

Workstructures

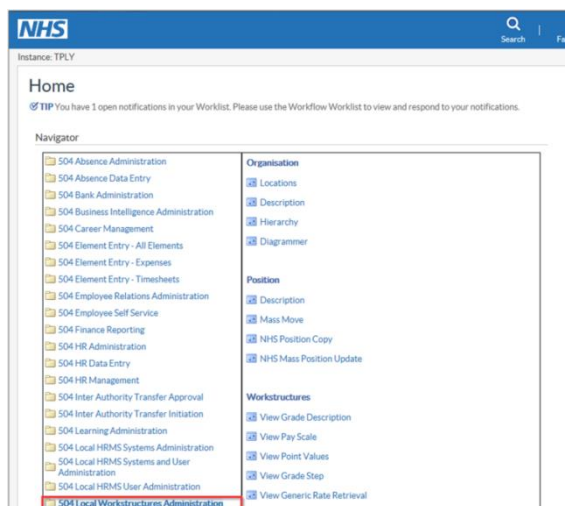
Introduction

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)

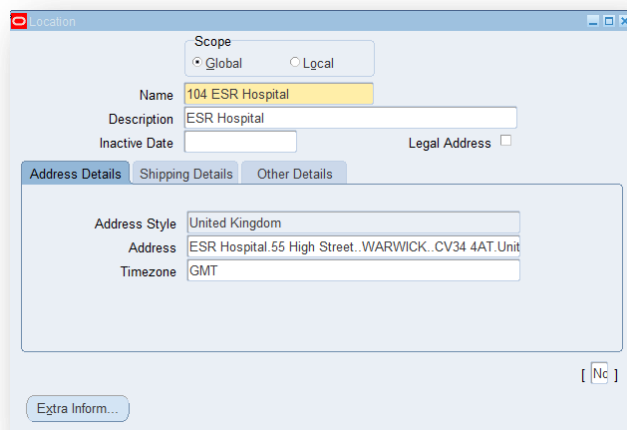
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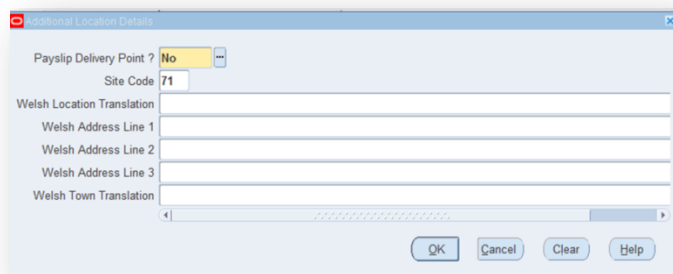
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Leave Global checked and enter the Location name.



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.

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End Dating Locations



The screenshot shows a web form for editing a location. The 'Name' field is '104 ESR Hospital' and the 'Description' is 'ESR Hospital'. The 'Inactive Date' field is highlighted with a red border, indicating it is the focus of the 'End Dating Locations' section. Other fields include 'Address Style' (United Kingdom), 'Address' (ESR Hospital, 55 High Street, WARWICK, CV34 4AT, Unit), and 'Timezone' (GMT). There are tabs for 'Address Details', 'Shipping Details', and 'Other Details'. A 'Legal Address' checkbox is also present. At the bottom, there is an 'Extra Inform...' button and a '[Nc]' indicator.

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.

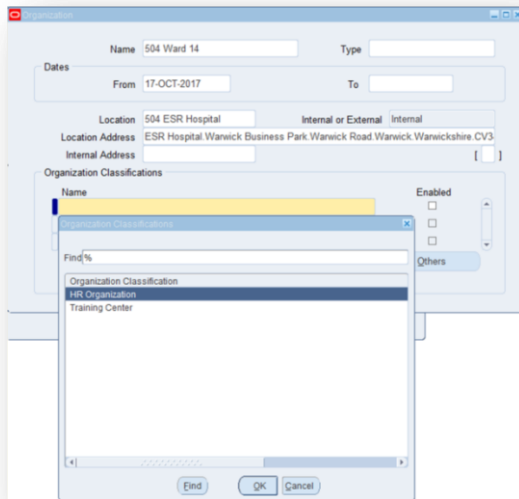
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Organisation Classification



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

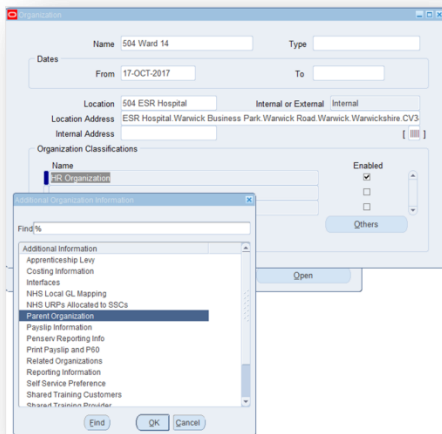
The name must be prefixed with the unique 3 digit VPD and local procedures should be adopted for naming conventions. This is a free text field and limited to 60 characters.

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

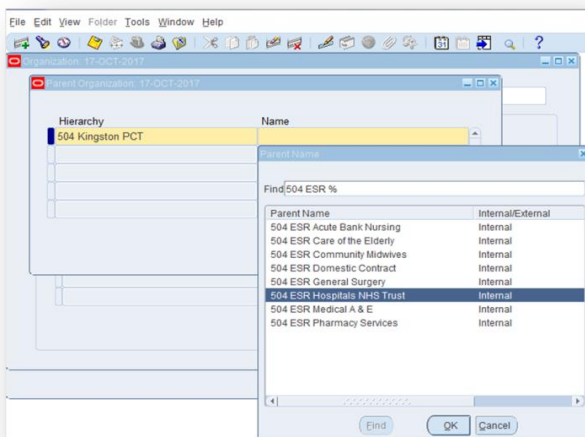
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Parent Organisations



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.



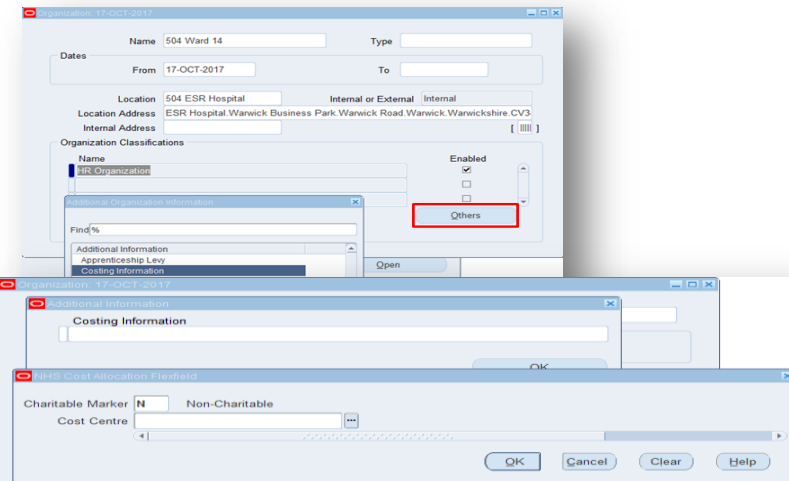
Cost Centres

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

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the costs for a particular assignment need to be proportioned across two or more cost centres.

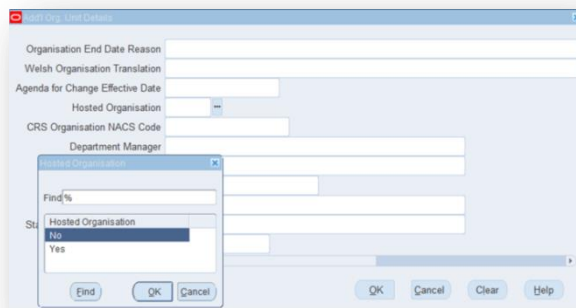


The screenshot shows three overlapping windows from the NHS ESR system. The top window, titled 'Organization: 17-OCT-2017', displays details for '504 Ward 14' with fields for dates, location, and organization classifications. A red box highlights the 'Others' checkbox in the 'Enabled' column. The middle window, 'Additional Information', shows 'Costing Information' fields. The bottom window, 'NHS Cost Allocation Field', features a 'Charitable Marker' dropdown set to 'N' (Non-Charitable) and a 'Cost Centre' dropdown menu.

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.



The screenshot shows the 'Hosted Org: User Details' window. It contains fields for 'Organisation End Date Reason', 'Welsh Organisation Translation', 'Agenda for Change Effective Date', 'Hosted Organisation', 'CRS Organisation NACS Code', and 'Department Manager'. A smaller 'Hosted Organisation' dialog box is open, showing a 'Find%' field and a 'Hosted Organisation' dropdown menu with 'No' selected.

Widowers

A separate Organisation should be set up for Widowers to ensure:

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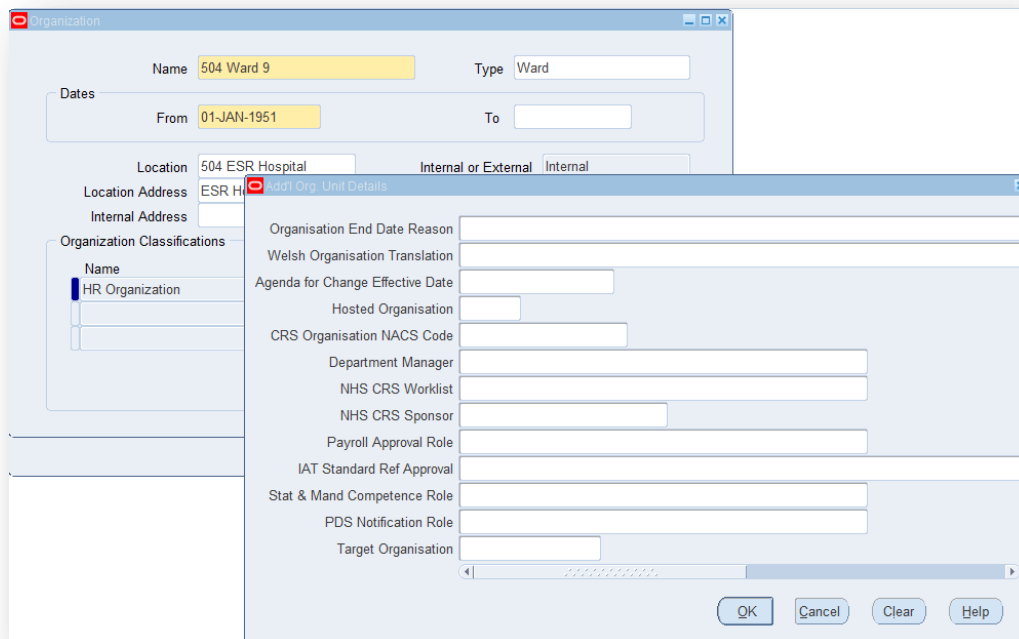
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- They can receive payments through the payroll.
- They can be excluded from any organisational reports.

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.



The screenshot displays the 'Organization' form in the ESR system. The main form includes fields for Name (504 Ward 9), Type (Ward), Dates (From 01-JAN-1951), Location (504 ESR Hospital), and Internal Address (ESR H). A secondary window titled 'Add Org. Unit Details' is overlaid, showing fields for Organisation End Date Reason, Welsh Organisation Translation, Agenda for Change Effective Date, Hosted Organisation, CRS Organisation NACS Code, Department Manager, NHS CRS Worklist, NHS CRS Sponsor, Payroll Approval Role, IAT Standard Ref Approval, Stat & Mand Competence Role, PDS Notification Role, and Target Organisation. The 'Add Org. Unit Details' window also has OK, Cancel, Clear, and Help buttons.

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

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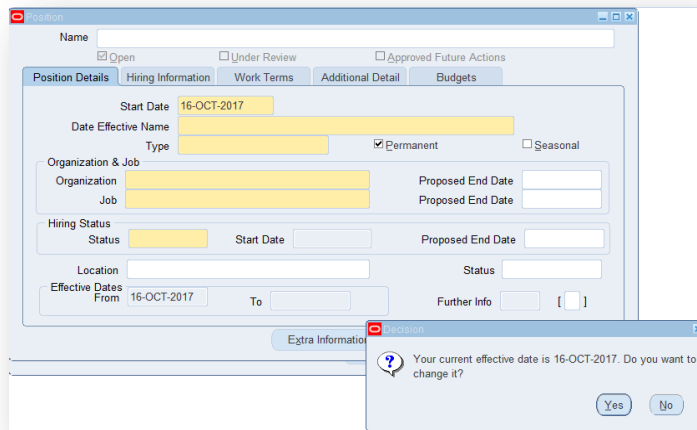
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Organisations are advised that best practice is to adopt a one to many relationship for most positions as this makes system maintenance easier, with the exception of Doctors in Training.

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

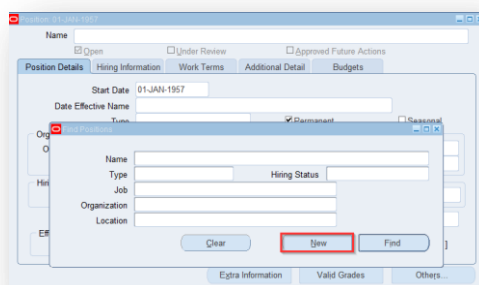
Naming Conventions

The Position name is a 60 character free text field.



The screenshot shows the 'Position' form with the 'Position Details' tab selected. The 'Start Date' is set to 16-OCT-2017. A 'Decision' dialog box is open, asking: 'Your current effective date is 16-OCT-2017. Do you want to change it?' with 'Yes' and 'No' buttons.

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



The screenshot shows the 'Position' form with the 'Position Details' tab selected. The 'Start Date' is set to 01-JAN-1957. The 'New' button is highlighted with a red box.

Click New to open the Position Form.

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The screenshot shows the 'Position Details' tab of the NHS ESR system. The 'Date Effective Name' field is highlighted in yellow. Other fields include 'Start Date' (01-JAN-1951), 'Type' (Permanent), 'Organization & Job', 'Hiring Status', 'Location', and 'Effective Dates'.

Click in the Date Effective Name Field.

The screenshot shows the 'NHS Position Flexfield' dialog box open over the 'Date Effective Name' field. The 'Position Number' field is populated with '246787'. Other fields include 'Position Title', 'Occupation Code', and 'Area of Work'. Buttons for 'OK', 'Cancel', 'Clear', and 'Help' are visible at the bottom.

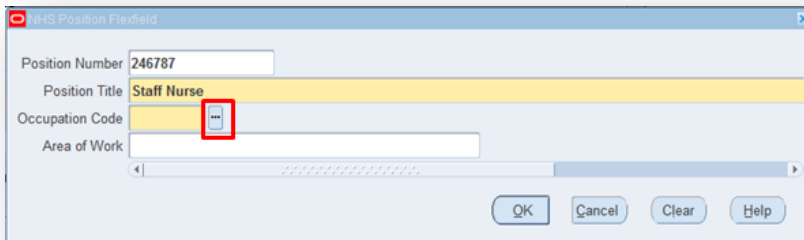
The NHS Position Flexfield will open with the New Position Number already populated. Click in the Position field and enter the required title.

Occupation Code, Area of Work and Job Role

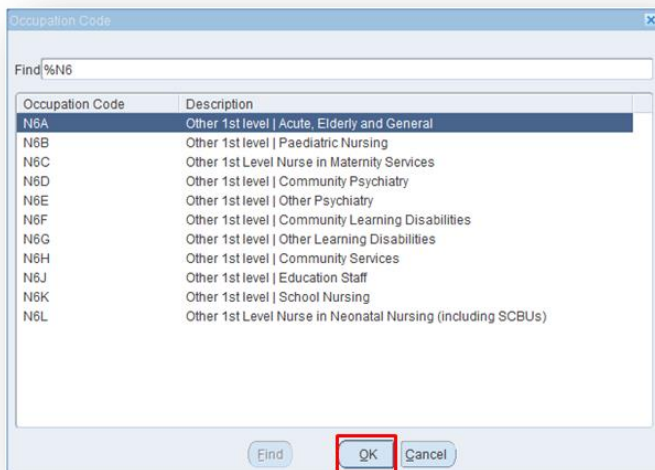
Occupation Code, Area of Work and Job Role (with its associated Staff Group) are key fields that are used within many ESR and Data Warehouse reports as both outputs and as selection parameters. It is crucial therefore that the relevant user guides are referred to when allocating these values. These guides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

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Occupation Code



Click the icon next to the Occupation Code Field.



Occupation Code	Description
N6A	Other 1st level Acute, Elderly and General
N6B	Other 1st level Paediatric Nursing
N6C	Other 1st Level Nurse in Maternity Services
N6D	Other 1st level Community Psychiatry
N6E	Other 1st level Other Psychiatry
N6F	Other 1st level Community Learning Disabilities
N6G	Other 1st level Other Learning Disabilities
N6H	Other 1st level Community Services
N6J	Other 1st level Education Staff
N6K	Other 1st level School Nursing
N6L	Other 1st Level Nurse in Neonatal Nursing (including SCBUs)

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](#).

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The screenshot shows the 'NHS Position Flexfield' form. The 'Area of Work' field is set to 'Accident and Emergency'. A dropdown menu is open, showing a list of areas of work with their descriptions. The list includes:

Area of Work	Description
Accident and Emergency	
Acute Internal Medicine	
Acute Medicine	
Additional Dental Specialties	
Administration	
Allergy	
Ambulance Services	
Anaesthetics	
Anatomical Pathology	
Angiography	
Art Therapy	
Art/Music/Drama Therapy	
Audio Vestibular Medicine	
Audiological Science	
Audit	

Job Role

The screenshot shows the 'Position: 01-JAN-1951' form. The 'Job' field is set to '504 Ward 1'. A dropdown menu is open, showing a list of job roles. The list includes:

Job Name
Additional Clinical Services Nursery Nurse
Nursing and Midwifery Registered Community Nurse
Nursing and Midwifery Registered Enrolled Nurse
Nursing and Midwifery Registered Extended Role Practice Nurse
Nursing and Midwifery Registered Nurse Consultant
Nursing and Midwifery Registered Nurse Manager
Nursing and Midwifery Registered Practice Nurse
Nursing and Midwifery Registered Practice Nurse Dispenser
Nursing and Midwifery Registered Practice Nurse Partner
Nursing and Midwifery Registered Practice Research Nurse
Nursing and Midwifery Registered Sister/Charge Nurse
Nursing and Midwifery Registered Specialist Nurse Practitioner
Nursing and Midwifery Registered Staff Nurse

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.

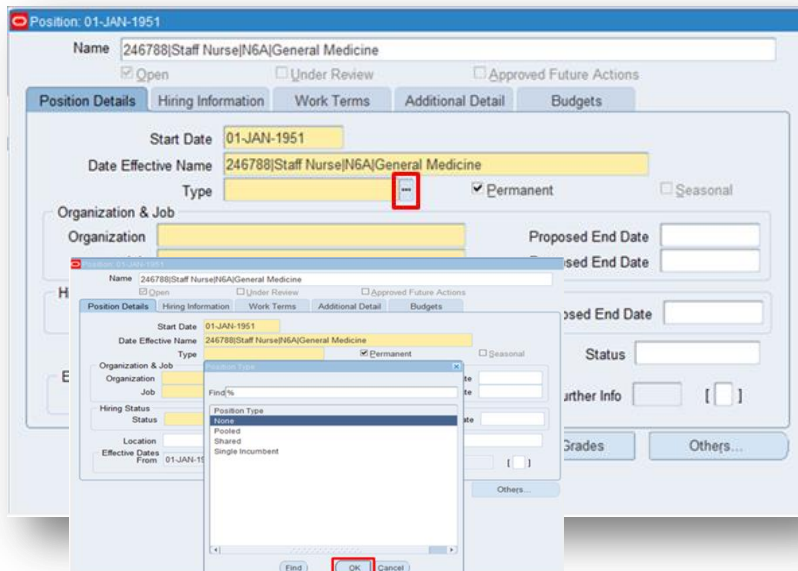
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Position Type



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.

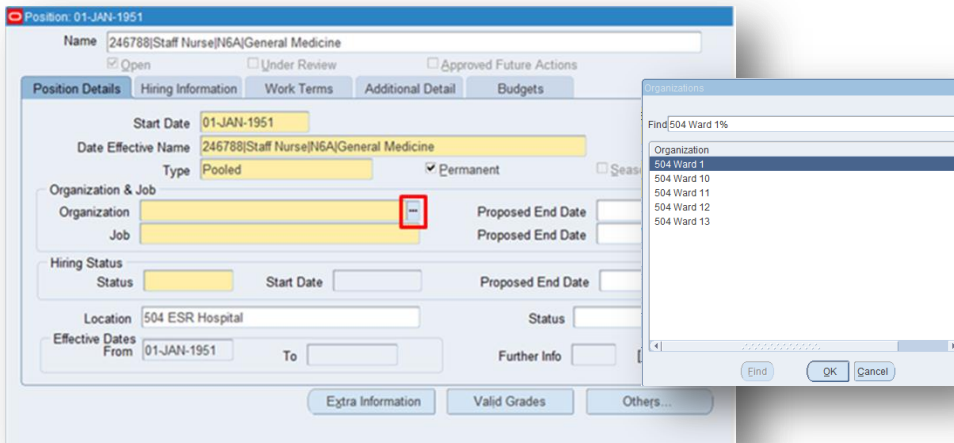
Shared – allows multiple position holders up to the value of the FTE field.

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.

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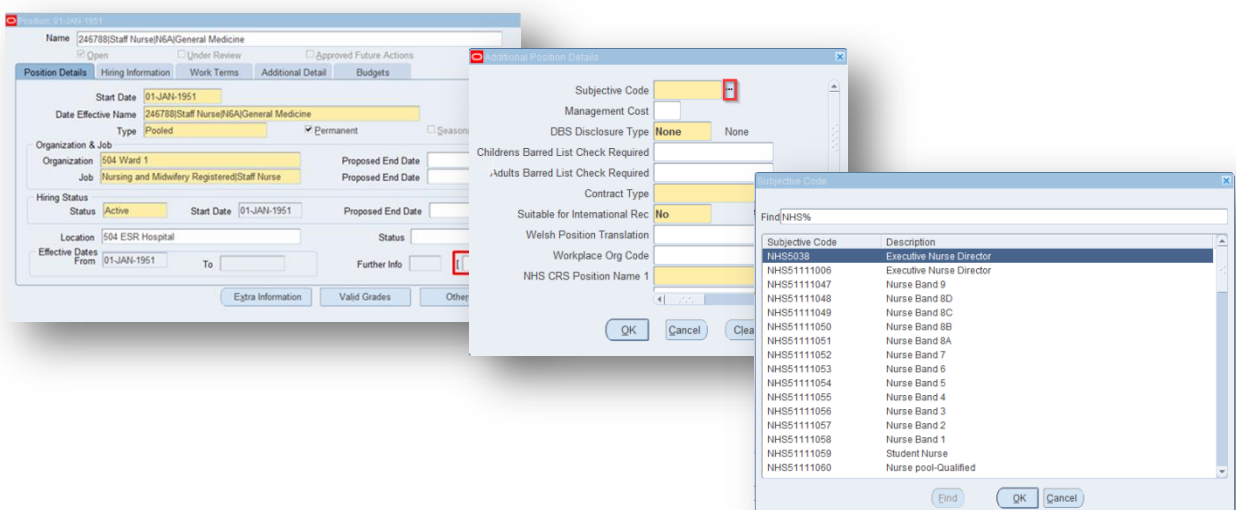
Organisation



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.



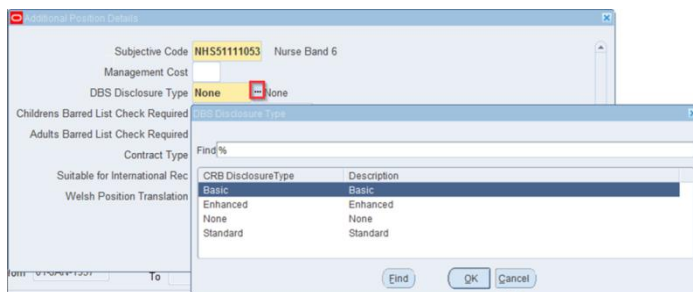
Click in the DFF on the Position form and select the correct subjective code for the Position.

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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.

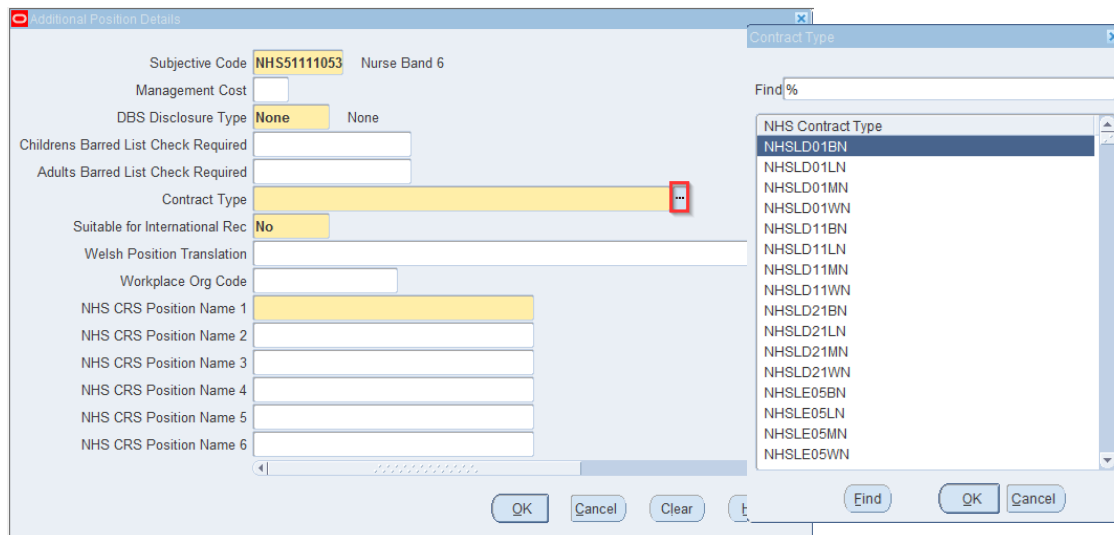


The screenshot shows the 'Additional Position Details' form with the 'DBS Disclosure Type' dropdown menu open. The dropdown menu lists the following options:

CRB DisclosureType	Description
BASIC	BASIC
Enhanced	Enhanced
None	None
Standard	Standard

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.



The screenshot shows the 'Additional Position Details' form with the 'Contract Type' dropdown menu open. The dropdown menu lists the following options:

NHS Contract Type
NHSLD01BN
NHSLD01LN
NHSLD01MN
NHSLD01WN
NHSLD11BN
NHSLD11LN
NHSLD11MN
NHSLD11WN
NHSLD21BN
NHSLD21LN
NHSLD21MN
NHSLD21WN
NHSLE05BN
NHSLE05LN
NHSLE05MN
NHSLE05WN

Select the correct Contract Type and click ok.

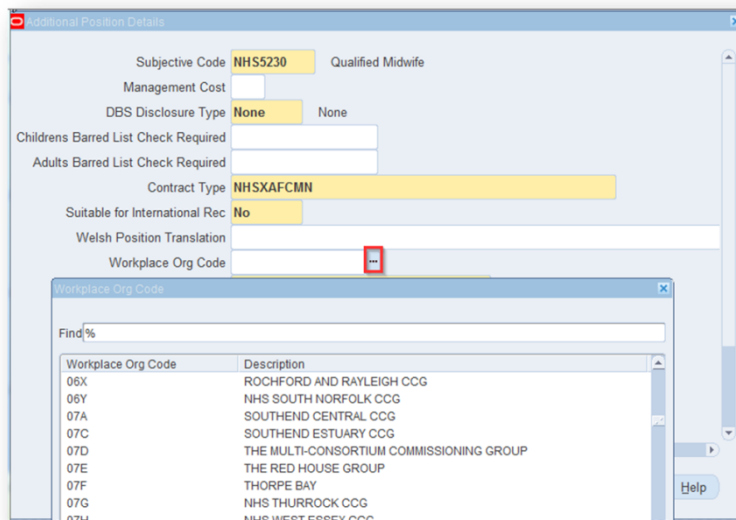
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Workplace Org Code



Additional Position Details

Subjective Code: **NHS5230** Qualified Midwife

Management Cost:

DBS Disclosure Type: **None** None

Childrens Barred List Check Required:

Adults Barred List Check Required:

Contract Type: **NHSXAFCMN**

Suitable for International Rec: **No**

Welsh Position Translation:

Workplace Org Code: **...**

Workplace Org Code

Find%

Workplace Org Code	Description
06X	ROCHFORD AND RAYLEIGH CCG
06Y	NHS SOUTH NORFOLK CCG
07A	SOUTHEND CENTRAL CCG
07C	SOUTHEND ESTUARY CCG
07D	THE MULTI-CONSORTIUM COMMISSIONING GROUP
07E	THE RED HOUSE GROUP
07F	THORPE BAY
07G	NHS THURROCK CCG
07H	NHS WEST ESSEX CCG

Help

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

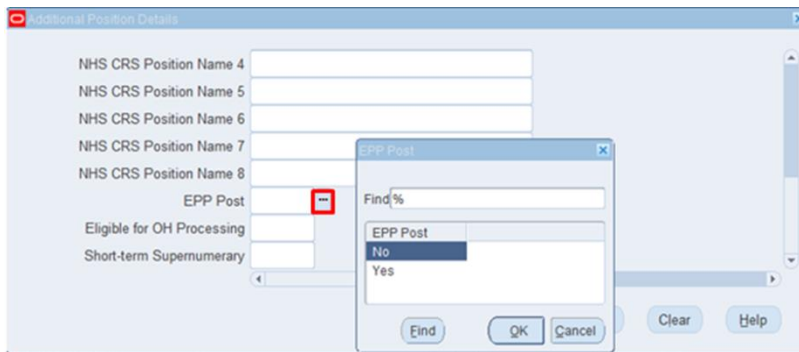
CIS access controls the access that each smartcard enabled user has to relevant NHS CRS applications.

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

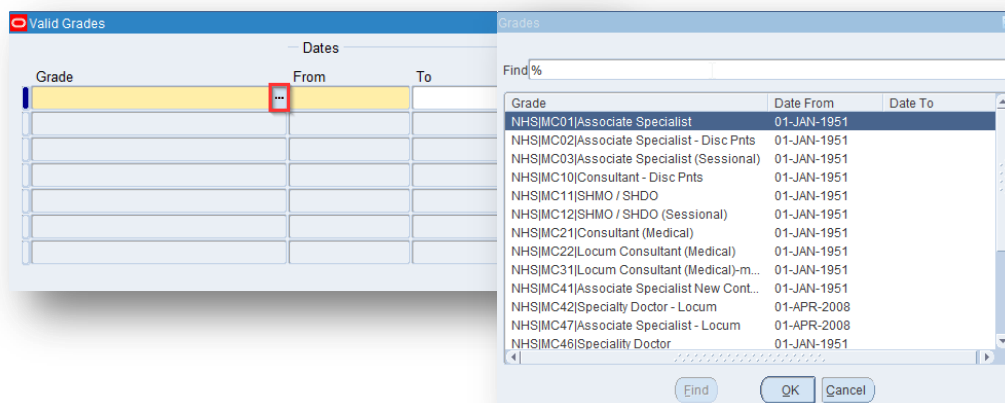
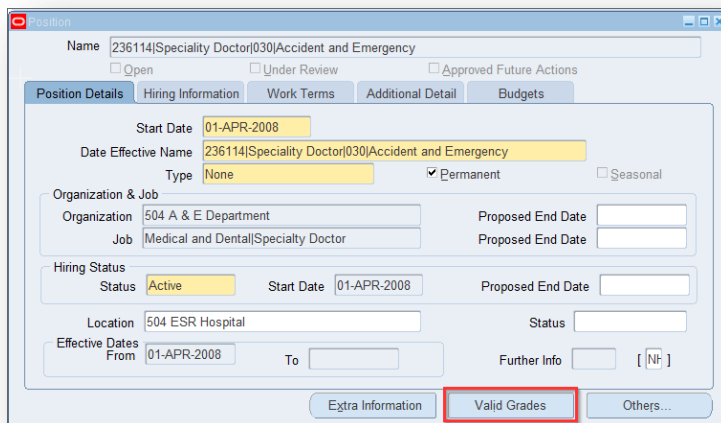
A position can also be identified as 'Eligible for OH processing' and 'Exposure Prone Procedure' for Occupational Health purposes. Entering this data enables immunisations and checks data to be transferred securely as part of the Inter Authority Transfer (IAT) process and also enables gap reporting by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

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Valid Grades

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



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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.

Grade	From	To
NHS MC46 Speciality Doctor	01-APR-2008	

Establishment

Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Open Under Review Approved Future Actions

Position Details | **Hiring Information** | Work Terms | Additional Detail | Budgets

FTE: 1 | Headcount: 1 | Bargaining Unit: | Permitted Recruiting

Earliest Hire Date: | Fill by Date: |

Proposed Entry Salary

Payroll: 504 MonthlyT01 | Salary Basis: |

Grade: NHS|XR06|Review Bod | Step: | Grade/Scale Rate: |

Value: | Grade Rate Range: |

Probation

Duration: | Duration Unit: |

Overlap

Duration: | Duration Unit: |

Proposed Layoff

FTE: |

Date: |

Extra Information | Valid Grades | Others...

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 if you wish.

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Payroll

Select the required Payroll and click OK.

The screenshot shows the 'Position: 01-JAN-1957' form. The 'Hiring Information' tab is active. A 'Payroll Frequency' dialog box is open, displaying a list of payroll options: '504 MonthlyT14', '504 MonthlyT00', '504 MonthlyT01', '504 MonthlyT02', and '504 MonthlyT03'. The '504 MonthlyT14' option is selected and highlighted. The 'Payroll' field in the main form is highlighted with a red box.

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.

The screenshot shows the 'Position: 236111|Speciality Registrar|091|Anaesthetics' form. The 'Extra Information' tab is active. The 'Medical and Dental Post Details' section is visible, with the 'Extra Information' button highlighted in red. The 'Date Effective Name' field is highlighted in yellow.

The screenshot shows the 'Medical and Dental Post Details' dialog box. The 'Legacy Position Identifier' field is highlighted in blue. The 'Details' section is visible, with the 'Deanery Post Number' field highlighted in red.

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

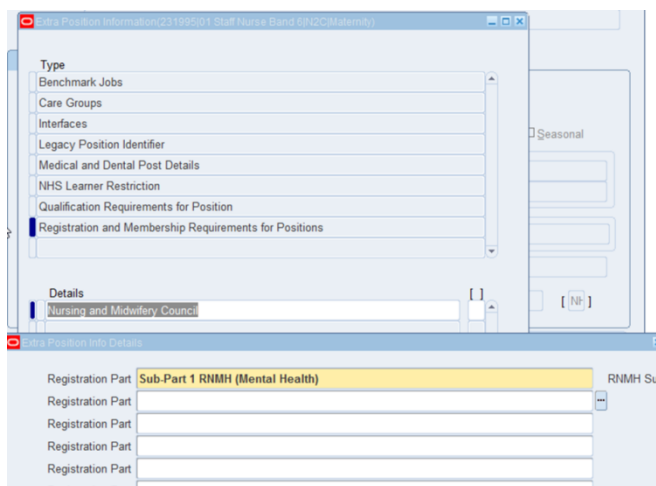
Complete the relevant field and click OK.

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.



The screenshot shows two overlapping windows. The top window is titled 'Extra Position Information(23199501 Staff Nurse Band 5P42CMalemb)' and has a list of tabs on the left: Type, Benchmark Jobs, Care Groups, Interfaces, Legacy Position Identifier, Medical and Dental Post Details, NHS Learner Restriction, Qualification Requirements for Position, and Registration and Membership Requirements for Positions. The 'Registration and Membership Requirements for Positions' tab is selected. The bottom window is titled 'Extra Position Info Details' and shows a table with columns for 'Registration Part' and 'RNMH Su'. The first row is highlighted in yellow and contains the text 'Sub-Part 1 RNMH (Mental Health)'.

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.

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Position Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Start Date: 01-JAN-2008

Date Effective Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Type: None Permanent Seasonal

Organization & Job

Organization: 104 Midwifery Team

Job: Nursing and Midwifery Registered|Staff Nurse

Hiring Status

Status: Active Start Date: 01-JAN-2008 Proposed End Date: [Red Box]

Location: 104 ESR Hospital

Effective Dates From: 01-JAN-2008 To: [] Further Info: [NF]

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

Position Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Start Date: 01-JAN-2008

Date Effective Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Type: None Permanent Seasonal

Organization & Job

Organization: 104 Midwifery Team

Job: Nursing and Midwifery Registered|Staff Nurse

Hiring Status

Status: Active Start Date: 01-JAN-2008 Proposed End Date: 31-DEC-2017

Location: 104 ESR Hospital

Effective Dates From: 01-JAN-2008 To: [] Further Info: [NF]

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

Position Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Start Date: 01-JAN-2008

Date Effective Name: 231995|01 Staff Nurse Band 6|N2C|Maternity

Type: None Permanent Seasonal

Organization & Job

Organization: 104 Midwifery Team

Job: Nursing and Midwifery Registered|Staff Nurse

Hiring Status

Status: Frozen Start Date: 01-JAN-2008 Proposed End Date: 31-DEC-2017

Location: 104 ESR Hospital

Effective Dates From: [] To: [] Further Info: [NF]

Availability Status dialog box:

- Active
- Eliminated
- Frozen
- Proposed

Buttons: End, OK, Cancel

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

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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](#).