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

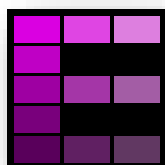All of this functionality is available on both organisational networks and via the Internet on mobile devices.

Table of Contents

Contents

Accessing ESS

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

Please click Login to ESR.

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

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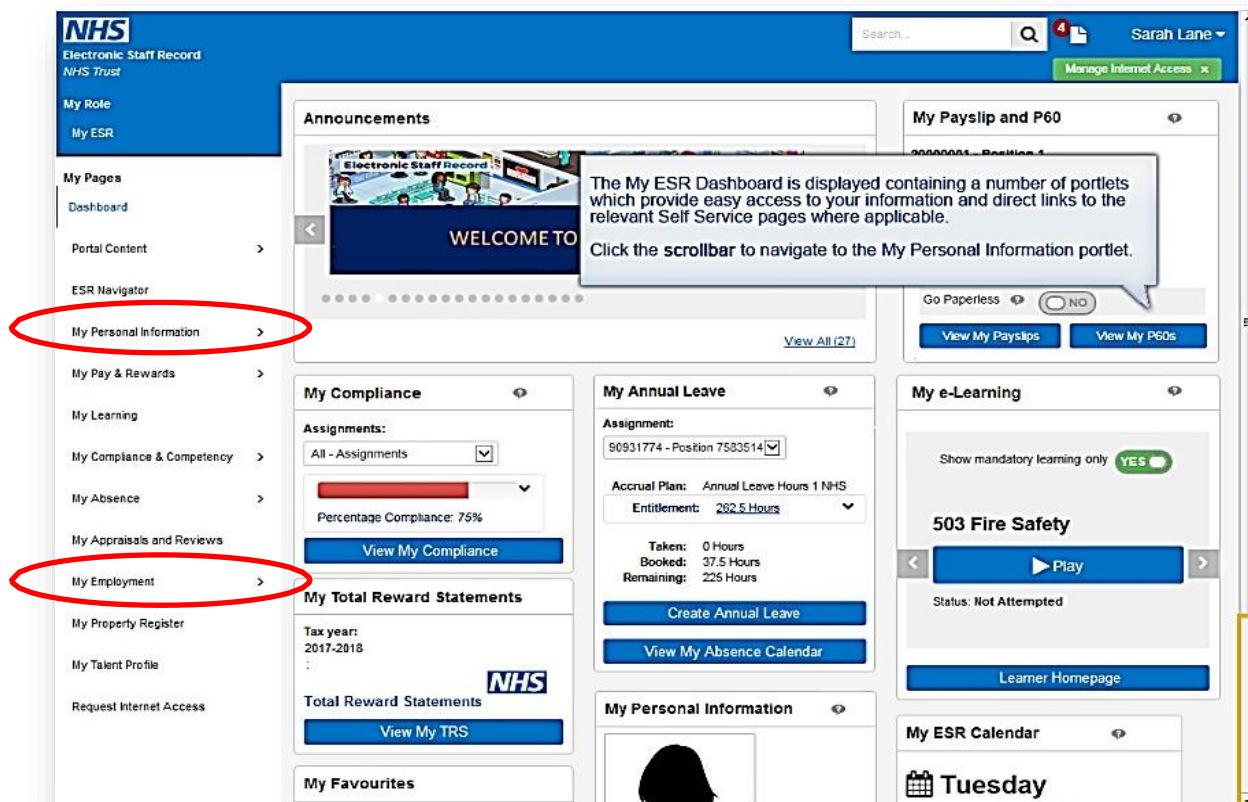
My Supervisor Employees can also view their Supervisor information by clicking on 'Employment Information' under 'My Employment' on the side bar (displayed as below). It is important that this information is correct to allow Supervisor Self Service and EMPACTIS to function correctly. **If this information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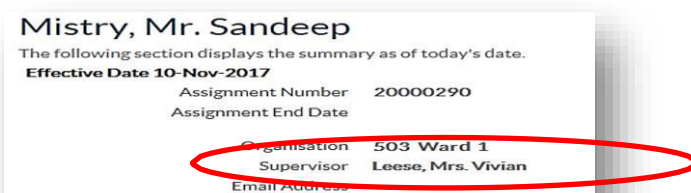
Update your personal details

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.

Click **Next** and then you can review and **Submit**.

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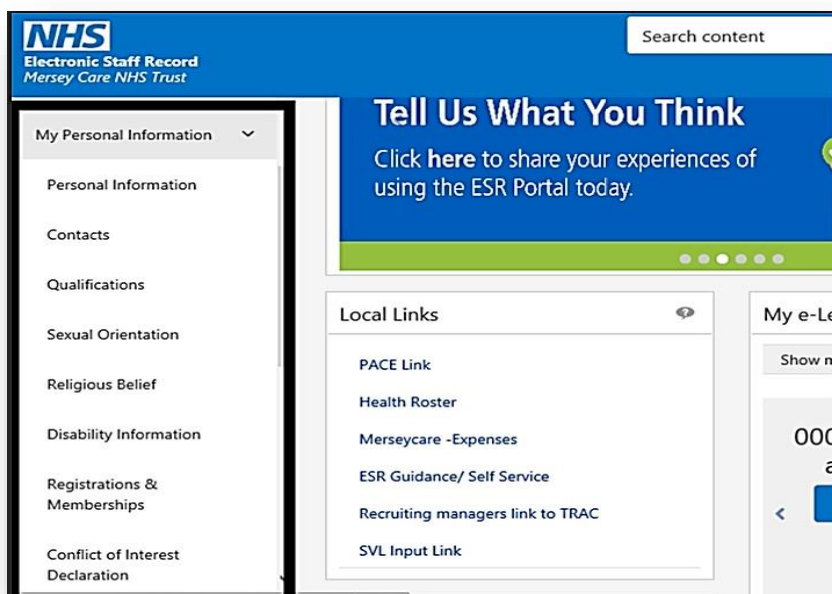
How to Access your Payslip

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.

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

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

View Payslip

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
○ Equality, Diversity and Hum...		ℹ

▶ Play   🔍   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.

	Learner Home Page	Add Competencies

Compliance | 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%

☑ Required Competencies Only

☑ **TIP** To view required competencies only, tick the checkbox and press Go

Export | Printable Page | ...   Rows 1 to 26

Details	Competency Name ▲	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
❯	350|LOCAL|Adverse Incidents - elearning (once only)|			N	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Brief Advice on Secondhand Smoke - elearning (once only)|			N	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Complaints Handling - once only|			Y	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Counter Fraud Awareness (elearning) - 3 yearly|			N	16-Jan-2026	🟩	🔍	✏️
❯	350|LOCAL|Data Security Awareness 2024/2025|			N	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Introduction to Anti-Racism - elearning (once only)|			N	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Listen Up - Freedom to Speak Up Level 2 (3 yearly)|			N	13-Aug-2027	🟩	🔍	✏️
❯	350|LOCAL|Local Induction Checklist - once only|			N	No Expiry	🟩	🔍	✏️
❯	350|LOCAL|Patient Safety Level 1 - Essentials for all staff|			N	31-Jan-2026	🟩	🔍	✏️
❯	350|LOCAL|Respect and Civility Awareness (e-learning) - once only|			N	No Expiry	🟩	🔍	✏️

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

≡ NHS Learning Management

My Learning Home Page

McDonald, Miss Theresa

Course Catalogue   Hide

Browse categories

Customer Relations	Health & Safety
Induction	Informatics
Medical Equipment	Occupational Knowledge & Skill...
Personal Development	Post-Graduate Health Care and ...
Resuscitation	Risk Management

Search Course ⌄   [   ] 🔍

Advanced Search

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 esradmin@merseycare.nhs.uk

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