

Electronic Staff Record

Employee Self Service (ESS)

User Guide

ESR Employee Self Service (ESS) allows you to view and update your own Electronic Staff Record within the Trust staffing system. Functionality supported by the Trust is listed below and this document will guide you through the various different features of ESS.

Employee Self Service (ESS) allows you to:

- View announcements related to National and Local events
- View and amend your personal information including: Home address; Bank details; Emergency contacts View and print PDF copies of payslips and P60s.
- View your Total Reward Statements
- View and enrol on learning opportunities and take responsibility for ensuring up to date compliance.
- Record your equality and diversity information.
- *Apply for and manage leave, using the absence Portlet.
- Access your key career information through the Talent Profile, with the ability to produce printable PDF versions.
- View your Professional Registration Information

*Subject to Local Processes

All of this functionality is available on both organisational networks and via the Internet on mobile devices.



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Accessing ESS

The majority of staff will have access to the icon below on their desktop:



On the following screen, users can select the way they login, either via Smartcard or Username and Password. Smartcards give more access for some roles and should be used if available

Fields with an a	asterisk (*) are required fields
Username*	
	(Example: 999JSMITH01)
Password*	
Forgotten F	Request Username/Password Unlock Account
	Log in via Usemame Password
	Log in via Usemame Password
Log in wit	Log in via Usemame Password
Log in wit Access ESR button	Log in via Usemame Password h your Smartcard by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard'



My ESR Dashboard

Once you have logged in you will be taken to the 'My ESR dashboard. This page contains a number of key features such as links to notifications, a search facility and portlets'. These portlets provide easy access to your information and direct links to the relevant ESS pages.

The 'Side Bar' on the left hand side includes quick links to key features such as 'My Personal Information'.

				Search	n	Sarah Lane 👻
VHS Trust	_				Mana	oge Internet Access 🗙
Ny Role	A	nnouncements			My Payslip and P60	0
ly Pages Dashboard Portal Content	, <	Electronic Staff Record &	The My ESR Dashboard which provide easy acce relevant Self Service par OMETO Click the scrollbar to na	i is displayed co iss to your info ges where appli vigate to the M	20000001 - Bestine 1 ontaining a number of po imation and direct links to licable. y Personal Information p	rtlets the ortlet.
ESR Navigator					Go Paperless O O NO	
My Personal Information				View All (27)	View My Payslips	View My P60s
My Pay & Rewards	>	v Compliance	My Annual Leave	ø	My e-Learning	ø
My Learning	As	ssignments:	Assignment:		, o _ou	
My Complance & Competency	>	All - Assignments	90931774 - Position 7583514]	Show mandatory learning o	inly YESO
My Absence	>	Percentage Compliance: 75%	Accrual Plan: Annual Leave I Entitlement: 262.5 Hours	tours 1 NHS	502 Eiro Safahr	
My Appraisals and Reviews		View My Compliance	Taken: 0 Hours Booked: 37.5 Hours		<	2
My Employment	>M	ly Total Reward Statement	Remaining: 225 Hours		Status: Not Attempted	
My Property Register	Ta 20	x year: 017-2018	Create Annual Le	lendar		
My Talent Profile	:	N	HS		Learner Home	page
Request Internet Access	Te	View My TRS	My Personal Informatio	n o	My ESR Calendar	0
	M	ly Favourites			🛱 Tuesday	

My Supervisor Employees can also view their Supervisor information by clicking on 'Employment Information' under 'My Employment' on the side bar (displayed as below). It is important that this information is correct to allow Supervisor Self Service and EMPACTIS to function correctly. **If this information is not correct please could you email** <u>esradmin@merseycare.nhs.uk</u> and confirm your correct Supervisor.

following sect	ion displays the summa	ry as of today's date.
ffective Date 1	D-Nov-2017	
	Assignment Number	20000290
	Assignment End Date	
	Genisation	503 Ward 1
	Supervisor	Leese, Mrs. Vivian
	Email Additess	



Update your personal details

From the Side Bar menu on MY ESR home page (left hand side above) click on the link for My Personal Information

How to Update a Personal Address

Click the **Update My Personal Information** button in the **My Personal Information** portlet. Select update and proceed to updating record.

Addresses	
	Update
Address Line 1	12 Rowan Grove
Address Line 2	
Address Line 3	
Town	Warwick
County	Warwickshire
Post Code	CV34 2WE
Country	United Kingdom

Click Next and then you can review and Submit.

Ny Personal Information	Home Feverities Settings . Logged in As SURSMISTRY . Help Logout Port
Personal Information: Review	
Employee Name: Mtstry, Sandoop Employee Number 20000247 eview your changes and, it needed, sitach supporting documents. Pedoce Coupdities	Cancel Printable Page Back Subgit
ain Address	
Effective Date 0E Jan-2013 Country United Kingdom Address Line 1 12 Roman Grove Town Warwick County Warwickbree Post Code CV34 2WE Type Home	01-Jul-2019 o United Kingdom 2 Harper Close o Warwick 0 CV317AV o Elome
dditional Information	
Attachments	
To belp approvers understand the request, you can attach supporting documents, in	nages, of Holes to this action. Cancel Printable Page Back Subgit
spyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.	

Under My Personal Information you can also view and update various other details such as marital status, contact details & equality & diversity Information:



My Personal Information	Tell Us What	t You Thin	k
Personal Information	Click here to share using the ESR Portal	your experiences I today.	sof
Contacts			
Qualifications		• • •	
Sexual Orientation	Local Links	ø	My e-L
Religious Belief	PACE Link Health Roster		Show
Disability Information	Merseycare -Expenses		00
Registrations &	ESR Guidance/ Self Service		
Memberships	Recruiting managers link to T	RAC	<
Conflict of Interest	SVL Input Link		

How to Access your Payslip

From this portal a number of options can be taken.

1) View the current payslip **only** by clicking on the latest pay date.

2) View the latest P60 by clicking on the latest P60 date.

3) View my payslips button displays a further page allowing access to previous

months/years/payslips, by selecting the year and month to view

4) View my P60s displays a further page allowing access to previous months/years/P60s, the year by selecting and clicking on view report.

ey Care NHS Trust				
y Personal Information 🛛 💙	Announcements	ø	My Payslip and P60	ø
Personal Information		1		
Contacts		<u>NHS</u>	NEW Pay date: 21-Dec-2020 NEW Peo: 2019/2020	
Qualifications	DECOVER			
Sexual Orientation	Welcome to ESR	/ 👰 🖳 👰 🔪		
Religious Belief		- 🛕 🖷 🔔 /	Go Paperless 🐢 🔘 NO	
Disability Information			View My Payslips View	My P60s



When clicking on view payslip it shows payslips currently and from previous years.

Search * Assignment Number Position Name Year Payslip View Payslip	2023 If blank, payslip is not produced for this period. Please contact your payroll administrator. Clear All	

Note when viewing the payslip, it saves a copy of the payslip to downloads on your device. Please save this to a secure file which no one else can access.

View your Mandatory Training Compliance

From the dashboard home page clicking on Compliance dashboard shows which mandatory training is incomplete or due.

My Compliance 🛛 🗬
Assignments:
All - Assignments
Percentage Compliance: 100%
Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.
Competency Name 🛛 Status
O Equality, Diversity and Hum 0
▶ Play Q View
1
View My Compliance

To play elearning click on the radio button next to the elearning and the play button will become active. Elearning should be played from here.

From here you can view your Compliance & Competency Matrix by clicking on the View my Compliance Button.



Community and Mental Health Services

omp	Iance All Competencies Awaiting Approval							
TIP	To view compliance for any additional assignments, select assignment from drop down and press Go							
	Go Compliance Percentage 100.0%							
7 I	Required Competencies Only							
э́тн	P To view required competencies only, tick the checkbox and press Go							
							Dave	4 4- 20
Exq	Printable Page 1 ***						Rows	1 to 26
Deta	ils Competency Name 🔺	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	350 LOCAL Adverse Incidents - elearning (once only)			N	No Expiry		٩	1
>	350 LOCAL Brief Advice on Secondhand Smoke - elearning (once only)			N	No Expiry		٩	1
>	350 LOCAL Complaints Handling - once only			Y	No Expiry		٩	1
>	350 LOCAL Counter Fraud Awareness (elearning) - 3 yearly			N	16-Jan-2026		٩	1
>	350 LOCAL Data Security Awareness 2024/2025			N	No Expiry		٩	1
>	350 LOCAL Introduction to Anti-Racism - elearning (once only)			N	No Expiry		٩	1
>	350 LOCAL Listen Up - Freedom to Speak Up Level 2 (3 yearly)			N	13-Aug-2027		٩	1
>	350 LOCAL Local Induction Checklist - once only			N	No Expiry		٩	1
>	350 LOCAL Patient Safety Level 1 - Essentials for all staff]			N	31-Jan-2026		٩	1
	25011 OCAL (Bases and Civilia: Augmenter (a lagrained) area and d			N	No Expine		a	1_

You can also search for courses and classes using the search function from the learner homepage, by searching for the course name:

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	tiss Theresa	
CCOMBIO, P	135 11161 638	
	Course Catalogue	Hid
Browsed	ategories	
	Customer Relations	Health & Safety
	Induction	Informatics
	Medical Equipment	Occupational Knowledge & Skill_
	Personal Development	Post-Graduate Health Care and
	Resuscitation	Risk Management



Additional Resources

Further guidance can be found on the ESR Hub: Looking for help? - ESR Hub - NHS Electronic Staff Record NOTE YOU MUST BE LOGGED INTO ESR TO ACCESS GUIDANCE

If you have any concerns or queries regarding pay, personal details or employment please contact <u>esradmin@merseycare.nhs.uk</u>

If you have any concerns or queries regarding training or elearning please contact_ elearning@merseycare.nhs.uk