NHS ELECTRONIC STAFF RECORD

ESR-NHS0230 - GUIDE TO ESRBI MANAGEMENT OVERVIEW DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

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12/07/2016	Matt Madya	2.0	Updated following new ESRBI developments
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30/01/2026	Matt Madya	17.0	Updated following new ESRBI developments

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DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
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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.

Management Overview Dashboard

Allocation

The dashboard is available to the following responsibilities:

XXX Administrator Self Service (Payroll Approvals Not Required)
XXX Administrator Self Service (Payroll Approvals Required)
XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Manager Self Service (Payroll Approvals Not Required)
XXX Manager Self Service (Payroll Approvals Required)
XXX Supervisor Self Service
XXX Supervisor Self Service (Limited Access)

Prompts

Absence Category
Absence Type (default value of 'Sickness')
Person Type(s) (default values 'Employee', 'Employee and Applicant')
Employee Person Type(s)
Assignment Category (Default exclude Bank, Honorary, Locum)
Assignment Status (Default exclude Terminate Assignment, Terminate Process Assignment)
Absence Target
Absence Period End Date
Excl. Open Sickness Absence from Appraisals- Start Date <=
Excl. New Starters from Appraisals (Months)
Review Date From
Review Date To
Review Type
Primary Assignments Only
Organisation Level 1-13
Staff Group
Employee Location
Role
Effective Date

Summary Tab

Description

This dashboard will provide high-level intelligence on a number of areas including:

- Absence
- Staff Movements
- Compliance

- Pay Bill
- Staff in Post
- Staff Requirements

Please Note: This dashboard also has a 'tour' or 'wizard' functionality (titled: First time using this dashboard?) which shows first time ESRBI users around the dashboard and explains the different objects commonly used e.g. prompts, analysis etc. The functionality currently works with browsers newer than Internet Explorer version 8 (IE8) therefore it is not available to IE8 browsers or older.

Gauge Prompts

Prof Reg Gauge High Value	Work Permit Gauge Low Value
Prof Reg Gauge Low Value	Work Permit Gauge High Value
DBS Gauge Low Value	Appraisal Gauge Low Value
DBS Gauge High Value	Appraisal Gauge High Value

Pay Bill Section

Payroll Period End Date Between (Default first day of month 3 months ago – last day of last month)
Pay Grade(s) (Default All AfC)

Absence Timeline

Description

This analysis provides a view of the absence rate for employees (restricted by Prompts) during the period selected. On the management overview dashboard, this is restricted to a rolling 12 month period, though this can be changed using the absence dashboard version. Overall Absence % (FTE), Absence Days, Absence (FTE) and Available (FTE) figures are also provided above the timeline to show an average Absence % (FTE), a total of Absence Days, the total Absence FTE and the total Available FTE for the period selected.

Data Items

Title	Description
Absence Days	Total of calendar days for all absences for assignments included.
Absence FTE %	(FTE * Calendar Absence Days Lost) / (FTE * Calendar Days in Period) *100
Rolling Absence FTE %	Running sum of (FTE * Calendar Absence Days Lost) / (FTE * Calendar Days in Period) *100
Month	Month / Year
Absence Target	Driven by parameter. This should display a flat line on the chart. Numeric value.
Absence (FTE)	Total Absence FTE for the period selected
Available (FTE)	Total FTE available for the period selected
Staff Group	Staff Group linked to Job in Position

Column Selectors

Show absence days, absence % (FTE) or rolling absence % (FTE). Default absence % (FTE).

View Selectors

Summary (Default)
Summary by Staff Group
Graph (Default)
Table

Example Screenshot

Absence Timeline

View as [Summary ▼]

Abs (FTE)	Avail (FTE)	Absence % (FTE)	Absence Days
52,818.55	1,330,751.04	3.97%	60,750

Measure [Absence % (FTE) ▼]

View as [Graph ▼]
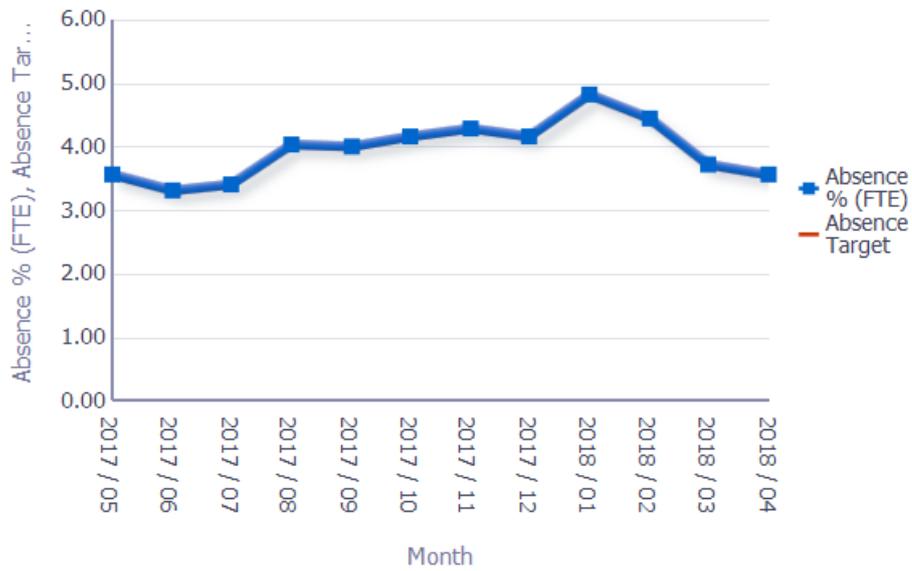
Actions

Click -> Absence Dashboard

Staff Movements Summary

Description

This analysis provides an overview of staff movements during a 3 month period (3 months prior to the current month). For example if the analysis is viewed in May 2013, then data for February, March and April will be returned. Measures included are:

- FTE
- Headcount
- New Starters
- Leavers
- Turnover Rate
- Employees on Maternity Leave

The figures included in this analysis are defined in the same way as the 'NHS HR Dashboard' reports available from Discoverer.

Data Items

Title	Description
FTE	Total FTE of person records active at the last day of the month
Headcount	Number of person records active at the last day of the month
New Starters	Sum of employees whose hire date in the organisation falls in the month indicated.
Leavers	Sum of employees whose Actual Termination Date in the organization falls within the month indicated.
Turnover Rate	(Leavers/Headcount) * 100 (Monthly turnover rate)
Maternity Leave	Headcount where person has an Assignment Status of 'Maternity/Adoption'.
Date	Month/Year Restricted to the previous 3 months (excluding the current month)

Filters

Dates: Restrict to 3 months prior to current month. (e.g. if current month is March 2013, then December, January and February would be shown).

Include only:
Where Staff Group is 'Medical and Dental' and FTE <= 1.2
  Or
Where Staff Group is not 'Medical and Dental' and FTE between 0.05 and 1.00

Example Screenshot

	Feb-2013	Mar-2013	Apr-2013
FTE	489	495	525
Headcount	540	545	577
New Hires	7	8	16
Leavers	4	8	4
Maternity Leave	10	10	9
Turnover Rate	0.7%	1.5%	0.7%

Refresh - Print - Export - Add to Briefing Book

Period Turnover Rate

Description

This analysis provides an overview of the turnover rate for a selected period. Users are able to group the analysis by Staff Group.

Prompts

Date From
Date To

Data Items

Title	Description
Period Turnover Rate	(Number of Leavers / Average Employee Headcount) * 100
Staff Group	Staff Group associated with Job Role in position

Example Screenshot

Period Turnover Rate

Date From > 01/01/2018   Date To < 31/03/2018

Apply   Reset ▾

Group by Overall Rate ▾

Overall Rate	Period Turnover Rate
Overall Rate	2.81%

Staff in Post Summary

Description

This analysis shows the headcount or FTE restricted by the Prompts of the dashboard. The figures included in this analysis are defined in the same way as the 'NHS HR Dashboard – Staff in Post' report available from Discoverer.

Data Items

Title	Description
Staff Group	Staff Group linked to Job in Position
Age Band	Age band of the person records incremented by 5 in each band
Assignment Status	Status from the Assignment Form
Occupation Code	Occupation code associated with the position
Headcount	Number of person records within the dashboard Prompts in each of the above dimensions
FTE	Total FTE for each group

Column Selectors

Group by Staff Group, Age Band, Occupation Code or Assignment Status (Default Staff Group)
Measure Headcount or FTE (Default Headcount)

Filters

Include only:
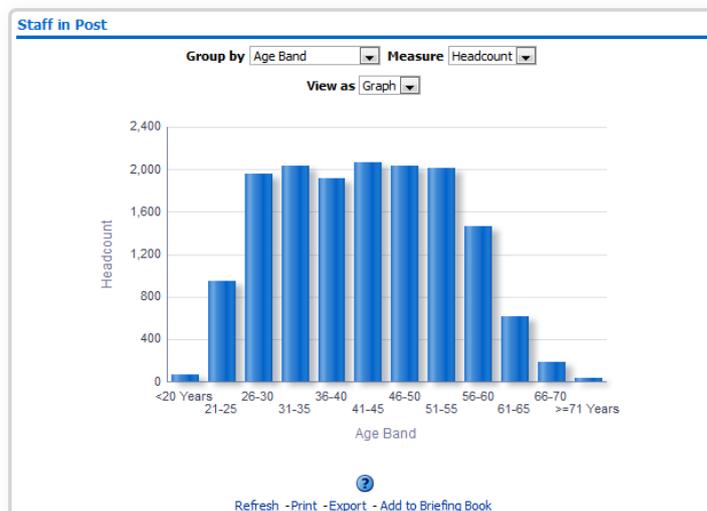Where Staff Group is 'Medical and Dental' and FTE <= 1.2
  Or
Where Staff Group is not 'Medical and Dental' and FTE between 0.05 and 1.00

View Selector

View as Column Graph or Table (Default Graph)

Example Screenshot

Learning Compliance

Description

This analysis is designed to show the number of competencies obtained as a percentage of those required by Staff Group. Please note that this analysis uses complex calculations and therefore may take longer to run than other analyses.

Prompts

Competency Framework(s) (Default: MAND,LOCAL,KSF,LANG, CSTF)
Competencies (Default: All)
Employee Hire Date <=
Exclude Open Sickness - Start Date <=

Data Items

Title	Description
Staff Group	Staff Group linked to Job in Position
Assignment Count	Count of Distinct Assignment Number
Competencies Required	The number of competencies required for each position
Competencies Achieved	The number of competencies that are: • In date • Have a level matching or above that of the requirement • Or the achieved level is null • Or the required level is null
Compliance %	Competencies Achieved / Competencies Required * 100

Filters

Include required competencies only.
Where multiple achievements of the same competency have been recorded, retrieve only the latest.
Include requirements where the required start date is less than or equal to the current date.
Include requirements where the required end date is greater than or equal to the current date or is null.

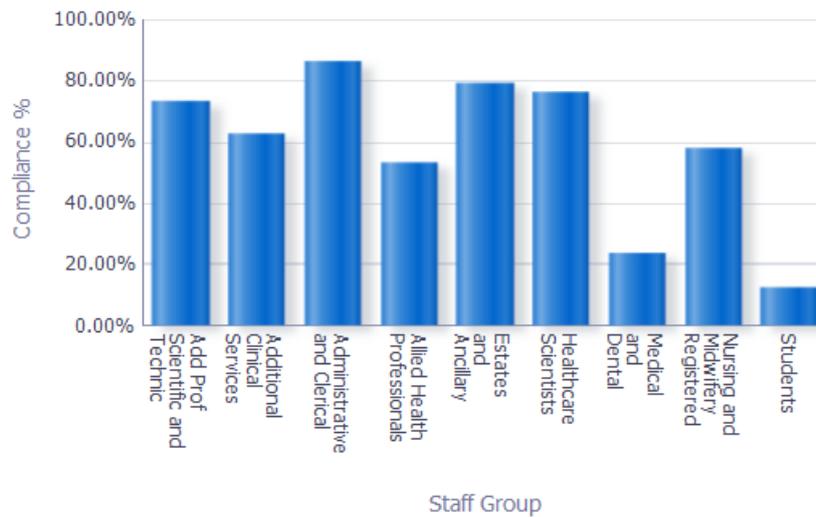## Example Screenshot

Learning Compliance

Employee Hire Date <= 13/06/2018   Framework(s) KSF;LANG;LOCAL;M/

Exclude Open Sickness - Start Date <=   Competencies (All Column Values)

Apply   Reset

Assignment Count	Required	Achieved	Compliance %
4128	63614	45941	72.22%

View as Column Graph

Actions

Click -> Navigate to Learning Compliance by Person

Pay Bill Summary

Description

This analysis shows the pay bill by summing the cost of each assignment and grouping by element group and AfC Pay Band. By default this analysis will display data from the previous 3 months, however prompts are provided to enable the user to vary this.

Data Items

Title	Description
Pay Grade	Bands, (Band 8 split into relevant types)
Amount	Sum (Pay Values of assignments in Pay Band)
DoH Element Group	Nationally determined grouping of pay elements

Filters

- DoH Element Group Code is in:
  APA;AST;B;BASIC;BS;CEA;DA;DP;DPHS;GA;L;O;OA;OC;OT;PP;RRPG;RRPL;SW
- Staff Group = 'Medical and Dental' AND FTE <= 1.2 OR Staff Group NOT 'Medical and Dental' and FTE between 0.05 and 1.00

Prompts

The user is able to select which pay grades are included. By default this includes AfC only, however the user is able to add in others if required.

View Selectors

Graph (Default)
Substantive Pay
Other Pay

Example Screenshot

Actions

Click->Pay Bill Dashboard

Staff Requirements Summary

Description

This analysis shows an overview of the employment checks that staff have completed or achieved against a number of requirements placed against them or their position.

Data Items

Title	Description
Headcount	As at today
Appraisals Completed	Distinct count of completed appraisals in the last 12 months. (e.g. if a person has 2 completed appraisals in the period, this should be counted only once).
Appraisal %	(Number of assignments with an appraisal review in the last 12 months / Headcount) * 100
DBS Check %	(Number of assignments that require a DBS with a DBS check at the correct level recorded / Number of assignments with a DBS requirement) * 100
Right to Work %	(Number of records with a Right to Work check recorded / Organisation Headcount) * 100
Prof Reg %	(Number of assignments that require a prof reg with a current (as at report run date) prof reg recorded / Number of assignments with a prof reg requirement) * 100

Formatting

Red: 0-60

Yellow 61-80

Green: 81-100

Parameters are provided to enable users to vary the above values for each gauge.

Example Screenshots

Right to Work

0% - 60%   60% - 80%   80% - 100%

2.38%

Refresh - Print - Export - Add to Briefing Book

Appraisal Reviews

0% - 60%   60% - 80%   80% - 100%

44.41%

Refresh - Print - Export - Add to Briefing Book

Staff List Tab

This tab is designed to help users obtain a quick staff list to export / print for generic use.

Prompts

Starting Organisation
Organisation
Staff Group
Assignment Category
Person Type
Employee Person Type
Assignment Status
Occupation Code
Primary Assignments Only
Effective Date

Data Items

|	
Last Name	Position Title
First Name	Role
Title	Staff Group
Assignment Number	Pay Step Date
Fixed Term End Date	Fixed Term End Reason

Example Screenshots

Last Name	First Name	Title	Assignment No.	Position Title	Role	Staff Group	Pay Step Date	Fixed Term End Date	Fixed Term End Reason
Admin01	Anthony	Mr.	20005574	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin02	Anthony	Mr.	20005575	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin03	Anthony	Mr.	20005576	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin04	Anthony	Mr.	20005577	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin05	Anthony	Mr.	20005578	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin06	Anthony	Mr.	20005579	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin07	Anthony	Mr.	20005580	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin08	Anthony	Mr.	20005581	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin09	Anthony	Mr.	20005582	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			
Admin10	Anthony	Mr.	20005583	Admin Asst Band 2 - Acute Nurse Management	Clerical Worker	Administrative and Clerical			

Printable Tab

This tab is designed to help users in creating a board report style dashboard which includes adding custom text and standardised print format. It contains the Staff in Post, Absence Timeline, Staff Movements, Learning Compliance and Standard KPIs from the Management Overview – Summary Tab. Users are able to add text and click the Save Narrative button to save text for printing. The analyses within this dashboard can be changed using a local version of the dashboard.

Example Screenshots
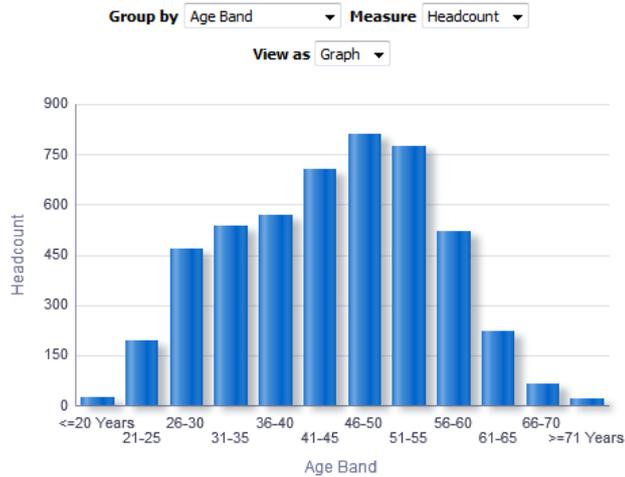
Scorecard

Description

This analysis is designed to show a range of KPIs against organisation levels. Measures included are Headcount, Absence FTE %, Turnover %, Compliance % and Appraisal %. Users can set custom RAG status thresholds using the RAG status prompts available.

Prompts:

Filter Turnover Measure Only by Job Role
Effective Date
Date From
Date To
Competency Framework(s)
Competencies
Define New Starters (Months)
Group By
Exclude Open-Ended Sickness – Start Date
Absence Red Value
Absence Green Value
Turnover Red Value
Turnover Green Value
Appraisal Red Value
Appraisal Red Value
Compliance Red Value
Compliance Green Value

View Selectors:

None

Action Links:

None

Data Items

Org Levels 1-13	Headcount
Absence % FTE	Turnover
Appraisal %	Compliance %

Example Screenshot

Scorecard Detail

Description

This analysis is designed to show a range of KPIs at assignment level. Measures included are Absence FTE % , Appraisal % and Compliance. Users can set custom RAG status thresholds using the RAG status prompts available.

Prompts:

Effective Date
Date From
Date To
Competency Framework(s)
Competencies
Define New Starters (Months)
Group By
Exclude Open-Ended Sickness – Start Date
Restrict to Employees at Effective Date (Yes/No) Default: No

Absence Red Value
Absence Green Value
Appraisal Red Value

Appraisal Red Value
Compliance Red Value
Compliance Green Value

Column Selectors:

Org Levels 1-13
Staff Group
Position Title
Role
Pay Scale

Data Items

Employee Number	Next Grade Step Pay Affecting
Assignment Number	Absence % FTE
Employee Name	Appraisal %
Organisation	Compliance %
Latest Start Date	Open ER Case? (please see Dashboard Help for further detail)
Start Date in Grade	Org Levels 1-13
Staff Group	Role
Position Title	Pay Scale
Pay Step Date	

Example Screenshot

Effective Date 29/01/2021 00:00:00   Date From >= 01/01/2020   Date To <= 31/12/2020
Competency Framework(s) KSF;LANG;LOCAL;M...   Competencies (All Column Values)
Define New Starters (Months) 3   Exclude Open-Ended Sickness - Start Date >=
Group By --Select Value-- and --Select Value-- and --Select Value-- and --Select Value--

Apply   Reset

Absence Red Value 5.0   Appraisal Red Value 30.0   Compliance Red Value 30.0
Absence Green Value 1.0   Appraisal Green Value 60.0   Compliance Green Value 60.0

Apply   Reset

Dashboard Help

This analysis attempts to show a number of key measures for each assignment in a single view. The analysis shows:

- Absence % FTE between the 'Date From' and 'Date To' prompts provided
- Appraisal % for 12 months previous to the Effective Date selected
- Compliance % for required competencies only as at the Effective Date selected
- Employee Relations status as recorded in ESR for the employee as at the Effective Date selected and is based on Capability no UHR and Disciplinary cases as defined in the NHS Employers guidance here

Employee Number	Assignment Number	Employee Name	Organisation			Latest Start Date	Start Date in Grade	Pay Step Date	Open ER Case?	Absence FTE %	Appraisal %	Compliance %
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			30/08/2005	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			09/07/1990	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			04/01/2000	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			20/10/2003	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			28/05/1991	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			01/09/2003	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			19/06/2001	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			20/03/1995	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			22/03/2000	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%
12345678	12345678	Blogs, Mr. Joe	000 NHS ESR Organisation			22/03/2000	21/12/2022	30/12/2022	Yes	0.00%	100.00%	100.00%

Leaver Data Quality Tab

Description

This page contains analyses designed to highlight where there is missing information and/or outstanding data quality issues against an employee's record. Each analysis advises how the information can be rectified.

Prompts

Organisation(s)
Employee Number
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Occupation Code
Job Role(s)
Pay Grade(s)
Job Sharer
Effective Date
Actual Termination Date Between
Restrict to Outstanding Issues (Yes/No – Default: No)

Leaver Data Quality DOB NI Validations

Description

This analysis highlights employees with validation issues against their Date of Birth or National Insurance Number.

Data Items

Employee Number
Employee Name

Example Screenshot

Employee Number	Employee Name
12345678	Blogs, Mr. Joe1
23456789	Blogs, Mr. Joe2
34567890	Blogs, Mr. Joe3
45678901	Blogs, Mr. Joe4
56789012	Blogs, Mr. Joe5

Refresh - Print - Export - Add to Briefing Book

Leaver Data Quality Protected Characteristics Analysis

Description

This analysis highlights employees with missing protected characteristics data in ESR.

Data Items

Organisation	Ethnic Origin
Employee Name	Disability Category
Employee Number	Nationality
Actual Termination Date	Status
Sexual Orientation	Equality and Diversity Information Updated/Verified
Religious Belief	

Example Screenshot

Organisation Name	Employee Name	Employee Number	Actual Termination Date	Sexual Orientation	Religious Belief	Ethnic Origin	Disability Category	Nationality	Status	Equality and Diversity Information Updated/Verified
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/08/2024	Populated	Populated	Populated	Populated	Populated		23/08/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/08/2024							20/12/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024	Populated	Populated	Populated	Populated	Populated		07/03/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024							24/08/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024							08/04/2024
000 NHS Organisation	Blogs, Mr. Joe	12345678	03/09/2024	Populated	Populated	Populated	Populated	Populated		24/02/2022
000 NHS Organisation	Blogs, Mr. Joe	12345678	06/09/2024	Populated	Populated	Populated	Populated	Populated		20/01/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	06/09/2024							27/12/2022
000 NHS Organisation	Blogs, Mr. Joe	12345678	09/09/2024	Populated	Populated	Populated	Populated	Populated		19/04/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024	Populated	Populated	Populated	Populated	Populated		25/05/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024							31/08/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024							19/06/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	19/09/2024	Populated	Populated	Populated	Populated	Populated		27/02/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	20/09/2024	Populated	Populated	Populated	Populated	Populated		29/06/2022
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/09/2024	Populated	Populated	Populated	Populated			27/04/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	11/10/2024					Populated		
000 NHS Organisation	Blogs, Mr. Joe	12345678	16/10/2024	Populated	Populated	Populated	Populated	Populated		25/10/2023
000 NHS Organisation	Blogs, Mr. Joe	12345678	03/11/2024	Populated	Populated	Populated	Populated	Populated		20/03/2024
000 NHS Organisation	Blogs, Mr. Joe	12345678	14/11/2024	Populated	Populated	Populated	Populated	Populated		07/09/2023

Refresh - Print - Export - Add to Briefing Book

Leaver Employment Information

Description

This analysis highlights employees with missing leaver related data in ESR.

Data Items

Organisation	Leaving Reason
Employee Name	Destination on Leaving
Employee Number	NHS Organisation Leaving For
Actual Termination Date	Available for Bank (Yes/No)
Recruitment Source	Status
NHS Organisation Recruitment Source	

Example Screenshot

Organisation Name	Employee Name	Employee Number	Actual Termination Date	Recruitment Source	NHS Org Recruitment Source	Leaving Reason	Destination On Leaving	NHS Org Leaving For	Available For Bank	Status
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/08/2024	Education or Training		Retirement Age	NHS Organisation	000 ESR Trust		🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/08/2024			Retirement Age	No Employment		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024	NHS Organisation	000 NHS Trust	Retirement Age	NHS Organisation	000 ESR Trust	No	🟩
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024	Other Private Sector		Retirement Age	Education Sector		Yes	🟩
000 NHS Organisation	Blogs, Mr. Joe	12345678	31/08/2024	Other Public Sector		Retirement Age	Unknown		No	🟩
000 NHS Organisation	Blogs, Mr. Joe	12345678	03/09/2024	Education or Training		Retirement Age	Education or Training			🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	06/09/2024	Education or Training		Retirement Age	Education or Training		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	06/09/2024			Retirement Age	NHS Organisation	000 ESR Trust	No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	09/09/2024	NHS Organisation	000 NHS Trust	Retirement Age	Unknown		No	🟩
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024	Education Sector		Retirement Age	NHS Organisation	000 ESR Trust		🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024	NHS Organisation	000 NHS Trust	Retirement Age	Education or Training			🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	15/09/2024	Other Private Sector		Retirement Age	Education Sector		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	19/09/2024	Other Public Sector		Retirement Age	No Employment		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	20/09/2024	NHS Organisation	000 NHS Trust	Retirement Age				🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	30/09/2024			Retirement Age	No Employment		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	11/10/2024	Abroad - Non EU Country		Retirement Age	Unknown			🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	16/10/2024			Retirement Age	Unknown		No	🟥
000 NHS Organisation	Blogs, Mr. Joe	12345678	03/11/2024	NHS Organisation	000 NHS Trust	Retirement Age	NHS Organisation	000 ESR Trust	No	🟩
000 NHS Organisation	Blogs, Mr. Joe	12345678	14/11/2024	Self Employed		Retirement Age	Unknown		No	🟩

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Leaver Data Quality Contact Details Analysis

Description

This analysis highlights employees with missing contact datails in ESR.

Data Items

Organisation	Postal Code
Employee Name	Home Telephone Number
Employee Number	Mobile Telephone Number
Actual Termination Date	Personal Email Address
Address Line 1-3	Status
Town or City	Personal Information Updated/Verified

Example Screenshot

Employee Name	Employee Number	Actual Termination Date	Address Line 1	Address Line 2	Address Line 3	Town or City	Postal Code	Telephone Home	Telephone Mobile	Personal Email	Status	Personal Information Updated/Verified
Blogs, Mr. Joe	12345678	15/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		10/08/2023
Blogs, Mr. Joe	12345678	31/08/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		08/06/2023
Blogs, Mr. Joe	12345678	31/08/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		27/10/2023
Blogs, Mr. Joe	12345678	11/10/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB					20/05/2022
Blogs, Mr. Joe	12345678	20/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		13/06/2024
Blogs, Mr. Joe	12345678	06/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB					18/02/2022
Blogs, Mr. Joe	12345678	15/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		19/06/2023
Blogs, Mr. Joe	12345678	31/08/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		29/04/2024
Blogs, Mr. Joe	12345678	09/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		19/04/2023
Blogs, Mr. Joe	12345678	19/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		07/11/2023
Blogs, Mr. Joe	12345678	06/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		28/01/2024
Blogs, Mr. Joe	12345678	30/08/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		24/07/2023
Blogs, Mr. Joe	12345678	03/11/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		20/03/2024
Blogs, Mr. Joe	12345678	03/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		24/02/2022
Blogs, Mr. Joe	12345678	30/08/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		29/01/2024
Blogs, Mr. Joe	12345678	16/10/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		25/10/2023
Blogs, Mr. Joe	12345678	14/11/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		12/10/2023
Blogs, Mr. Joe	12345678	30/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		27/04/2023
Blogs, Mr. Joe	12345678	15/09/2024	1 Warwick Road	Technology Park	Warwickshire	Warwick	CV34 1AB	0123456789	07123456789	joe.blogs@nhs.net		25/07/2024

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