February 2020

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)

February 2020 It's your **ESR**

Workstructures

Leave Global checked and enter the Location name.

	Scope ● Global ○ Local					
Nam	e 104 ESR Hospital					
Descriptio	n ESR Hospital					
Inactive Dat	e	Legal Address				
Address Details Ship	ping Details Other Details					
Address Sty	le United Kingdom					
Addres	s ESR Hospital.55 High Stree	ESR Hospital.55 High StreetWARWICKCV34 4AT.Unit				
Timezor	e GMT					
			[No]			
Extra Inform						

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

Payslip Delivery Point ?	No
Site Code	71
elsh Location Translation	
Welsh Address Line 1	
Welsh Address Line 2	
Welsh Address Line 3	
Welsh Town Translation	
	QK Cancel Clear Help

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.

February 2020 It's your **ESR**

Workstructures

End Dating Locations

	Scope • Global CLocal		
Name	104 ESR Hospital		
Description	ESR Hospital		
Inactive Date		Legal Address	
ddress Details Shippin	o Details Other Details		
Address Style	United Kingdom		
Address	ESR Hospital.55 High Street		
Timezone	GMT		
			r Nc 1
Extra Inform			
			_

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.

February 2020 It's your **ESR**

Workstructures



Name	504 Ward 14	Type		
Dates				
From	17-OCT-2017	То		
Location	504 ESR Hospital	Internal or External	Internal	
Location Address	ESR Hospital. Warwick Bu	siness Park.Warwick Road.W	/arwick.Warwickshir	re.CV3
Internal Address				[]]
Organization Classific	ations			
Name			Enabled	
				
Organization Class	fications		×	
				*
Find %			Qthers	
Organization Cla	ssification			
HR Organization				
Training Center				
			F	
Cel.				
24				

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.

February 2020

Workstructures



Name	504 Ward 14		Туре		
Dates					
From	17-OCT-2017		То		
Location	504 ESR Hospital	In	ernal or External	Internal	
Location Address	ESR Hospital Warwick Bu	siness Park	Warwick Road W	arwick Warwicks	hire.CV3
Internal Address					1 1 1
Organization Classifics	ations				
HR Organization	ation	×			Â
ional organization inform	3000	~			
494				Qthers	
a(10					
ditional Information		<u> </u>			
Apprenticeship Levy					
nterfaces			Qpen		
VHS Local GL Mapping		2			
VHS URPs Allocated to SS	Cs	2			
Parent Organization		12			
Penserv Reporting Info					
Print Payslip and P60					
Related Organizations					
Self Service Preference					
Shared Training Customer	5				
Chorad Training Provider		<u> </u>			
Find	OK Cancel				

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.

nization: 17-0CT-2017		
Parenter ganazioni i regenece m		
Hierarchy	Name	
504 Kingston PCT		<u> </u>
	Parent Name	
	Find 504 ESR %	
	Parent Name	Internal/Externa
	504 ESR Acute Bank Nursing	Internal
	504 ESR Care of the Elderly	Internal
	504 ESR Community Midwives	Internal
	504 ESR Domestic Contract	Internal
	504 ESR General Surgery	Internal
	504 ESR Hospitals NHS Trust	Internal
	504 ESR Medical A & E	Internal
	504 ESR Pharmacy Services	Internal
	741	
	CM	
	Find	OK Cancel

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

February 2020 It's your **ESR**

Workstructures

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

Name	504 Ward 14	Type				
Dates	17-OCT-2017	To				
11011		10				
Location	504 ESR Hospital	Internal or External	Internal			
Location Address	ESR Hospital.Warwick Bus	iness Park.Warwick Road.W	arwick.Warwickshire	.CV3		
Internal Address				(IIII)		
Name	nons		Enabled			
HR Organization			Enabled	A		
ū						
Additional Organization	n Information	×		-		
			Qthers			
Find %						
Additional Information	n	<u> </u>				
Costing Information	y n	Qpen				
anization: 17-OCT-20	17					
Additional Informatic	in				×	1
Costing Informa	ation					
U						
					_	
NHS Cost Allocation FI	exfield		(OK		×
haritable Marker	Non-Charitable					
Cost Centre						
ৰ						Þ
			C	ок Са	ncel Clea	ar Help

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.

Organisation End Date Reason			
Agenda for Change Effective Date			
Hosted Organisation	-		
CRS Organisation NACS Code			
Department Manager			
Hosted Organisation	×		
Find			
- Hasted Organization			
No No			
Yes			Ð
			10000

Widowers

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

February 2020 It's your **ESR**

Workstructures

- 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.

Name	504 Ward	9		Туре	Ward					
Dates From	01-JAN-19	951		То						
Location	504 ESR I	Hospital	Interna	or Exte	nal Internal					
Location Address	ESR H	Add'l Org. Unit E	etails							
Internal Address										
Organization Classifica	ations	Organisation E Welsh Organis	ind Date Reason ation Translation							
HR Organization	Δ	Agenda for Chan Hos	ge Effective Date ted Organisation]					
		CRS Organisa	tion NACS Code							
		N	IS CRS Worklist						Ī	
		NH	IS CRS Sponsor							
		Payr IAT Stand	oll Approval Role			 				
		Stat & Mand C	ompetence Role]	
		PDS	Notification Role							
		Tai	get Organisation	4						Þ
							K	Cancel	Clear	Help

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

February 2020 It's your **ESR**

Workstructures

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.

Name								
⊠ <u>O</u> p	ben		Under Review		□Арр	roved Future Actions		
osition Details	Hiring Infor	mation	Work Terms	Additiona	l Detail	Budgets		
		40.007	0047					
	Start Date	16-001	-2017					
Date Effec	tive Name						_	
	Туре				Pern Pern	nanent	□ <u>S</u> easonal	
Organization &	Job							
Organization						Proposed End Date		
Job						Proposed End Date		
Hiring Status								
Status			Start Date			Proposed End Date	3	
Location						Status		
From	16-OCT-2	017	То			Further Info	[]	
			Ext	ra Informatio	🗢 Decis	sion		
					?	Your current effective change it?	date is 16-OCT-2017	. Do you want to
							(Ye	s No

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

	Qpen	Under Review	- App	roved Future Actions	
osition Details	Hiring Information	Work Terms	Additional Detail	Budgets	
	Start Date 01-JA	N-1957			
Date Eff	ective Name				
	Tunn		Pare	nanant	Second
Org 🖸 Find P	ositions				
0					
	Name				
Hiri	Type		Hiring Stat	us	
· · · ·	Job				
	Organization				
	Location				
		Clear		New	Find]
			in Information	Valid Condea	Othur
		C.81	rainformation	Valid Grades	Otne(s

Click New to open the Position Form.

February 2020

Workstructures

☑	pen	Under Review	_ Арр	roved Future Actions	
osition Details	Hiring Information	Work Terms	Additional Detail	Budgets	
	Start Date 01-JAN-	1951			
Date Effe	ctive Name				
	Type		✓ Perm	nanent	□ Seasonal
 Organization 8 	Job				
Organization				Proposed End Date	e
Job				Proposed End Date	e
Hiring Status					
Status	ş	Start Date		Proposed End Dat	te
Location				Status	
Effective Date	S 01 101 1051				
From	01-JAN-1951	To		Further Info	
		Estr	ra Information	Valid Grades	Others

Click in the Date Effective Name Field.

9	nen	Under Rev	ew	Annre	wed Future Actions			
Position Details	Hiring Informa	ation Work Ter	ns Additio	onal Detail	Budgets			
	Start Date 01	1-JAN-1951						
Date Effe	ctive Name							
	Туре			Perma	anent	□ <u>S</u> eason	al	
- Organization &	Job							
Organization	ONHS Pos	sition Flexfield						×
Job	Position	Number 246787						
Hiring Status	Positi	on Title						
Statu			-					
	Occupatio	in Code						
Location	Area o	of Work						
	5 -	•				1		Þ
Effective Date	' U							

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.

Workstructures



Occupation Code

USILION NUMBER	240707				
Position Title	Staff Nurse				
cupation Code					
Area of Work					
	(I)				Ð
		OK	Cancel	Clear	Help

Click the icon next to the Occupation Code Field.

Occupation Code	Description	
N6A	Other 1st level Acute, Elderly and General	
16B	Other 1st level Paediatric Nursing	
16C	Other 1st Level Nurse in Maternity Services	
16D	Other 1st level Community Psychiatry	
16E	Other 1st level Other Psychiatry	
16F	Other 1st level Community Learning Disabilities	
16G	Other 1st level Other Learning Disabilities	
16H	Other 1st level Community Services	
16J	Other 1st level Education Staff	
16K	Other 1st level School Nursing	
16L	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 <u>here.</u>

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 <u>here.</u>

February 2020

Workstructures

ON Position Number 248021 Position Title Staff Nurse Occupation Code N6A Other 1st level | Acute, Elderly and General -Area of Work Accident and Emergency 4 Find % Area of World Description Accident and Emergency iring Status Acute Internal Medicine Acute Medicine Status Active Start Date 01-JAN-1957 Propos Additional Dental Specialties Administration Location 504 ESR Hospital Alleray ffective Dates From 01-JAN-1957 Ambulance Services Anaesthetics То Fur Anatomical Pathology Angiography Art Therapy Extra Information Valid Gr Art/Music/Drama Therapy Audio Vestibular Medicine Audiological Science

Job Role

Name 2490	56 Staff Nurse N6A			Find %	
🗹 Qp	en 🗆 lj	Inder Review			
Position Details	Hiring Information	Work Terms	Additional [Job Name	A
Crganization & Crganization & Organization Job Hiring Status Status Location Effect we Dates From	Start Date 01.JAN-195 tive Name 249055[Sta Type Pooled Job 504 Ward 1 504 ESR Hospital 01.JAN-1951	1 ff Nurse(N6A) Start Date		Additional Clinical Services (Nursery Nurse Nursing and Midwifery Registered)Community Nurse Nursing and Midwifery Registered[Enclied 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 Nursing and Midwifery Registered]Practice Nurse Dispenser Nursing and Midwifery Registered]Practice Nurse Dather Nursing and Midwifery Registered]Stered[Shareton Surse Nursing and Midwifery Registered]Stered[Shareton Surse]	
					Ð
		(Estr	a Information	(Eind) (QK) (Cancel)	

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 <u>here.</u>

You will be returned to the Position Form.

Workstructures

February 2020

Position Type

T Vallin	e 2467	88 Staff Nu	urse N6A[C	Seneral Medicine				
	₽ Qp	en		Under Review		Approv	ed Future Actions	
sition D	etails	Hiring Info	ormation	Work Terms	Additional	Detail	Budgets	
		Start Data	01 101	1051				
	-	Start Date	01-02-04-	1351				
Date Effective Name		246788 5	8 Staff Nurse N6A General Medicine					
		Type			-	Perma	nent	Seasonal
Organiz	ation &	Job						
Orana	instian						Draman d End Date	
Organ	ization						Proposed End Date	
	CT: 05-JAN-19	681					sed End Date	÷
LL I	Name 246	788 Staff Nurse	N6A)General Me	dicine	and Fotors Astron			
H	Name 246	i788(Staff Nurse) (pen Hiring Informat	N6A)General Me	dicine eview DApp erms Additional Detail	roved Future Actions Budgets			
H	Name 246	788(Staff Nurse) (pen Hiring Informal Start Date 01	N6A/General Me	dicine eview DApp erms Additional Detail	roved Future Actions Budgets		sed End Dat	•
H	Name 246	788 Staff Nurse pen Hiring Informal Start Date 01 ctive Name 24	N6A)General Me Under R tion Work Tr JAN-1951 6788(Staff Nurse	dicine eview DApp erms Additional Detail [N6A]General Medicine	roved Future Actions Budgets		sed End Dat	•
H	Name 246	1788 Staff Nurse pen Hiring Informal Start Date 01 ctive Name 244 Type	N6A)General Me Under R Stion Work Tr JAN-1951 6788 Staff Nurse	dicine eview DApp erms Additional Detail M6A/General Medicine Seper	roved Future Actions Budgets nament	Seasonal	osed End Dat	•
H Posi	Name 246	788(Staff Nurse) pen Hiring Informa Start Date 01 ctive Name 24 Type & Job	N6A)General Me Under R tion Work Tr JAN-1951 6788)Staff Nurse	dicine eview Dapp erms Additional Detail NGA\General Medicine Ø Perr	noved Future Actions Budgets manent	Seasonal	osed End Dat	•
H Posi	Name 246 Date Effer Organization 8 Organization Job	i788(Staff Nurse) pen Hiring Informa Start Date 01. ctive Name 24/ Type & Job	NGA General Me Under R tion Work Tr JAN-1951 6788 Staff Nurse	dicine eview Dopp erms Additional Detail N6A/General Medicine Ø Perr	noved Future Actions Budgets	Geasonal le	sed End Dat Status	•
H Posi	Name 246	788(Staff Nurse) per Hiring Informat Start Date 01 Start Date 024 Type & Job	NSA/General Me Under R Under R JAN-1951 GR80/Staff Nurse	dicine eview D App erms Additional Detail N6A(General Medicine ® Berr	noved Future Actions Budgets	© Seasonal	ssed End Dat Status	•
H Posi	Name 246	5788(Staff Nurse) ppro Hiring Informat Start Date 01. cctive Name 24 Type & Job	N6A)General Me Under R tion Work Tr JAN-1951 6788(Staff Nurse Position Type None Pooled	dicine Copy entrem Additional Detail MGA/General Medicine St perr	nanent	Sessonal le le	ssed End Dat Status	•
E C	Name 246 246 246 246 246 246 246 246	7788(Staff Nurse) ppen Hiring Informat Start Date 01. cctive Name 24 Type & Job P P	NGA)General Me Under R Under R Work Tr JAN-1951 6788(Staff Nurse Position Type None Position Type None Shared	dicine Dago evens Additional Detail NGAVGeneral Medicine NGAVGeneral Medicine NGAVGeneral Medicine	Roved Future Actions Budgets manent	Sessonal le le	sed End Dat Status uther Info	e
H Posi	Name 246	1788(Staff Nurse) ipen Hiring Informa Start Date 124 Type 8 Job 9 Fi 10 11 JAN-11	NGA/General Me Under R tion Work Tr JAN-1951 6788/Staff Nurse 10/05 1996 Position Type North Position Type North Shared Shared Single Incumberd	dicine Dop www	eoved Future Actions Budgets	e e to	osed End Dat Status urther Info	e []] []] Others
H Posi	Name 246	1788(Staff Nurse) ipen Hiring Informa Start Date 01 Start Date 24 Type 8 Job 5 5 7 15 01 JAN-15	NGA/General Me Under R tion Work Tr JAN-1951 6788/Staff Nurse 18/05 1706 Position Type Note Position Type Note Shared Shared Single Incumbent	deine ontere Dopo mis Additional Detail NEA/General Medicine IVEA/General Medicine	eoved Future Actions Budgets	C Seasonal le le te	ssed End Dat Status arther Info	e []]
H Post	Name 246	Hiring Informat Hiring Informat Start Date 01 ctive Name 24 Db k Job s 5 n 01-JAN-11	NGA/General Me Under R tion Work Tr JAN-1951 6780(Staff Nurse recon Type Bottle Shared Shared Single Incumbent	deine enterni Dage MAAGeneral Medicine MAAGeneral Medicine Kierri	eoved Future Actions Budgets	Cothers	ssed End Dat Status arther Info	e IIII

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

RO	pen		Under Review	- App	roved Future Actions			- 10 C		
osition Details	Hiring Info	rmation	Work Terms	Additional Detail	Budgets		Organizations			×
	Start Date	01-JAN-1	1951				Find 504 Ward 1%			
Date Effec	tive Name Type	246788 S Pooled	Staff Nurse N6A G	eneral Medicine	manent	□ Seas	Organization 504 Ward 1 504 Ward 10			
Organization & Organization Job	Job			-	Proposed End Date Proposed End Date	•	504 Ward 11 504 Ward 12 504 Ward 13			
Hiring Status Status			Start Date		Proposed End Dat	e				
Location	504 ESR	Hospital			Status					
Effective Dates From	01-JAN-1	951	То		Further Info		<u>د</u>	Eind	QK Cancel	Þ
			Est	ra Information	Valid Grades	Oth	iers			

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.

P.One	Statt NurseinioAlG	I Indar Residen	BI	Innoval Future Actions	1	Detelle				5		
tion Details	firing Information	Work Terms	Additional Det	al Budgets		Additional Position Details				<u>~</u>		
Sta	art Date 01-JAN-1	151				Subjective Code						
Date Effective	e Name 246788(S	aff NursejN6A/G	eneral Medicine			Management Cost						
	Type Pooled		₩e	ermanent	Season	DBS Disclosure Type	None	None				
rganization & Jo	ıb					Childrens Barred List Check Required			- 8			
Organization 5	i04 Ward 1			Proposed End Date		Ndulta Remod Lint Chaols Remained			_			
Job N	lursing and Midwife	y Registered Sta	aff Nurse	Proposed End Date		Adults Darred List Check Required						
iring Status					_	Contract Type						
Status	Active	Start Date 01	JAN-1951	Proposed End Date		Suitable for International Rec	No	1	Find NHS%			
Location 5	504 ESR Hospital			Status		Welsh Position Translation				December 201		
fective Dates						Workplace Org Code		_	Subjective Code	Executive Nurse Direct	tor	
From [0	01-JAN-1951	To		Further Info	E			_	NHS51111006	Executive Nurse Direc	tor	
						NHS CRS Position Name 1			NHS51111047	Nurse Band 9		
		Egtr	ra Information	Valid Grades	Other		(4) 355		NHS51111048	Nurse Band 8D		
									NHS51111049	Nurse Band 8C		
						(<u></u> <u>o</u> k	Cancel	Clea	NHS51111050	Nurse Band 8B		
									NHS51111052	Nurse Band 7		
									NHS51111053	Nurse Band 6		
									NHS51111054	Nurse Band 5		
									NHS51111055	Nurse Band 4		
									NHS51111056	Nurse Band 3		
									NHS51111057	Nurse Band 2		
									NHS51111058	Nurse Band 1		
								1	NHS51111059	Student Nurse		
									1111000	Nurse pool-Qualified		

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

February 2020 It's your **ESR**

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.

Additional Position Details				×	
Subjective Code Management Cost DBS Disclosure Type	NHS51111053 Nurse Bar	nd 6			
Childrens Barred List Check Required	DBS Disclosure Type			i stila	
Adults Barred List Check Required					
Contract Type	Find %				
Suitable for International Rec	CRB DisclosureType	Description			
Welsh Position Translation	Basic Enhanced None Standard	Basic Enhanced None Standard			
Iom 010001357 To		Eind	QK Qancel		

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.

Additional Position Details		X
		Contract Type 🛛 🗙
Subjective Code	NHS51111053 Nurse Band 6	
Management Cost		Find %
DBS Disclosure Type	None None	NHS Contract Type
Childrens Barred List Check Required		NHSLD01BN
Adults Barred List Check Required		NHSLD01LN
Contract Type		NHSLD01MN
Suitable for International Rec	No	NHSLD11BN
Welsh Position Translation		NHSLD11LN
Workplace Org Code		NHSLD11MN
NHS CRS Position Name 1		NHSLD21BN
NHS CRS Position Name 2		NHSLD21LN
NHS CRS Position Name 3		NHSLD21MN
NHS CRS Position Name 4		NHSLE05BN
NHS CRS Position Name 5		NHSLE05LN
NHS CRS Position Name 6		NHSLE05MN
		NHSLEUSWN
	QK <u>Cancel</u> <u>Clear</u>	(Eind) QK Cancel

Select the correct Contract Type and click ok.

February 2020 It's your **ESR**

Workstructures

Workplace Org Code

Additional Position Details		×
Subjective Code	NHS5230 Qualified Midwife	A
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 Ord Code	Description	
06X	BOCHEORD AND RAYLEIGH CCG	
06Y	NHS SOUTH NORFOLK CCG	
07A	SOUTHEND CENTRAL CCG	
07C	SOUTHEND ESTUARY CCG	
07D	THE MULTI-CONSORTIUM COMMISSIONING GROUP	Þ
07E	THE RED HOUSE GROUP	_
07F	THORPE BAY	lp
07G	NHS THURROCK CCG	_
074		

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.

February 2020

Workstructures

NHS CRS Position Name 4				
NHS CRS Position Name 5				
NHS CRS Position Name 6				
NHS CRS Position Name 7		EPP Post	×	6
NHS CRS Position Name 8				
EPP Post		Find%		
Eligible for OH Processing		EPP Post		
Short-term Supernumerary		No		
0	(Yes		

Valid Grades

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

Name 23	5114 Special	ty Doctor	030 Accident and	d Emergency			
	<u>D</u> pen		Under Review		Appro	wed Future Actions	
osition Details	Hiring Info	rmation	Work Terms	Additional De	tail	Budgets	
	Start Date	01-APR-	2008				
Date Effe	ective Name	236114	Speciality Doctor	030 Accident and	l Emei	rgency	
	Туре	None			Perma	anent	Seasonal
Organization	& Job						
Organization	n 504 A & E	E Departm	ient			Proposed End Date	•
Jol	Medical a	nd Dental	Specialty Doctor		Proposed End Date		
Hiring Status			-				
Statu	s Active		Start Date 0	1-APR-2008		Proposed End Date	•
Locatio	n 504 ESR	Hospital				Status	
Effective Date	n 01-APR-2	2008	То			Further Info	[]
			Ext	tra Information		Valid Grades	Others

Valid Grades			Grades			×
	Dates					
Grade	From	То	Find %			
			Grade	Date From	Date To	
			NHS MC01 Associate Specialist	01-JAN-1951		
			NHS MC02 Associate Specialist - Disc Pnts	01-JAN-1951		
			NHS MC03 Associate Specialist (Sessional)	01-JAN-1951		
			NHS/MC10/Consultant - Disc Pnts	01-JAN-1951		14
1			NHS MC11 SHMO / SHDO	01-JAN-1951		
1			NHS MC12 SHMO / SHDO (Sessional)	01-JAN-1951		
			NHS MC21 Consultant (Medical)	01-JAN-1951		
			NHS MC22 Locum Consultant (Medical)	01-JAN-1951		_
,	1	,ц	NHS/MC31/Locum Consultant (Medical)-m	01-JAN-1951		
			NHS MC41 Associate Specialist New Cont	01-JAN-1951		
			NHS MC42 Specialty Doctor - Locum	01-APR-2008		
			NHS MC47 Associate Specialist - Locum	01-APR-2008		
			NHSIMC46 Speciality Doctor	01-JAN-1951		
			(Eind)	QK Cancel)	

February 2020 It's your **ESR**

Workstructures

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	То	<u> </u>
HS MC46 Speciality Doctor	01-APR-2008		
	-	_	
		_	H

Establishment

USIUOII					-
Name	231995 01 Staff Nurse E	Band 6 N2C Maternity			
	□ <u>O</u> pen	Under Review	- App	proved Future Actions	
Position Det	ails Hiring Information	Work Terms	Additional Detail	Budgets	
Earlies	FTE 1	Headcou Fill by Da	nt 1 te	Bargaining U	Init
Propose Payr	roll 504 MonthlyT01			Salary Basis	-
Gra	de NHS XR06 Review B	od Step		Grade/Scale Rate	
Probatio	20			Proposed	Layoff
Durati	on	Duration Unit		FTE	
Durati	on	Duration Unit		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 it you wish.

Workstructures

February 2020

Payroll

Select the required Payroll and click OK.

Position: 01-JA	N-1957									
Name	Name 248019 Staff Nurse N6Al/		Accid	dent and Emer	geno	ey .				
	☑ Qpen			nder Review			oved Fi	uture Action	IS	
Position Deta	ails Hiri r	ng Information	V	Vork Terms	A	dditional Detail	В	udgets		
	FTE			Headco	unt			Bargaining	y Unit	
Earlies	t Hire Date	•		Fill by D	ate]	Permit R	Recruiting	
- Propose	d Entry Sa	alary		Payroll Frequer	ιсу				×	
Payr	oll									
Grad	de			Find 504 %						
Valu	ue		G	Payroll					<u> </u>	
Probatio	n		-	504 Monthly1 504 Monthly1	14 00					
Duratio	n			504 MonthlyT	01					
Overlap			_	504 MonthlyT	02				- 8 -	

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.

Name 2361	11 Special	ity Registi	ar 091 Anae	sthetics			
Vame 236111 Speciality Registrar(091 Anaesthetics Oppen Under Review Position Details Hring Information Work Terms Additional Detail Bute Bit Date Date Effective Name 236111 Speciality Registrar(091 Anaesthetics Type None Organization 504 Anaesthetics Propo Job Medical and Dental Speciality Registrar Propo Hing Status Active Start Date 01-APR-2008 To Fu		proved Future Actions					
Name 236111[Speciality Registrar[091]Anaesthetics Open Under Review Approved Future Actions sition Details Hining Information Work Terms Additional Detail Budgets Start Date 01-APR-2008 Date Effective Name 236111[Speciality Registrar[091]Anaesthetics Type Organization & Job Organization 604 Anaesthetics Proposed End Date Seasonal Organization & Job Medical and Dental Speciality Registrar Proposed End Date Proposed End Date Hiring Status Status Status Status Effective Name Status Effective Date Status Status Furgosed End Date Proposed End Dat							
:	Start Date	01-APR-	2008				_
Date Effec	tive Name	236111	Speciality Re	gistrar 091	I Anaesthetics		
	Туре	None			Per	manent	Seasonal
Organization &	Job						
Organization	504 Anae	sthetics				Proposed End Dat	e
Job	Medical a	nd Dental	Specialty R	egistrar		Proposed End Dat	e
Hiring Status							
Status	Active		Start Date	e 01-APF	R-2008	Proposed End Da	te
Location	504 ESR	Hospital				Status	
Effective Dates From	01-APR-2	2008	To			Further Info	[]
				Extra Inf	ormation	Valid Grades	Others
					ormation		

Benchmark Jobs		-		
Care Groups				
Interfaces			10	
Legacy Position Identifier			J Seasonai	
Medical and Dental Post Details				
NHS Learner Restriction				
Qualification Requirements for Position				
Registration and Membership Requirement	ents for Positions			
Details				
		1		
Extra Position Information				×
Deanery Post Number				
Managing Deanery Body				
ost/Lead Employer Status				
Out of Hours Bands				
Reta Pattern				
Desenation Count				
Prospective Cover				
Continuous Hours Duty				
4				
		OK Ca	ncel) (Clear)	Help

February 2020 It's your **ESR**

Workstructures

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.

Extra Position Infor	mation(231995)01 Staff Nurse Band 6 N2C Maternity)	_ C ×	
Type			
Benchmark Jobs		A	
Care Groups			
Interfaces			70
Legacy Position	dentifier		⊐⊇easonal
Medical and Dent	al Post Details		
NHS Learner Res	triction		
Qualification Req	uirements for Position		
Registration and	Membership Requirements for Positions		
0		•	
Details		[]	
Nursing and Mi	dwifery Council		
Extra Position Info Del	ails		
Registration Pa	t Sub-Part 1 RNMH (Mental Health)		RNMH S
Registration Pa	t		
Registration Pa	t		
Registration Pa	t		
Registration Pa	t.		
Desistention De			

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.

Workstructures



osition							
Name	231995 01 Staff	Nurse B	and 6 N2C Maternit	у			
	□ <u>O</u> pen		Under Review			oved Future Actions	
Station							
	Start Date	01-JAN	-2008				
Date	Effective Name	231995	01 Staff Nurse Ban	d 6 N2C Mate	mity		
	Type	None			□ Approved Future Actions Additional Detail Budgets SIN2C[Maternity ○ Permanent Seasonal Image: Se		
Organizat	ion & Job						
Organiza	ation 104 Midw	ifery Tea	m			Proposed End Date	e
	Job Nursing a	nd Midwi	fery Registered Sta	ff Nurse		Proposed End Date	e
Hiring Sta	itus						
s	Status Active		Start Date 01	-JAN-2008		Proposed End Dat	te
Loc	ation 104 ESR	Hospital				Status	
Effective	From 01-JAN-2	8008	То			Further Info	[]
			Extr	a Information		Valid Grades	Others

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

Position							
Name 2319	95 01 Staff	Nurse Ba	nd 6 N2C Mater	nity			
□ Qp	en		Under Review		Арр	roved Future Actions	
Position Details	Name 231995j01 Staff Nurse Band 6 N2C Maternity Open Under Review Approved Future Actions Position Details Hiring Information Work Terms Additional Detail Budgets Start Date 01-JAN-2008 Date Effective Name 231995j01 Staff Nurse Band 6 N2C Maternity Type None ✓ Permanent Seasonal Organization 104 Midwifery Team Proposed End Date Hiring Status Status Start Date 01-JAN-2008 Effective Dates Start Date 01-JAN-2008 Proposed End Date Hiring Status Effective Dates Start Date 01-JAN-2008 Effective Dates 01-JAN-2008 To Further Info						
5	Start Date	01-JAN-2	2008				
Date Effect	tive Name	2319950	1 Staff Nurse B	and 6 N2C Mate	ernity		
	Туре	None			Perr	nanent	Seasonal
Name 231995j01 Staff Nurse Band 6jN2CjMaternity Open Under Review Approved Future Ac Position Details Hirring Information Work Terms Additional Detail Budgets Start Date 01-JAN-2008 Budgets Budgets Budgets Organization 51 Job None Permanent Organization Type Organization 104 Midwifery Team Proposed En Proposed En Proposed En Hiring Status Start Date Start Date In Job Nursing and Midwifery Registered[Staff Nurse Proposed En Location 104 ESR Hospital Start Start Start Effective Dates 01-JAN-2008 To Further In	Proposed End Dat Proposed End Dat	te					
Hiring Status Status	Active		Start Date	01-JAN-2008		Proposed End Da	te 31-DEC-2017
Location	104 ESR	Hospital				Status	
Name 231995j01 Staff Nurse Band 6jN2C(Maternity Open Under Review Approved Future Actions Position Details Hiring Information Work Terms Additional Detail Budgets Date Effective Name 231995j01 Staff Nurse Band 6jN2C(Maternity Type None Permanent Seasoni Organization A Job Organization Furth Midwifery Team Proposed End Date Job Nursing and Midwifery Registered[Staff Nurse Proposed End Date Hiring Status Status Effective Name Status Proposed End Date 31-DEC-2 Location 104 ESR Hospital Status Effective Dates Further Info [N	[]]						
			E	stra Information		Valid Grades	Others

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

Name 231	995 01 Staff	Nurse Ba	ind 6]N2C[Maternit	y				
Do	pen		Under Review		Appro	ved Future Actions		
Position Details	Hiring Info	rmation	Work Terms	Additional	Detail	Budgets		
	Start Date	01-JAN-	2008					
Date Effe	tive Name	231995	1 Staff Nurse Ban	d 6IN2CIMat	emity			
	Type	None			Perma	inent	Seasonal	
Organization 8	Job							
Organization	104 Midw	ifery Tear	3			Proposed End Date	•	
Job	Nursing a	nd Midwif	ery Registered[Sta	ff Nurse		Proposed End Date	•	
Hiring Status	-							
Status	Frozen		Start Date 01	-JAN-2008	_	Proposed End Dat	e 31-DEC-2017	
Location	Availabilit	y Status			×	Status		
Effective Date	S Eind %							
From	1 1110/10					Further Info	[NF]	
	Availab	ility Status						
	Elimina	ated				Valid Grades	Otners	
	Frozen	ed.						
	Propos	eu			-			

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

February 2020 It's your **ESR**

Workstructures

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.