff together for reporting and security purposes in the organisation they work in. The hierarchy reflects the structure of the Employing Authority in terms of its Directorates, Divisions, Clinical Management Teams and Wards and Departments.

This will determine the output of any organisation-based reports.

The Secondary Purpose is to:

Enable financial Charitable Marker and Cost Codes to be attached to different groups of employees. When these are defined at organisation level, they are automatically linked to all employees within the organisation and automatically feed the appropriate financial ledgers after each pay cycle.
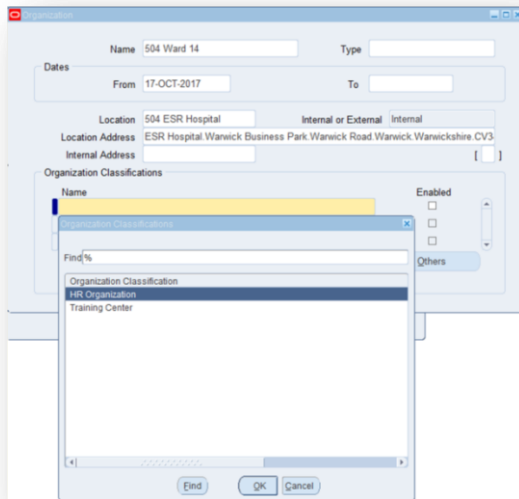
Organisation Classification

There are two types of Organisation Classifications:

- HR Organisation for employees to be attached to.
- Training Centre which can be used as an OLM training centre or to define external providers or training. (the Location name and address will be included on the Joining Instruction email)

An Organisation can have both classifications entered, if applicable.
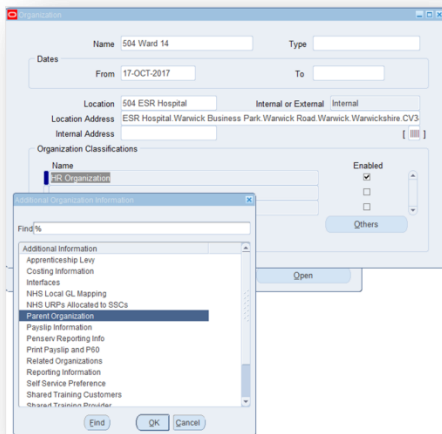
Naming Conventions

The name must be prefixed with the unique 3 digit VPD and local procedures should be adopted for naming conventions. This is a free text field and limited to 60 characters.

The description field is a free text field and is also limited to 60 characters.

Workstructures

Parent Organisations

Once created, the Organisation must immediately be attached to a Parent Organisation within the existing Organisation Hierarchy. Any organisation not attached to an Organisation Hierarchy will disappear when the next automatic overnight process is run.
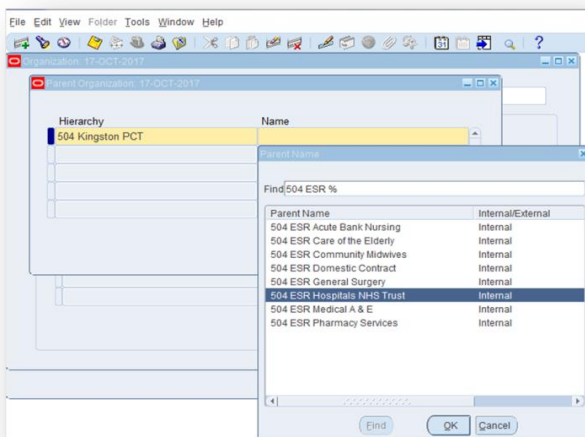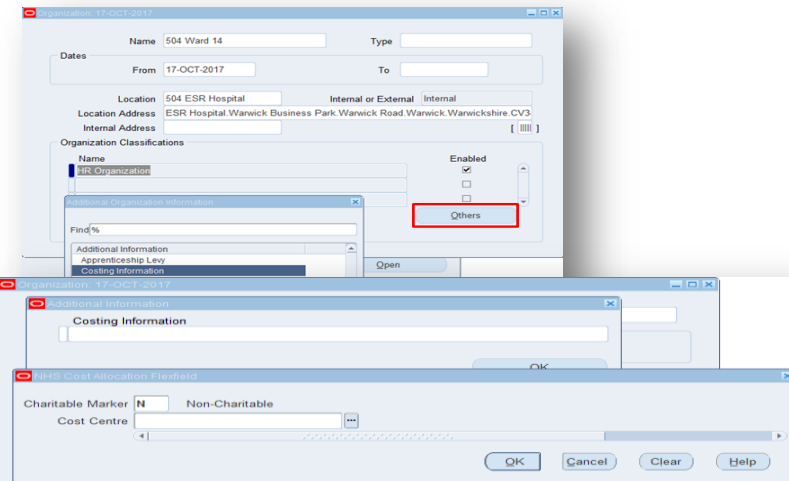
Cost Centres

A Cost Centre should be set for each Organisation to ensure that all employees placed into a Position associated with the Organisation will "inherit" the default cost centre. A cost centre should not normally be added to an assignment record unless

the costs for a particular assignment need to be proportioned across two or more cost centres.
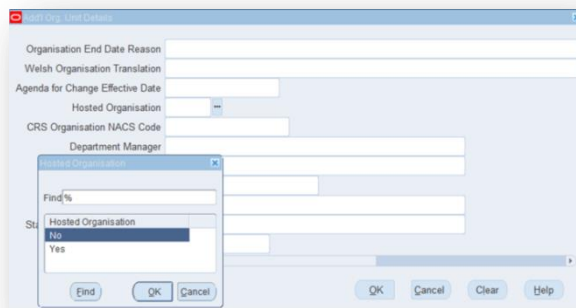
Please note the Charitable Marker field identifies a cost centre funded by charitable funds.

Hosted Organisations

The 'Hosted Org' field can be used to identify organisations hosted for an external body. Hosted records can then be counted separately from the Host's total. They will still be reportable but you can exclude the records from reports if you wish.

Widowers

A separate Organisation should be set up for Widowers to ensure:
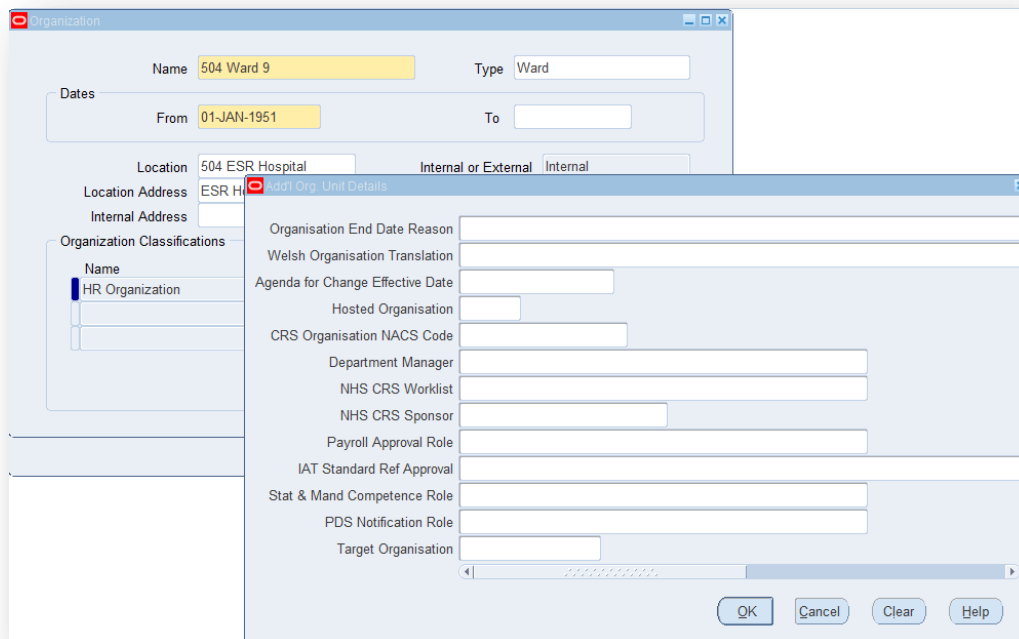
- They can receive payments through the payroll.
- They can be excluded from any organisational reports.

End Dating Organisations

Organisations that are no longer required should be end dated rather than deleted, as this will ensure that historic reporting on the Organisation is possible. If an organisation is deleted you will lose all historic information on an employee's record and it will not appear on any reports either current or retrospective.

Positions

Within ESR it is possible to have:

A one to one relationship between the position and the employee:

- 1 post one post holder/employee

Or a one to many relationship

- 1 post = 2 or more post holders/employees
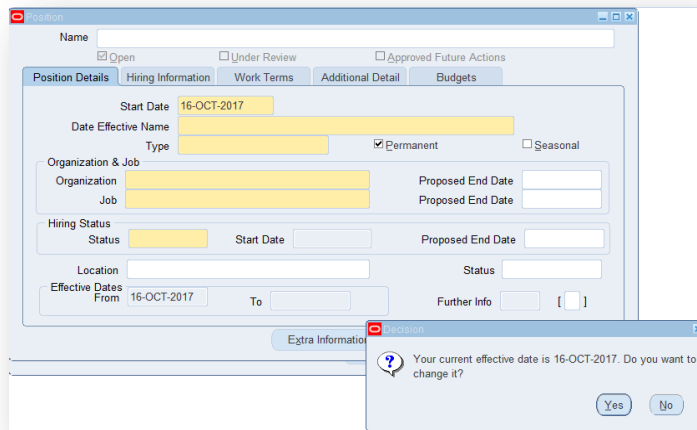
Organisations are advised that best practice is to adopt a one to many relationship for most positions as this makes system maintenance easier, with the exception of Doctors in Training.

The NHS Position Flexfield will open with the New Position Number already populated. Click in the Position field and enter the required title.
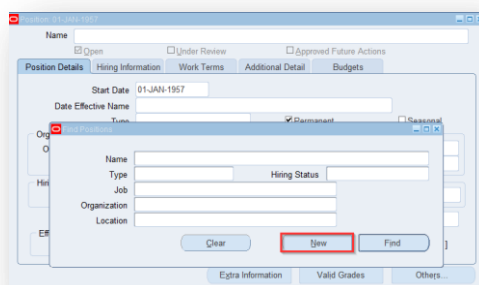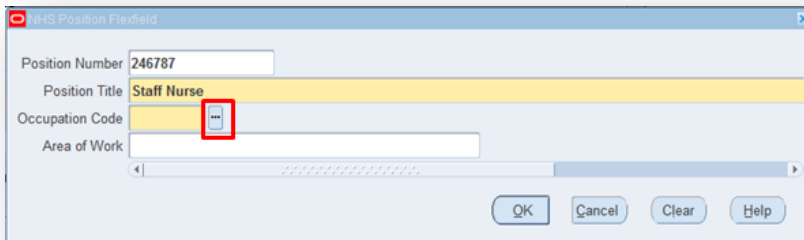
Naming Conventions

The Position name is a 60 character free text field.

Click on the No icon to accept the current effective date or click Yes and change the date.

Click New to open the Position Form.

Click in the Date Effective Name Field.

The NHS Position Flexfield will open with the New Position Number already populated. Click in the Position field and enter the required title.

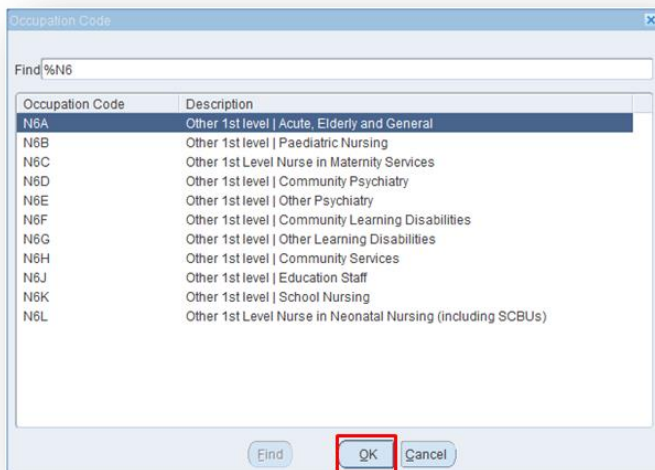## Occupation Code, Area of Work and Job Role

Occupation Code, Area of Work and Job Role (with its associated Staff Group) are key fields that are used within many ESR and Data Warehouse reports as both outputs and as selection parameters. It is crucial therefore that the relevant user guides are referred to when allocating these values. These guides are issued by NHS Digital.

Occupation Code

Click the icon next to the Occupation Code Field.

Highlight the correct Occupation Code for the Position and click OK.

The Occupation Code Manual must be referred to when allocating Occupation Codes. This can be found on NHS Digital website. To view click here.

Area of Work

The Area of Work should be allocated based on the area in which the Position is based. E.g. Accident and Emergency. For further details please see the National Workforce Data Set which can be found on the NHS Digital website. To view click here.

Workstructures

Job Role

The Job Role is the role most appropriate to the Position in the area in which the Position is based. E.g. Accident and Emergency. For further details please see the National Workforce Data Set on the NHS Digital web site. To view click here.
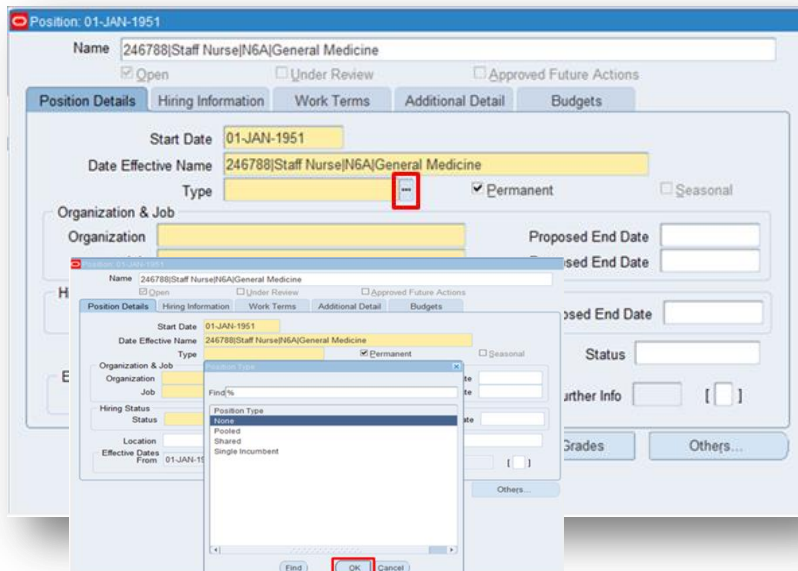
You will be returned to the Position Form.

Position Type

Click on the icon next to the Type field. Select the appropriate type.

Please note;

None - should be selected if Position Types are not being used.

Pooled – allows multiple position holders. Pooled position type will not restrict position holders by the established FTE. To restrict by the FTE defined the 'Shared' Position Type should be used.
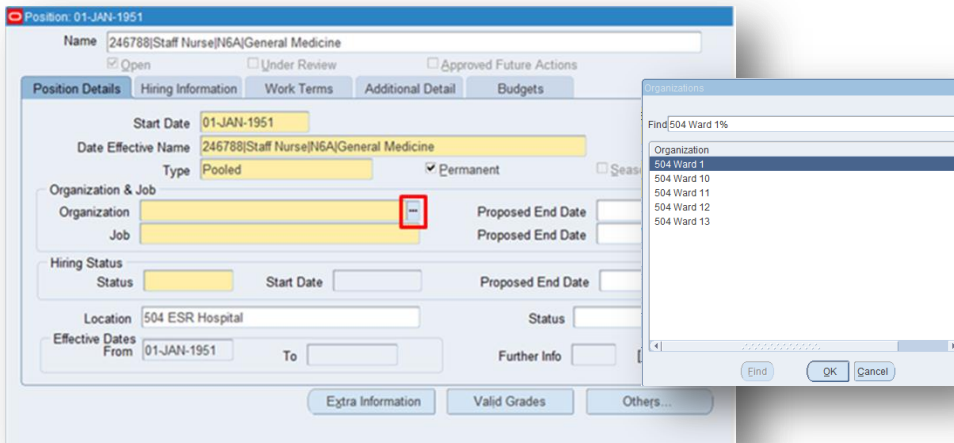
Shared – allows multiple position holders up to the value of the FTE field.

Single Incumbent – allows only one Employee to hold the position at any time.

When setting up positions for Doctors in Training it would best practice to use the Single Incumbent Position Type as it allows only one Post Holder to hold the position at any time.
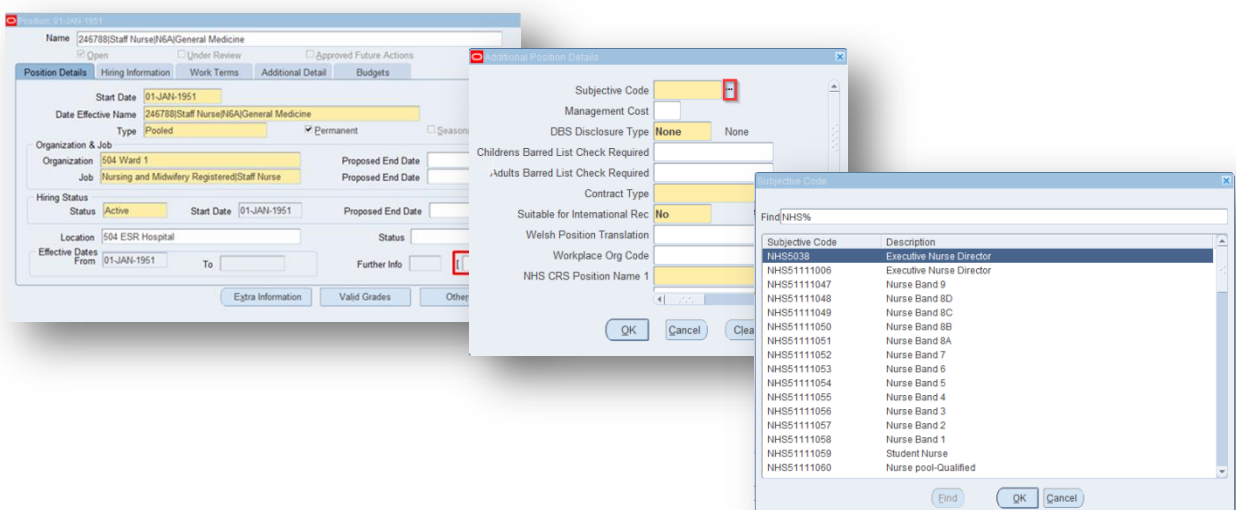
Workstructures

Organisation

Click the icon next to the Organisation field. Select the appropriate Organisation for the Position from the List of Values.

Subjective Code

The subjective code for a Position will ensure that accurate cost information is applied to the Position. This can then be used for reporting purposes.
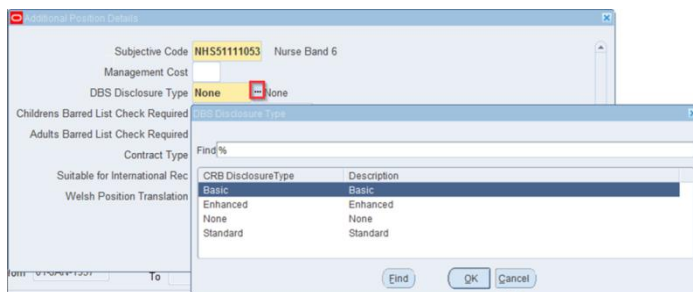

Click in the DFF on the Position form and select the correct subjective code for the Position.

Workstructures

DBS Requirements

It is best practice to include the DBS requirements against a Position and adding this information supports the ESR link to the DBS update service, ensuring that only eligible Position holders subscribed to the service are checked.

You can also record if the Position is eligible for a Children's Barred List or Adults Barred List check.
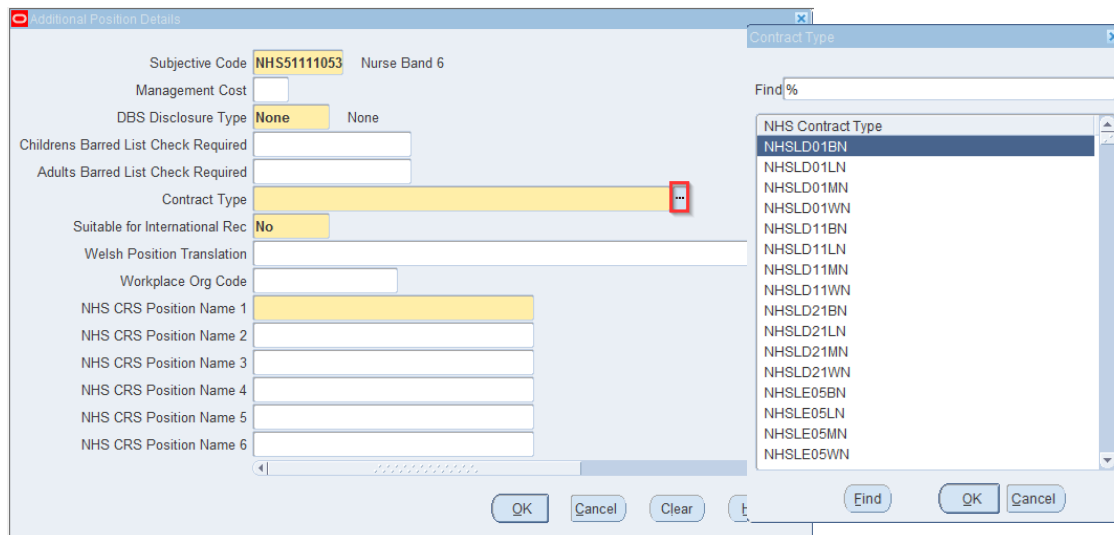

Contract Type

Contract type comprises the grade, whether it is a monthly or weekly payroll and if it is a national, local or London payscale. Contract type will have an impact on the FTE for the Position.

Select the correct Contract Type and click ok.

Workplace Org Code

Where employees are based in a workplace that is different from their employing organisation this can be recorded in the Workplace Org Code field. This satisfies not only the Data Warehouse requirement to be able to report on a person's actual Workplace Organisation as distinct from their Employing Organisation, but also NHS Digital reporting requirements, NHS Improvement Model Hospital activity unit costs and for calculating NHS Litigation Authority premiums.

Position Based Access Control

CIS access controls the access that each smartcard enabled user has to relevant NHS CRS applications.

When an ESR Position is linked to an access control position in CIS each person assigned to that ESR Position inherits the access rights defined by the access control position. This assumes that the person record is also linked to NHS CRS via a UUID.

OH Requirements

A position can also be identified as 'Eligible for OH processing' and 'Exposure Prone Procedure' for Occupational Health purposes. Entering this data enables immunisations and checks data to be transferred securely as part of the Inter Authority Transfer (IAT) process and also enables gap reporting by comparing the position requirements against the attributes held by the assigned individuals.
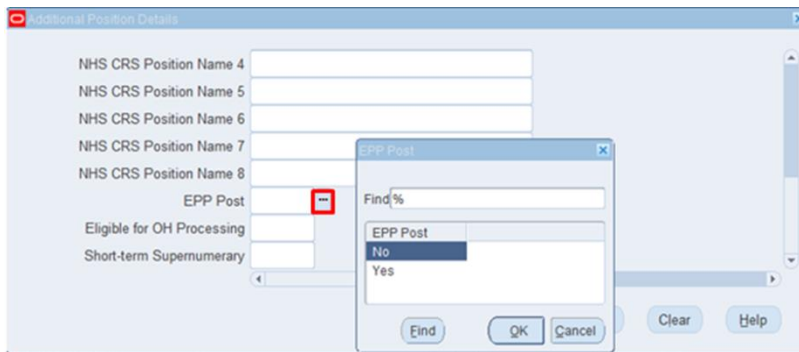
Valid Grades

To enter a Valid Grade for a Position click on the icon next to the Grade field in the Hiring Information Tab.
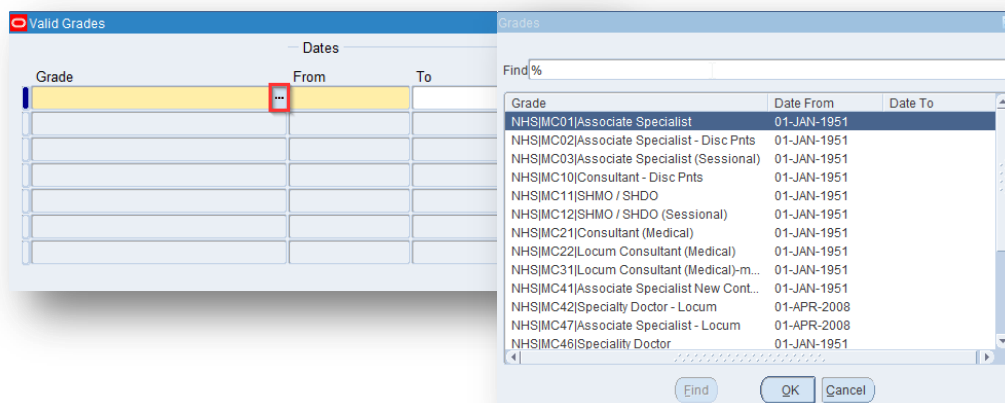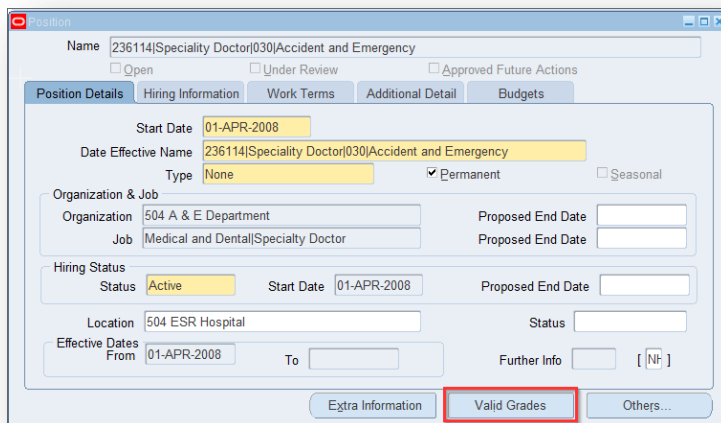
Select the relevant Grade and click ok.

For Doctors in Training it is possible to add more than one grade to a Position by clicking on the next row in the valid grades table.

Establishment

Click the Hiring tab to enter an Establishment against the Position. Entering a total FTE to be used as a funded/budgeted value for the position will enable establishment control by providing reporting details of the Funded versus the Actual FTE values.

If you are utilising establishment control and 'Bucket Posts', best practice is to set up your positions with the type of Shared.

Where Positions have been Deleted or Eliminated the Establishment Headcount and FTE are excluded from any BI establishment reports by default. If they are Frozen the Headcount and FTE are included however there is a prompt for status in these reports so this can be excluded it you wish.

Workstructures

Payroll

Select the required Payroll and click OK.

If you are not paying the employee's salary or expenses via the Payroll you do not need to complete this step.

Care Groups

The Care Group classification enables workforce planning from the Care Group perspective. It can also help to deliver patient-centred care by designing services around the patient journey that can cut across many staff groups. Other benefits include identifying shortages within a Care Group.

Deanery Position Number

To enter Medical and Dental Post Details click on Extra Information in the Position form.

Click into the Medical and Dental Post field and then the Details field and the Extra Position form will open.
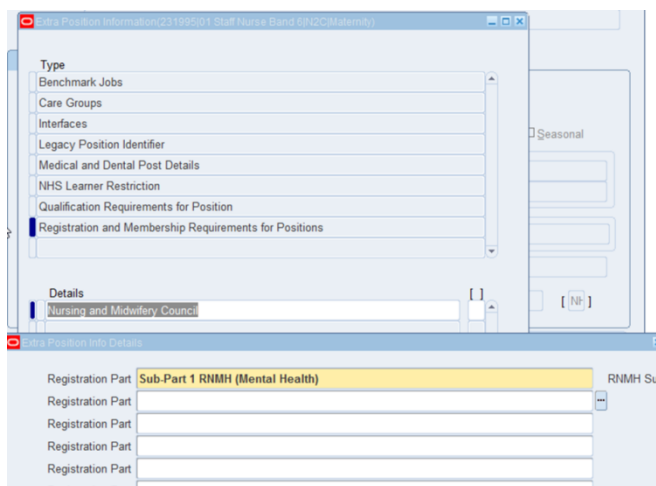
Complete the relevant field and click OK.

Organisations are encouraged to use the Streamlined Deanery interface to eliminate duplicate data entry and ensure that up to date information is recorded and shared with the Deanery. The Deanery Post Number is used as an identifier for matching records.

In most circumstances it is good practice to allow more than one person to be assigned to a position. However, Doctors in Training must each be assigned to a separate Position as the Deanery Post Number identifies an individual in a particular training placement. It is not possible to enter multiple Deanery Post Numbers against a single position.

Enter Registration and Membership Requirements for a Position

If the Position has a requirement for a particular Professional Registration this can also be recorded.

Bank Positions

Bank Positions should be set up in the same way as substantive positions with the exception of entering Establishment information.

End a Position

To end date a Position retrieve the required Position.

Enter the Position End Date in the Proposed End Date field.

Enter the Proposed End Date and click on the icon next to the Hiring Status field.

Change the Status to Eliminated or Frozen rather than deleting them. This will ensure that historic reporting is possible. If the Position has been set up in error it can be deleted. A Position can only be deleted before its start date and cannot be

reactivated once it has been deleted. A Position cannot be Eliminated if there are Employees or Applicants still attached to it.

ESR BI Dashboards

The BI Dashboards below can be used to help with data quality and the maintenance of Workstructures:

- Position Analysis Dashboard
- Workforce Information Verifier Dashboard

Further Information

Further information can be found in the ESR User Manual. Click here.