

Electronic Staff Record

Enabling Self Service in ESR allows employees to own and manage their personal data, giving them and their managers assurance that all changes accurately reflect their current circumstances, and this data is always up to date.

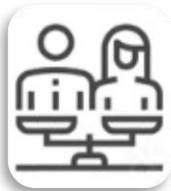
Enabling managers to record, approve and maintain employee information through a real-time digital workforce solution will strengthen the approach organisations have to workforce planning, simplifying transactions and key processes.

This will also improve overall data quality including providing key Equality and Diversity data for Workforce Race Equality Standard (WRES) as well as providing Chief People Officers (CPO's) and Boards greater insight into the demographic profile of their workforce. This supports informed workforce planning and management in areas such as recruitment and retention, supporting the aims of the People Promise to be an inclusive and compassionate organisation.

Your ESR – Empower staff, improve information

Equality and Diversity

Under the terms of the Equality Act 2010 all Public Sector Employers, including the NHS, are obliged to ensure that employees are not discriminated against, harassed, or victimised on the grounds of a number of Protected Characteristics.



ESR enables the recording, by employees and HR functions, along with the reporting of data to help organisations demonstrate compliance with equality legislation.

It also assists in comparing the experiences of staff in the Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES), and in determining action where necessary. See our ED&I brochure here [Insert link to new ED&I guide](#)

↓ Personal Information & Wellbeing

Employee Self Service gives employees direct access to their own record which empowers them to manage their own information. Data shows that Equality, Diversity & Inclusion (ED&I) completion rates are higher for employees who have logged into ESR at least once in the previous 12 months.



Employees are prompted every 12 months to view and, if required, update their personal and equality and diversity information. To facilitate this a status indicator has been added to the My Personal Information and My Equality & Diversity Portlets. The indicator will change colour, dependant on the length of time since the employee last updated or verified their personal and equality information. **insert link to UM on portlets**

↓ Health & Wellbeing Conversation

“Every member of the NHS should have a health and wellbeing conversation and develop a personalised plan.” The [NHS People Plan](#)



ESR has a dedicated review type of ‘Health & Wellbeing’ in its appraisal functionality to support the recording and reporting of H&W conversations. Click here on how to record H&W conversations in ESR

There is also a wellbeing tab in the “My Personal Information Portlet” which can help organisations to identify and support employees who are carers or links to the Armed forces, where necessary. **Insert link to appraisals in ESR on the UM**

↓ Flexible Working

“Flexibility from day one: NHS Organisations should consider it good practice to offer flexible working from day one, as individual circumstances can change without warning” The [NHS People Plan](#)



Flexible working can unlock new opportunities and contribute to people’s mental health, wellbeing and engagement with their role. In addition, better engaged staff can result in better patient care and outcomes.

Employees, managers and HR central teams can make flexible working requests via ESR which can be reported on via the ESR Business intelligence reporting tool. **Insert link to flexible working on the Hub**

Find out more on the ESR HUB