NHS ELECTRONIC STAFF RECORD

ESR-NHS0257 - GUIDE TO ESRBI CHANGE EVENT LOG DASHBOARD

Information Classification: PUBLIC

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Approvals:

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
13/01/2017	Matt Madya	0.1	Initial Draft
03/03/2017	Matt Madya	1.0	Initial Release
03/04/2017	Matt Madya	2.0	Updated following new ESRBI developments
16/10/2017	Matt Madya	3.0	Updated following R36
01/10/2018	Matt Madya	4.0	Updated following new ESRBI developments
01/10/2019	Matt Madya	5.0	Updated following new ESRBI developments
04/02/2020	Matt Madya	6.0	Updated following new ESRBI developments
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23/10/2020	Matt Madya	9.0	Updated following new ESRBI developments
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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.

Change Event Log Dashboard

Description

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.

Please note that this dashboard does not return data older than two years from current date.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX Absence Administration
XXX Absence Management (Read Only)
XXX Employee Relations Administration
XXX Finance Reporting
XXX Finance Reporting and Hub Mapping
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Learning Administration
XXX Payroll Administration
XXX Payroll Audit
XXX Payroll Super Administration
XXX Pensions Administration
XXX Recruitment & Applicant Enrolment Administration
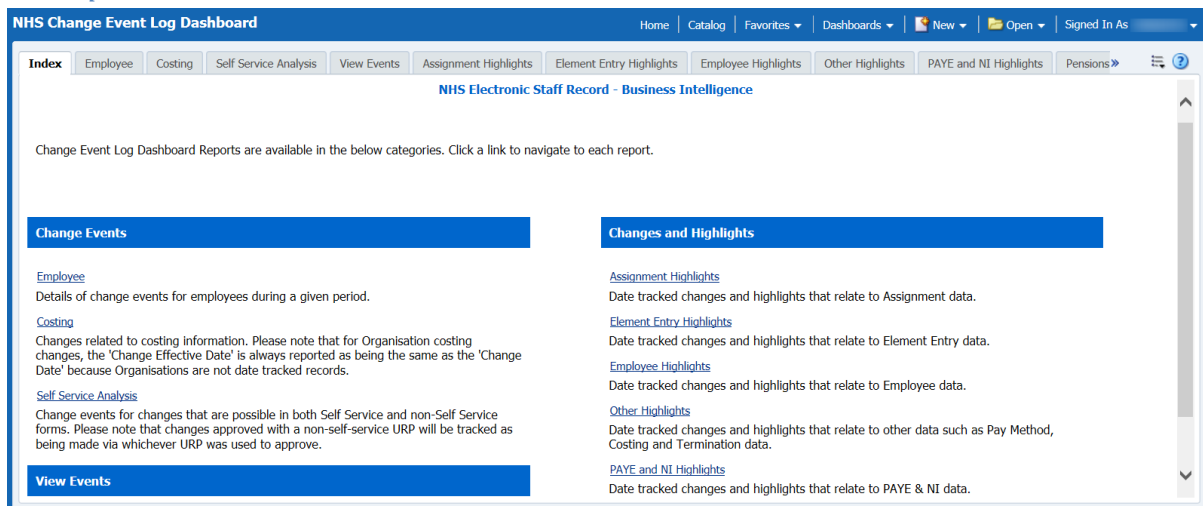XXX Occupational Health Administration

Index

Description

Change Event Log dashboard reports are available in three different categories below:

- Change Events
- View Events
- Changes and Highlights

From this tab users can click on links provided to navigate to reports.

Example Screenshot

Employee Tab

Description

This tab provides authorised reporting users with details on change events for employees during a given period. Please note that this tab returns change events for employees of a specified organisation hierarchy within a defined reporting period. The data returned is updated several times a day via Micro ETL. Further information can be found on the NHS Introduction to ESR Business Intelligence dashboard.

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.

Please note that when changes are made by a proxy user, the analysis reports the name of the user that has delegated the access in the Proxy User column. The user to whom proxy access has been granted will be reported in the Changed By and Changed By Name columns.

Prompts

Organisation
Paypoint
Person Type
Employee Person Type

Cost Centre

Employee Number

Change Event Category

ESR Employee User

ESR User

URP Used

Monitored Records

Change Event

Change Date Between

Change Effective Date Between (Date the change became effective)

Column Selectors

Cost Centre and Organisation Level 1-13

Data Items

Change Date Between	Payroll
Change Initiated By	Assignment Number
Changed By	Paypoint
Changed By Name	Change Effective Date
Proxy User	Change Event Type
URP Used	Change Event Category
Employee Name	Change Event
Employee Number	Change 1-12
Organisation Level 1-13	Cost Centre Organisation Level 1-12

Example Screenshot

Organisation (All Column Values) Paypoint (All Column Values) Person Type Employee;Employee Employee Person Type Employee;Employee

Cost Centre (All Column Values) Employee Number (All Column Values) Change Event Category (All Column Values) Change Event (All Column Values)

ESR Employee User (All Column Values) ESR User (All Column Values) Monitored Records All

Change Date Between 01/12/2016 12:00:00 .12/01/2017 12:00:00

Next   Apply   Reset

Please note: Security is applied to this dashboard so that only users with the relevant URPs may access relevant events, however the prompts above will return all events.

Change Date	Change Initiated By	Changed By	Changed By Name	Proxy User	URP Used	Employee Name	Employee No	Assignment No	Payroll	Paypoint
01-Dec-2016 07:33:25 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:33:27 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:33:29 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:33:30 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:33:32 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:45:29 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:45:37 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:47:31 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:52:48 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:53:01 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 07:53:17 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	
01-Dec-2016 08:00:04 AM	Blogs, Mrs. Jo	504JBlogs01	Blogs, Miss. Jo		504 Supervisor Self Service	Blogs, Mr. Joe	12345678	12345678	504 Monthly	

Costing Tab

Description

This tab returns changes related to costing information. Please note that for Organisation costing changes, the 'Change Effective Date' is always reported as being the same as the 'Change Date' because Organisations are not date tracked records.

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.

This tab of the dashboard is not available to users of the following responsibilities:

- Employee Relations
- Learning Administration
- Occupational Health

Prompts

Costing Change Type
ESR Employee User
ESR User
Change Date Between
Change Effective Date Between (Date the change became effective)

Column Selectors

Cost Centre and Organisation Level 1-13

Data Items

Costing Change Event	Change Date
Item Name	Change Effective Date
Item Number	Changed By
Changed From	Changed By Full Name
Changed To	Organisation Level 1-13
Cost Centre Organisation Level 1-12	

Example Screenshot

Costing Change Type (All Column Values) ▾   ESR Employee User (All Column Values) ▾   ESR User (All Column Values) ▾   Change Date Between 01/12/2016 12:00:00 🕐 - 12/01/2017 12:00:00 🕐

Next   Apply   Reset ▾

Costing Change Event	Item Name	Item Number	Changed From	Changed To	Change Date	Change Effective Date	Changed By	Changed By Full Name
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	29/12/2016	25/04/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	07/12/2016	01/07/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	11/01/2017	01/07/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	21/12/2016	28/07/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	03/01/2017	28/07/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	06/01/2017	28/07/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	02/12/2016	01/08/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	28/12/2016	01/08/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	07/12/2016	03/08/2016	504JBlogs01	Blogs, Mrs. Jo
Add Assignment Cost Allocation	Blogs, Mr. Joe	12345678		Proportion: 504 Costing Flexfield: |||5045K107|||	14/12/2016	03/08/2016	504JBlogs01	Blogs, Mrs. Jo

Self-Service Analysis Tab

Description

This tab returns change events for changes that are possible in both Self Service and non-Self Service forms. Users can then analyse the changes that potentially could have been made using Self Service rather than being entered centrally using professional forms. Please note that changes approved with a non-self-service URP will be tracked as being made via whichever URP was used to approve.

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.

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

- BI Administration
- HR Administration
- HR Management
- Payroll Administration
- Payroll Audit
- Payroll Super Administration

Prompts

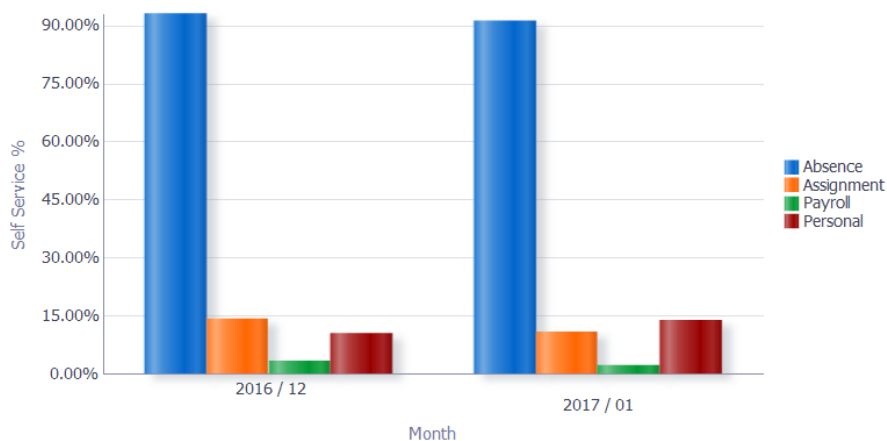Organisation
Person Type
Employee Person Type
Cost Centre
Change Date Between

Data Items

Title	Description
Self Service %	Self-service Changes / Change Count * 100
Month	

Example Screenshot

Actions

Users can click any bar of the chart to update the Changes by Change Event table within the same tab.

Changes by Change Event

Description

This analysis is designed to show a total change count, self service changes and the percentage of self-service changes grouped by change event. This table can be updated by either clicking on the bar graph within the Self Service Changes analysis or selecting values from the table prompts.

Table prompts:

Change Event Category (Default: Absence)
Month

Data Items

Change Event	Self Service Changes
Change Count	Self Service %

Example Screenshot

Change Event Category Absence ▼   Month 2016 / 12 ▼

Change Event	Change Count	Self Service Changes	Self Service %
Add Absence	5087	4850	95.34%
Delete Absence	239	166	69.46%
Update Absence Actual End Date	398	334	83.92%
Update Absence Actual Start Date	141	96	68.09%
Update Absence Reason	24	24	100.00%
Grand Total	**5889**	**5470**	**92.89%**

Action Links:

Users can click the Change Event to update the Changes by Responsibility table within the same tab or click the Change Count to navigate to the Employee detail tab available in a separate tab within the same dasboard.

Changes by Responsibility

Description

This analysis is designed to show a change count based on the values in the table prompts, grouped by Responsibility Name. This table can be updated by either clicking on a Change Event from the Changes by Change Event analysis or selecting values from the table prompts.

Table Prompts:

Month
Change Event
Change Event Category (Default: Absence)

Data Items

Responsibility Name	Change Count

Example Screenshot

2016 / 12 ▼	Add Absence ▼	Absence ▼

Responsibility Name	Change Count
504 Absence Administration	5087

Action Links:

Users can click the Change Count to navigate to the Employee detail tab available in a separate tab within the same dasboard.

Self Service and Non Self Service Changes

Description

This analysis shows the number of changes made in ESR by Self Service URPs against Non-Self Service URPs over a period of time. It is designed to help users track progress when rolling out the ESR self-service functionality.

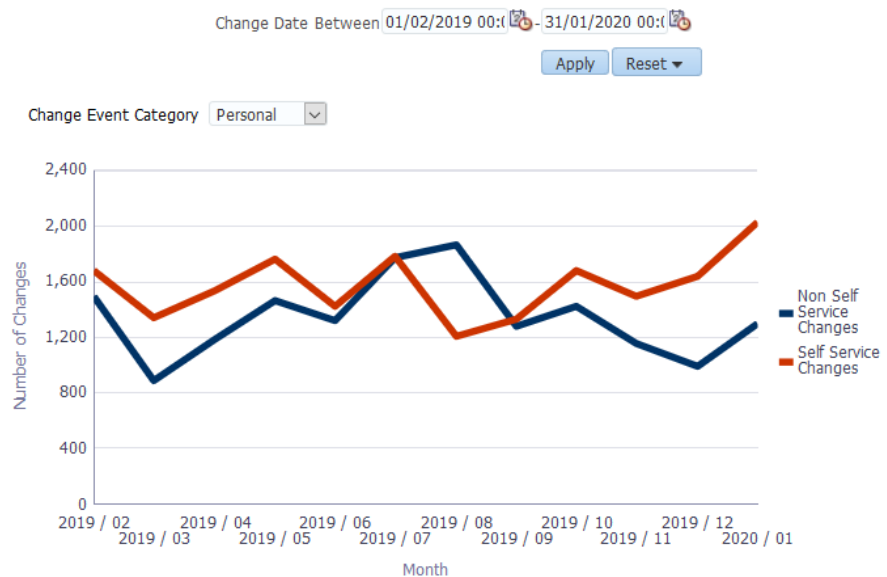*Prompts:*

Change Date Between

Table prompts:

Change Event Category (Default: Personal)

Data Items

Change Event Category	Self Service Changes
Change Count	Non-Self Service Changes
Month	

Example Screenshot

Self Service Benefits Tab

Description

This analysis attempts to provide an example of financial cost of changes in the period made using Self Service and changes made using non-Self Service forms in ESR as defined using Job Role. A comparison is provided in the detail version showing the total cost where an employee and a central individual may be required to make a change, as opposed to the employee using only Self Service.

Prompts

Organisation

Person Type

Employee Person Type

Cost Centre

Change Date Between

Session Multiplier (Default: 4)

* Define Core cost using Job Role

Set Time Taken per Change (mins) (Default: 0.243)

Data Items

Title	Description
Service Service Changes	Count of service service changes
Average Cost Per Change Self Service	Average cost per each change made via Self Service
Average Cost Per Change Core	Average cost per each change made via Core
Total Cost	Total cost of all changes
Difference	Saving / benefit of using self service
Employee Number	
Service Service Changes	Count of service service changes per Employee
Average Hourly Rate Self Service	Average Hourly rate per changes made via Self Service
Average Hourly Rate Core	Average Hourly rate per changes made via Core
Cost per Change Self Service	Cost per each change made via Self Service
Cost per Change Core	Cost per each change made via Core
Total Cost	
Difference	

Example Screenshot

Self Service Changes	Average Cost Per Change Self Service	Average Cost Per Change Core	Total Cost	Difference (the saving of Core Cost)
70	£0.10	£0.04	£9.72	£2.80

Employee Number	Self Service Changes	Average Hourly Rate Self Service	Average Hourly Rate Core	Cost per Change Self Service	Cost per Change Core	Total Cost	Difference (the saving of Core Cost)
01234567	1	£27.22	£10.51	£0.11	£0.04	£0.15	£0.04
12345678	1	£11.14	£10.51	£0.05	£0.04	£0.09	£0.04
23456789	11	£47.94	£10.51	£0.19	£0.04	£2.53	£0.44
34567890	2	£19.96	£10.51	£0.08	£0.04	£0.24	£0.08
45678901	14	£12.72	£10.51	£0.05	£0.04	£1.26	£0.56
56789012	10	£13.12	£10.51	£0.05	£0.04	£0.90	£0.40
67890123	2	£51.26	£10.51	£0.21	£0.04	£0.50	£0.08
78901234	9	£32.66	£10.51	£0.13	£0.04	£1.53	£0.36
89012345	12	£23.44	£10.51	£0.09	£0.04	£1.56	£0.48
90123456	8	£19.96	£10.51	£0.08	£0.04	£0.96	£0.32

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Change Date Analysis Tab

Prompts

Organisation

Paypoint

Person Type

Employee Person Type

Cost Centre

Employee Number

Change Event Category

Change Event

ESR Employee User
ESR User
URP Used
Monitored Records
Change Date Between
Change Effective Date Between
Days to Enter (Target)

Average Days to Enter

Description

This analysis returns the number of days taken to enter a change in ESR grouped by a number of Change Event fields, URP Used, Organisation and Job Role. The Target Days can be defined using the Days to Enter (Target) prompt available on the dashboard.

Further help on this analysis is available via the 'What does this Dashboard do?' link on the dashboard page.

Prompts

Days to Enter (Target)

Groupings

Change Event Category
Change Event
Change Event Type
URP Used
Organistion
Org Level 1-13
Job Role

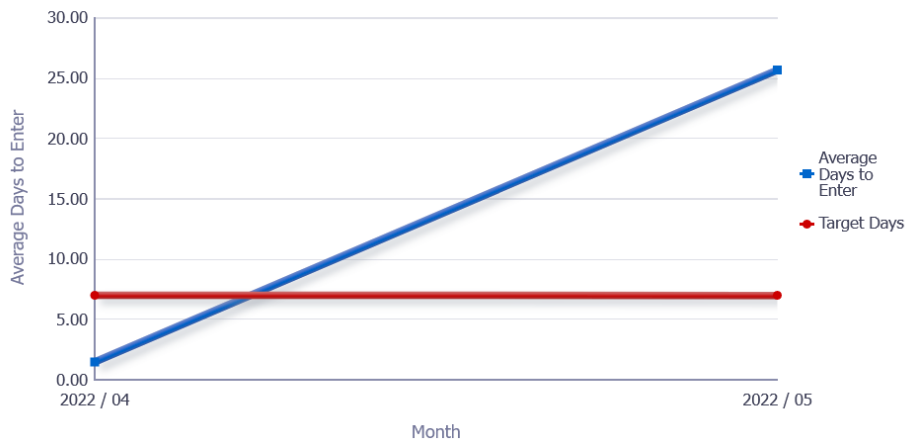*View Selectors*

Line Graph (Default)
Bar Chart
Table

Data Item

Month (Line Graph / Bar Chart)
Change Event Category
Average Days to Enter

Example Screenshot

Group By: Change Event Category ⌄

View: Line Graph ⌄

Change Event Category Absence ⌄

Changes within Target

Description

This analysis returns the number of changes made to ESR inside/outside of a user defined target. The Target can be defined using the Days to Enter (Target) prompt available on the dashboard.
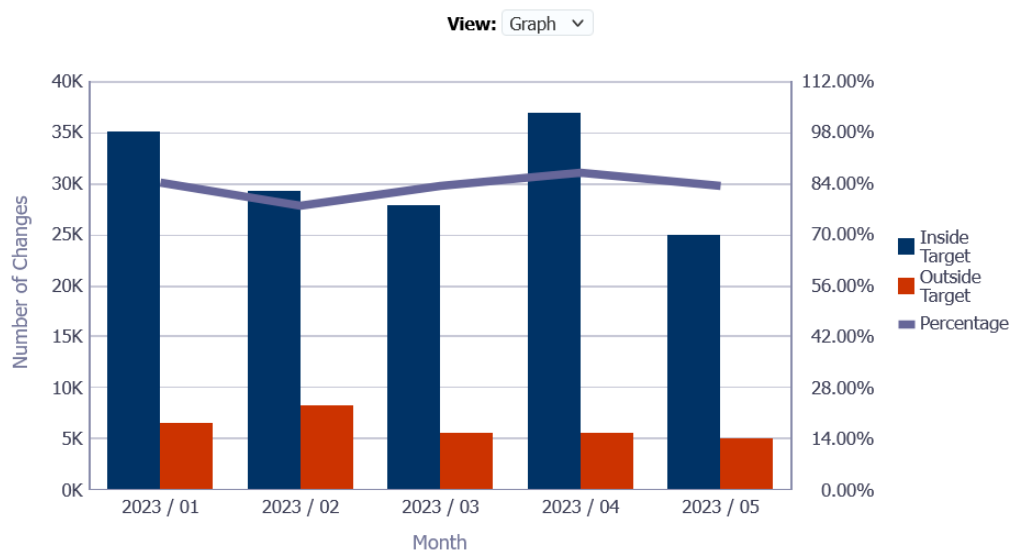
Prompts

Days to Enter (Target)

View Selector

Bar Graph (Default)
Table

Data Items

Number of Changes	Percentage
Month	Change Event Category (Table View only)
Inside Target	Change Event (Table View only)
Outside Target	

Example Screenshot

Detail

Description

This analysis returns all changes made in ESR within the period defined in the date prompts. Users can define a Target Date and also restrict to different options available including restricting to retrospective changes, changes made in advance and changes missing a cut off date.

Further help on this analysis is available via the 'What does this Dashboard do?' link on the dashboard page.

Prompts

Target Date

Show Changes (Default: All Changes, Restrict to Restrospective, Restrict to Advance, Missed Target Date)

Column Selectors

Organistion Name

Org Level 1-13

Cost Centre Org Level 1-12

Cost Centre

Data Item

Change Date	Assignment Number
Change Effective Date	Org Level 1-13
Change Initiated By	Change Event
Changed By	Change Event Category
Changed By Name	Change Event Type
Proxy User	Change1-12
URP Used	Days to Enter
Employee Name	Retrospective (Yes/No)
Employee Number	

Example Screenshot

Change Event Type	Change Event Category	Change Event	Change1	Change2		Days to Enter	Retrospective
Update	Learning Management	Update Certification Progress Status	Inactive to Active	000 NHS	Fire Safety Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Subscription Status	Certified to Renewing	000 NHS	Fire Safety Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Completion Date	No Value to 10-DEC-2021	000 NHS	Fire Safety Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Progress Status	Active to Completed	000 NHS	Fire Safety Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Subscription Status	Renewing to Certified	000 NHS	Fire Safety Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Progress Status	Inactive to Active	000 NHS	Information Governance Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Subscription Status	Certified to Renewing	000 NHS	Information Governance Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Completion Date	No Value to 10-DEC-2021	000 NHS	Information Governance Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Progress Status	Active to Completed	000 NHS	Information Governance Level 1 - CSTF Certification 2021	0	No
Update	Learning Management	Update Certification Subscription Status	Renewing to Certified	000 NHS	Information Governance Level 1 - CSTF Certification 2021	0	No
Add	Absence	Add Absence	Annual Leave Hours 1	AL		0	No
Add	Absence	Add Absence	Annual Leave Hours 1	AL		0	No
Add	Absence	Add Absence	Annual Leave Hours 1	AL		0	No
Add	Absence	Add Absence	Annual Leave Hours 1	AL		22	Yes
Add	Absence	Add Absence	Annual Leave Hours 1	AL		0	No

View Events Tab

Description

This tab allows users to report on who has viewed the records of each employee within the organisation. By default the analysis returns data between the first day of previous month and the day before the report run date (yesterday) however users can define their own date period.

Prompts

Person Type
Responsibility Name
Form Name
View By User Name
Employee/Applicant Number
Date Between

Data Items

View Date / Time	Form Name
Viewed By	Employee/Applicant Number
Proxy User	Person Full Name
Responsibility Name	Person Type

Example Screenshot

Person Type (All Column Values) ▼ Responsibility Name (All Column Values) ▼ Form Name (All Column Values) ▼ View by User Name --Select Value-- ▼

Employee/Applicant Number --Select Value-- ▼ Date Between 01/03/2017 12:00:0 📅 -04/04/2017 12:00:0 📅

Apply   Reset ⌄

View Date / Time	Viewed By	Proxy User	Responsibility Name	Form Name	Employee/Applicant Number	Person Full Name	Person Type
03/04/2017 06:38:31	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Tax Information	00000000	Blogs, Miss. Jo	Employee and Applicant
03/04/2017 06:40:07	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Combined Person & Assignment Form	00000000	Blogs, Miss. Jo	Employee and Applicant
03/04/2017 07:31:56	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee and Applicant
03/04/2017 07:33:03	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:40:52	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Entries	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:41:55	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Entries	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:44:18	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Entries	00000000	Blogs, Miss. Jo	Employee and Applicant
03/04/2017 07:51:26	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:52:44	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:54:19	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 07:56:05	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 08:04:24	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 08:04:58	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Absence Page	00000000	Blogs, Miss. Jo	Employee
03/04/2017 08:05:42	000JBLOGS|Blogs, Mr. Joe		000 Payroll Administration	Employment History	00000000	Blogs, Miss. Jo	Employee

Online Payslip Views

Description

This analysis is designed to show Payslip view events in ESR. It returns a full staff list whether or not the employee has viewed their payslip in the period alongside selected assignment based information.

Prompts

View by User Name
Employee/Applicant Number
Date Between
Assignment Category
Assignment Status
Person Type

Employee Person Type

Staff Group

Column Selectors

Organisation Level 1-13 x 4

Data Items

Employee Name	Viewed By Full Name
Employee/Applicant Number	Person Type
Assignment Number	Staff Group
Latest View Date/Time	Assignment Category
Viewed By	Organisation Level 1-13
Form Name	

Example Screenshot

Online Payslip Views Flyer

Description

The Online Payslip Views Flyer is a BI Publisher based analysis designed to show details of Online Payslip views for the Organisation. A previous month views total is provided alongside current and previous months (portal and non-portal) view counts presented in a line graph.

Data Items

Title	Description
Month	
Form Name	
View Event Count	Count of current month Online Payslip views
Previous Month Count	Count of previous month Online Payslip views

Example Screenshot
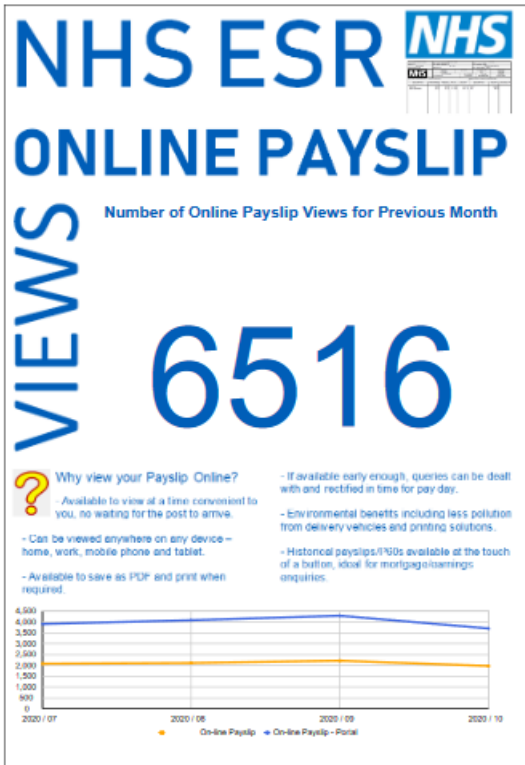
Assignment Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to Assignment data.

Prompts

* Payroll
Payroll Period
Organisation
ESR User
ESR Employee User
Update Date Between
Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Full Name	Last Updated By Full Name
Assignment Number	Last Updated Date
Effective Start Date	

Example Screenshot

Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	25/03/2001	Weekly hours entered: 0. Monthly equivalent: 0 No costing information present	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	01/04/2001	Weekly hours entered: 37. Monthly equivalent: 160.77	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	02/04/2001	Weekly hours entered: 37. Monthly equivalent: 160.77	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Weekly hours entered: 37. Monthly equivalent: 160.77	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Weekly hours entered: 37. Monthly equivalent: 160.77	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	05/04/2001	Assignment status has changed from Active Assignment to Suspend No Pay	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	23/04/2001	Weekly hours entered: 28. Monthly equivalent: 121.67	000JBLOGS	Blogs, Mrs. Jo	21/10/2006

Element Entry Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to Element Entry data.

Prompts

* Payroll
Payroll Period
Organisation
ESR User
ESR Employee User
Update Date Between
Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Employee Name	Last Updated By Full Name
Assignment Number	Last Updated Date
Effective Start Date	

Example Screenshot

Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	25/03/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	01/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	02/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	05/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	23/04/2001	Hospital Fund NHS Element Entered. Start Date: 16-OCT-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006

Employee Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to Employee data.

Prompts

* Payroll

Payroll Period

Organisation

ESR User

ESR Employee User

Update Date Between

Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Employee Name	Last Updated By Full Name
Effective Start Date	Last Updated Date

Example Screenshot

Organisation	Employee Number	Full Name	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	25/03/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	01/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	02/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	04/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	04/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	05/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	23/04/2001	National Insurance Number Changed from: NH000000X to NH000000Y	000JBLOGS	Blogs, Mrs. Jo	21/10/2006

Other Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to data other than employee, assignment, PAYE & NI or element entries. Data that falls into this category includes Pay Method, Costing and Termination data.

Prompts

* Payroll

Payroll Period

Organisation

ESR User

ESR Employee User

Update Date Between

Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Employee Name	Last Updated By Full Name
Assignment Number	Last Updated Date
Effective Start Date	

Example Screenshot

Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	25/03/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	01/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	02/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	05/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	23/04/2001	Bank account details changed from: Account Number 00000000 to 11111111	000JBLOGS	Blogs, Mrs. Jo	21/10/2006

Pay and NI Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to PAYE & NI data.

Prompts

* Payroll

Payroll Period

Organisation

ESR User

ESR Employee User

Update Date Between

Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Employee Name	Last Updated By Full Name
Assignment Number	Last Updated Date
Effective Start Date	

Example Screenshot

Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	25/03/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	01/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	02/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	05/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	23/04/2001	Emergency tax code applied - to be updated again	000JBLOGS	Blogs, Mrs. Jo	21/10/2006

Pensions Highlights

Description

This analysis lists selected date tracked changes and highlights that relate to Pension data.

Prompts

* Payroll
Payroll Period
Organisation
ESR User
ESR Employee User
Update Date Between
Change Effective Date Between (Date the change became effective)

Data Items

Organisation	Highlights
Employee Number	Last Updated By
Employee Name	Last Updated By Full Name
Assignment Number	Last Updated Date
Effective Start Date	

Example Screenshot

Organisation	Employee Number	Full Name	Assignment Number	Effective Start Date	Highlights	Last Updated By	Last Updated By Full Name	Last Update Date
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	25/03/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	01/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	11/12/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	02/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	30/04/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	04/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	07/03/2007
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	05/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006
000 ESR Organisation	00000000	Blogs, Mr. Joe	00000000	23/04/2001	Pension Add Yrs Lump Sum Accrued NHS. Start Date: 01- APR-2017	000JBLOGS	Blogs, Mrs. Jo	21/10/2006