December 2018 It's your **ESR**

Workflow - Monitoring Transactions

Introduction

There are several ways of monitoring ESR Self Service Transactions.

Transaction Monitor

The Transaction Monitor allows users to view and track details of self-service transactions that have a status of 'Pending Approval', 'Complete' and 'Error'. For self-service transactions that are 'Pending Approval' or 'Complete' the transaction monitor can be used to view the approval history, comments, and attachments for the transactions.

The Transaction Monitor functionality is available in all of the Self Service URPs and:

- HR Administration
- HR Administration (With RA)
- Payroll Super Administration
- Payroll Administration

Employees can view all transactions that they initiate.

Managers can view only those transactions initiated by them on any user within their hierarchy.

HR/Payroll users can view all transactions initiated by users within their VPD.

lome	
Navigator	
504 Employee Self Service	My ESR
504 Manager Self Service (Payroll Approvals Not Required)	Notifications
	All Actions Awaiting Your Attention
	Transaction Monitor

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Transaction	Monitor

Function Name	Q
Transaction Initiator	Q
Transaction Created For	Q
From Date	Ê
To Date	##
Transaction Status	Pending Approval
Go	Clear

Employee Transactions are prefixed with NHS Employee, and Manager Transactions are Pre fixed with NHS Manager

Examples of Employee and Manager functions are shown below:

Employee:

Search a	and Select: Function	on Name	Cance <u>l</u>	Select
Search				
To find	your item, select a filter i	item in the pulldown list and enter a value in the text field, then select the "Go" button.		
Search E	By Function Name	NHS Employee Go		
Results				
			Rows	1 to 30
	Quick Sele	ect Function Name		
0		NHS Employee Training		
0	.	NHS Employee Qualifications		
0		NHS Employee EIT		
0	-	NHS Employee Prof Reg EIT		
0		NHS Employee Competencies		
0		NHS Employee Appraisals		
0		NHS Employee: My Appraisals Page		
0		NHS Employee Leave of Absence		
0		NHS Employee Rel Sex EIT		
0		NHS Employee Absence Management		~

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			Lit's you
Manag	ger:		
Search and S	Select: Function Nam	e	Cancel Select
Search			
To find your i Search By Fu Results	item, select a filter item in t unction Name 💽 🛛 NHS M	e pulldown list and enter a value in the text field, then select the "Go" button. anager Go	
			Rows 1 to 30
0	Quick Select	Function Name NHS Manager Assignment	
0		NHS Manager Call Assignment	î
0	-	NHS Manager Leave of Absence	
0	-	NHS Manager Call Leave of Absence	
0	-	NHS Manager Termination	
0	<u>195</u>	NHS Manager Call Termination	
0		NHS Manager Property SIT	
0		NHS Manager Call Property SIT	
0		NHS Manager Standard Appraisal	
0	-	NHS Manager Call View Assignment	
			*

The Transaction Monitor displays transactions which have been created on or after 15th December 2013 (the date the functionality was deployed). Completed transactions are available for 45 days, with the exception of absence and competence transactions which are available back to 15th December 2013.

Workflow Administrator

The Workflow Administrator can see all workflows which have been initiated from within their Organisation within the last 60 days. They have the ability to reassign workflow notifications individually, changing the intended approvals for a workflow. This functionality is particularly useful if an approver takes unplanned leave.

X 2	🖻 🔅	•									
	Status	Status	Activity	Parent Activity	Notification	Performer	Started	Completed	Activity Result	Reassign	Suspend / Resume
0	۲	Notified	XX NHS Notify Approver	NHS Approver Notification	Open	SSHR Payroll Approvals 1057	31-Oct-2018 14:59:27			őĞ	
0	~	Complete	Creator has modified other person's information V4.0	NHS Approvers Notification Process	Open	Leese15, Vivian	31-Oct-2018 14:59:27	31-Oct-2018 14:59:27			

The URP is not intended for general allocation and is intended for use by a system administrator. To ensure that it is appropriately used, it has been agreed that the maximum number of users with access to the URP should be 7 per organisation.



The Transaction Monitor can be used to find the location of the workflow notifications within ESR.

Change Event Dashboard

The Change Event Log dashboard enables users to audit changes made in ESR. The dashboard returns the values changed along with who made the change and on which date.

The Self-Service Analysis tab of the Change Event Log Dashboard available in ESR BI returns change events for changes made in both Self Service and non-Self Service forms. This can then be used to analyse the changes that potentially could have been made using Self Service rather than being entered centrally using professional forms.



Security is applied to this dashboard so that only users with the relevant URPs may access relevant events. Users who wish to make their own version of the dashboard should ensure that similar security is applied. To do this you can apply URP Security filters which can be copied from the National Report.

Electronic Staff Record Programme

Workflow - Monitoring Transactions



ESR Business Intelligence Re	eporting		Search All	~	+	Advanced Help - Sign	Out 🔾
NHS Employee Detail		Home 0	Catalog Favorites 🔻 [Dashboards 👻 📔 🎦	New 👻 눧 Open 👻	Signed In As NHSCHOL	ROYD 👻
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Human Resources - Audit Change Eve	∠ Selected Columns					Q 1	🍇 >
Assignment Grange Event	Double dick on column names in the Subject Areas pane to a	add them to the analysis. Once added, dr	ag-and-drop columns to reor	rder them. Edit a col	umn's properties, formula	and filters, apply sorting, or	r delete l
Changed By	Fact - Audit Change Event Change Initiated By	Changed By	Proxy User	Responsibilities	Employee Attributes	-	Assignm
Change Initiated By	🚯 2 Change Date 🗮 📄 Change Initiated By 🗮	📄 Changed By 🗮 📄 Changed By Na	me 🗮 目 Proxy User 🗮	📃 URP Used 🗮	📄 Employee Name 🗮	🚯 1 Employee No 🗮	Assign
Employee Organization Organization Organization Cost Centre Hierard Organization Cost Centre Hierard	<						•
Payroll Cost Centre	⊿ Filters					7 6 8	🍇 »
Proxy User Cate exponsibility Data Quality Test Data Quality Test Data Quality Fact	Add filters to the analysis criteria by clicking on Filter option button after selecting its name in the catalog pane. NHS Audit Change Event Tiler AND NHS Audit Change Event Filter AND NHS Audit Change Event Filter AND NHS Audit Change Event Filter AND Responsibility Name is prompted	for the specific column in the Selected Col r	umns pane, or by clicking on	the filter button in t	he Filter pane header. Ad	d a saved filter by dicking or	n add

This tab of the dashboard is only available to users with the following responsibilities:

- Business Intelligence Administration
- HR Administration
- HR Management
- Payroll Administration
- Payroll Audit
- Payroll Super Administration

Self Service Comments

Comments entered as part of the initial submission of a transaction or later as part of the approval process can be reported on.



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Dasic Details							
		Current				Proposed	
	Effective	Date 01- lun-	2006			02-Nov-2018	
		Title Mrs	2000			Mrs	
	Full N	ame Sandwo	II Mrs Paula			Smith Mrs Paula	
	First N	ame Paula				Paula	
	Loct N	ame Faula				Smith	
	Employee Nur	abor 200950	14			20095014	
	NI Nur	ober IC1234	.704			IC123470A	
	Date of I	Rirth 01- Jan-	1974			01-lap.1974	
	Date of Birth Ver	ified 01-Jun-	2006			01-lun-2006	
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	CSD 12 Ma	nths 01-Jun-	2006			01-Jun-2006	
	NHS Entry	Date 01-Jun-	2006			01-Jun-2006	
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	Nation	ality British				British	
	Ge	nder Female				Female	
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Comments will be stored as text and will allow for up to 4000 characters to be stored per comment.

If a new absence transaction is rejected, comments for this transaction will not be stored and cannot be reported on as there is no record of the absence within ESR BI to which the comments can be linked.

If any other transaction is rejected the comments will be stored and transferred into ESR BI. The transaction Action Type will be 'Rejected' to make it clear in BI that these comments were for a rejected transaction.

If a comment has been stored against a transaction that is subsequently deleted, the associated comment will also be removed from BI e.g. where an absence gets deleted after the absence transaction has completed.

Electronic Staff Record Programme

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Comments entered against any of the following transactions in Self Service can be reported on using ESR BI:

- Absence
- Assignments
- Hours



- End Non-Primary Assignments
- Supervisor
- Location
- End Employment
- Manage Hire

Additional Comments are not available via the BI Change Event Log.