NHS ELECTRONIC STAFF RECORD

ESR-NHS0224 - GUIDE TO ESRBI ELEMENT ENTRIES DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
16/08/2016	Matt Madya	2.0	Updated following new ESRBI developments
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DISTRIBUTION

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2		

CONTENTS

Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Element Entries Dashboard

Description

This dashboard is designed to provide the user with intelligence around Element Entries.

Definitions

Element: These are components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary; wages, and pension contributions.

Element Entry: This is the record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

Element Classifications: These control the order in which elements are processed and the balances they feed. Oracle Payroll predefines primary element classifications and some secondary classifications. Users can create other secondary classifications.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX Finance Reporting
XXX Finance Reporting and Hub Mapping
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Payroll Administration
XXX Payroll Audit
XXX Payroll Super Administration

Entries by Assignment Tab

Prompts

Organisation(s)
Staff Group(s)
Person Type(s) (Multi-select, default: Employee, Employee and Applicant)
Employee Person Type(s)
Employee Category
Assignment Status
Occupation Code
Assignment Category(s)
Pay Scale
Pay Point
Effective Date
Element Name
Element Entry Value
Restrict to Employees with an Actual Termination Date (Yes: Optional)

Element Entries by Assignment

Description

This analysis is designed to show all assignments against which the selected (user defined) Elements are present.

Data Items

Employee Number	Position Title
Assignment Number	Organisation
Employee Name	Element
Pay Grade	Effective From
Employee Category	Effective To
Position	Created By
Processing Type	Last Updated By
Element Entry Value Name	Last Updated Date
Element Entry Value	Actual Termination Date

Column Selectors

None

View Selector

None

Example Screenshot

Assignment	Employee	Employee Name	Pay Scale	Employee Category	Position	Position Title	Organisation	Element	Effective From	Effective To
20055470	20055470	Smith01, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055557	20055557	Smith02, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055332	20055332	Smith03, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055374	20055374	Smith04, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055188	20055188	Smith05, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055642	20055642	Smith06, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055399	20055399	Smith07, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055216	20055216	Smith08, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055307	20055307	Smith09, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055471	20055471	Smith10, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055647	20055647	Smith11, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055687	20055687	Smith12, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055279	20055279	Smith13, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055245	20055245	Smith14, Mr. Ben	XR05	Full Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055327	20055327	Steele01, Mrs. Kerry	XR05	Part Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055389	20055389	Steele02, Mrs. Kerry	XR05	Part Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	
20055154	20055154	Steele03, Mrs. Kerry	XR05	Part Time		Staff Nurse Band 5	504 Ward 9	AfC Annual Leave Accrual 1 NHS	01/04/2005	

Entry Combinations Tab

Entry Combinations

Description

This analysis is designed to show all assignments against which the combination of selected (user defined) Elements are present.

Data Items

Employee Number	Pay Grade
Assignment Number	Position Title
Employee Name	Organisation

Column Selectors

None

View Selector

None

Example Screenshot

Assignment Number	Employee Number	Employee Name	Pay Scale	Position Title	Organisation
20055470	20055470	Smith01, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055557	20055557	Smith02, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055332	20055332	Smith03, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055374	20055374	Smith04, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055188	20055188	Smith05, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055642	20055642	Smith06, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055399	20055399	Smith07, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055216	20055216	Smith08, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055307	20055307	Smith09, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055471	20055471	Smith10, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9
20055647	20055647	Smith11, Mr. Ben	XR05	Staff Nurse Band 5	504 Ward 9

Payments Due to Expire Tab

Payment Due to Expire

Description

This analysis is designed to show expiry of payments to Medical and Dental staff over the next 3 months, however other staff and dates can be included using the prompts.

Data Items

Employee Number	Effective Date From
Assignment Number	Effective Date To
Employee Name	Days to Expiry
Element Name	Units Worked
Organisation Level (1-13)	

Column Selectors

Group By (Org Level 1-13)

View Selector

None

Example Screenshot

Payments Due to Expire

Group by Org L1 ▼ and Org L2 ▼ and ▼

Employee Number	Assignment Number	Employee Name	Org L1	Org L2	Element Name	Effective From Date	Effective To Date	Days to Expiry	Units Worked
20055417	20055417	007Lane, Mrs. Sarah	504 ESR Hospitals NHS Trust	504 Trust Board	Statutory Sick Pay	01/08/2015	31/08/2015	12	
20055378	20055378	Ayres04, Mrs. Pamela	504 ESR Hospitals NHS Trust	504 Trust Board	OMP NHS	01/08/2015	31/08/2015	12	
20055432	20055432	Ayres13, Mrs. Pamela	504 ESR Hospitals NHS Trust	504 Trust Board	OMP NHS	01/08/2015	31/08/2015	12	
20055193	20055193	Cranford06, Miss Katherine	504 ESR Hospitals NHS Trust	504 Trust Board	Statutory Sick Pay	01/08/2015	31/08/2015	12	
20055200	20055200	Cranford07, Miss Katherine	504 ESR Hospitals NHS Trust	504 Trust Board	Statutory Sick Pay	01/08/2015	31/08/2015	12	
20055398	20055398	Leese02, Mrs. Vivian	504 ESR Hospitals NHS Trust	504 Trust Board	OSP Half NHS	01/08/2015	31/08/2015	12	
20055417	20055417	007Lane, Mrs. Sarah	504 ESR Hospitals NHS Trust	504 Trust Board	Enhanced Multipliers NHS	01/04/2013	31/12/4712	985193	

Element Entry Updates Tab

Description

The report is designed to return entries that have been updated within a specific period of time by a specific person. Please note: This report does not yet return updates entries of ex-employees. This will be added in a future release.

Prompts:

* Payroll Name
* Payroll Period
Element Name
Processing Type
Last Updated By
Element Set Name
Last Updated Date Between

Data Items

Organisation	Input Value Name
Assignment	Entry Value
Paypoint	Effective From Date

Employee Name	Effective To Date
Employee Number	Created By
Element Name	Last Updated By
Processing Type	Last Updated Date

Example Screenshot

Organisation	Assignment	Paypoint	Employee Name	Employee Number	Element Name	Processing Type	Input Value Name	Entry Value	Effective From Date	Effective To Date	Created By	Last Updated By	Last Updated Date
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	AVC Prudential NHS	Recurring	Type	Cash	01/05/2017	31/12/4712	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	02/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	AVC Prudential NHS	Recurring	Pension Basis	Cash	01/05/2017	31/12/4712	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	02/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	AVC Prudential NHS	Recurring	Employee Value	Cash	01/05/2017	31/12/4712	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	02/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	AVC Prudential NHS	Recurring	Reference	Cash	01/05/2017	31/12/4712	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	02/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence Hours NHS	Nonrecurring	Unpaid Authorised Special	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	21/06/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	09/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Special Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	11/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Special Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	11/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	17/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	23/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	23/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	23/05/2017
000 Organisation	12345678	000 Executive	Blogs, Mrs. Jo	12345678	Absence NHS	Nonrecurring	Study Increasing Bal	Cash	01/07/2017	31/07/2017	000JBlogs01|Blogs, Mr. Joe	000JBlogs01|Blogs, Mr. Joe	23/05/2017

Batch Element Entry Messages Tab

Description

This analysis enables users to highlight problems with the elements prior to a payroll being run to avoid an entire payroll being run as a validation process. It also allows users to view the validation messages returned after Batch Element Entry has been used.

Prompts:

Organisation Name

Data Items

Organisation Name	Assignment Number
Batch Name	Element Name
Batch Status	Batch Line Status
Employee Number	Error Level
Full Name	Message

Example Screenshot

Organisation Name [--Select Value--]

[Apply] [Reset ▼]

Organisation Name	Batch Name	Batch Status	Employee Number	Full Name	Assignment Number	Element Name	Batch Line Status	Error Level	Message
000 NHS ESR Organisation	ESR P00D 2007-08 V1	Valid	12345678	Blogs, Mr. Joe	123456789	Car and Car Fuel 2003_04	Error	Fatal	An entry exists for this element at the effective date
000 NHS ESR Organisation	ESR P00D 2007-08 V1	Valid	12345678	Blogs, Mr. Joe	123456789	Mileage Allowance and PPayment	Error	Fatal	An entry exists for this element at the effective date
000 NHS ESR Organisation	ESR P00D 2007-08 V1	Valid	12345678	Blogs, Mr. Joe	123456789	Mileage Allowance and PPayment	Unprocessed	Fatal	An entry exists for this element at the effective date

In Lieu of Annual Leave Tab

Description

This analysis return assignments with an Actual Termination Date in the future and an annual leave balance not equal to zero, where there are no elements relating to annual leave payment/deduction against the assignment.

Please note that this analysis only return current employees.

Prompts:
Organization Name
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Employee Category
Paypoint
Effective Date
Actual Termination Date
* Element(s)
Effective From Date >=

Actions
Click -> Supervisor Email Address to generate email template

Data Items

Organisation	Supervisor Name
Employee Name	Supervisor Email Address
Employee Number	Accrual Plan Name
Assignment Number	Annual Leave Balance Remaining
Staff Group	Actual Termination Date
Role	Final Process Date
Email Address	

Example Screenshot

Staff Group	Role	Email Address	Supervisor Name	Supervisor Email Address	Accrual Plan Name	Annual Leave Balance Remaining	Actual Termination Date	Final Process Date
Additional Clinical Services	Healthcare Assistant	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	21.20	18/06/2023	
Allied Health Professionals	Radiographer - Therapeutic	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	29.37	30/06/2023	
Administrative and Clerical	Officer	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 2 NHS	93.00	30/06/2023	30/09/2023
Nursing and Midwifery Registered	Specialist Nurse Practitioner	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	103.25	13/06/2023	
Healthcare Scientists	Healthcare Science Practitioner	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	73.25	29/06/2023	
Nursing and Midwifery Registered	Sister/Charge Nurse	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	-0.50	02/07/2023	
Administrative and Clerical	Officer	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	1.50	27/06/2023	
Administrative and Clerical	Researcher	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	40.25	11/06/2023	
Administrative and Clerical	Manager	Joe.Blogs@nhs.net	Blogs, Mrs. Jo	Jo.Blogs@nhs.net	Annual Leave Hours 1 NHS	26.25	03/09/2023	