

## Self Service Information

The follow sections concentrates on Self Service Functionality

Trust Headcount  
Number of User Accounts

Auto User Creation Process

Employee SSHR - No Approval Required for Remote Access

		% Headcount	% User Accounts
Total Email Addresses populated	4352	80%	96%
Local Email Addresses populated	4351	80%	96%
NHS.net Email Addresses populated	1	0%	0%

	Implementation Status	Total Users	% of Headcount	Logged in Last 90 Days	% of Users Logged in	Target Date
ESSLA	Implemented	536	9.9%	272	50.7%	
ESS	Implemented	4244	78.1%	3646	85.9%	
SSS LA	Not implemented					
SSS	Implemented	494	9.1%	474	96.0%	
MSS No Payroll Approvals	Implemented		0.0%			
MSS Payroll Approvals Required	Not implemented	442	8.1%	433	98.0%	
ASS	Implemented	43	0.8%	41	95.3%	

Additional Comments

## Self Service Changes / Change Forms

Do you actively monitor the ESR BI - Self Service Analysis Tab  
(Found on the Change Event Log Dashboard)

Yes

		ESS	SSS	MSS	ASS	Core	Total Changes	Total Self Service Change	% completed by SS
<b>Personal</b>	Monthly	119	14	52	0	1754	1939	185	10%
	YTD	1170	93	476	0	25975	27714	1739	6%
<b>Assignment</b>	Monthly	0	0	285	0	1847	2132	285	13%
	YTD	0	0	2267	0	34034	36301	2267	6%
<b>Hours &amp; Location</b>	Monthly	2	0	21	0	107	130	23	18%
	YTD	21	219	245	0	2216	2701	485	18%
<b>Payroll</b>	Monthly	3	1	51	0	23599	23654	55	0%
	YTD	19	7	545	0	135883	136454	571	0%
<b>Supervisor</b>	Monthly	0				366	366	0	0%
	YTD	16				6391	6407	16	0%
<b>Terminations</b>	Monthly					96	96	0	0%

	YTD					1372	1372	0	0%
<b>Absence</b>	Monthly	2930	1536	1194	0	476	6136	5660	92%
	YTD	39198	29201	18669	0	8869	95937	87068	91%

Have you updated your local Change Forms to remove:

**Personal Information**

Address Changes  
Contacts Information

Status \_\_\_\_\_ Target Date \_\_\_\_\_  
 Yes  \_\_\_\_\_  
 Yes  \_\_\_\_\_

Status \_\_\_\_\_ Target Date \_\_\_\_\_  
 Equality & Diverstiy Yes  \_\_\_\_\_  
 Bank Account Details Yes  \_\_\_\_\_

**Assignment Information**

Position & Grade (Assignment)  
Hours & Location  
Supervisor Details  
Comments

Status \_\_\_\_\_ Target Date \_\_\_\_\_  
 No  \_\_\_\_\_ Sep-18  
 Yes  \_\_\_\_\_  
 Yes  \_\_\_\_\_

Status \_\_\_\_\_ Target Date \_\_\_\_\_  
 Starters Yes  \_\_\_\_\_  
 Terminations No  \_\_\_\_\_ Sep-18

**Online Payslips**

Printed Payslip Organisation Status  
Number of Users Opted Out of Printed Payslips  
Percentage of employees Opted Out

Printed Payslips  
5678  
77%

Notes

Online Payslips Only  
Target Opt Out Date (set to Completed if already done)

Yes

Are you aware of the ESR BI Report that identifies those Opted Out

Yes

<http://www.esrsupport.co.uk/ESRBI/guide/v2/>

**Absence Recording**

How is sickness recorded

Self Service

Alternative System: \_\_\_\_\_ (will show on Summary Report)

Record Annual Leave in ESR

Yes

Target Date \_\_\_\_\_

Where is Annual Leave recorded

Self Service

Annual Leave Guide

<https://www.electronicstaffrecord.nhs.uk/kbase/entry/8/>

Bank Staff Annual Leave is recorded outside of ESR and should not be reflected in this report. The same is for medical workforce.

## Appraisals

Are Appraisals recorded centrally at the organisation

Yes

Target Date:

Alternative System:

Do you record Appraisals within ESR

Yes

Detail of Appraisal recorded in ESR

Dates Only

Primary Employee Appraisal Type used

Review

### Number of Appraisals within ESR:

	Total	% of Headcount
2nd Gateway	149	2.7%
AfC Development Review	214	3.9%
Foundation	320	5.9%
Medical Appraisal	64	1.2%
NMC Revalidation	9	0.2%
PDP	360	6.6%
Performance Appraisal	1237	22.8%
Preceptorship	4	0.1%
Review	3327	61.2%
RITA	0	0.0%

Do you record Nurse Revalidation centrally

No

Target Date:

Alternative System:

Record Nurse Revalidation in ESR

No

How is Nurse Revalidation recorded

Local System

Aware of the ESR BI supporting Dashboards

Yes

<http://www.esrsupport.co.uk/ESRBI/guide/v2/Appraisal%20Reviews%20Dashboard/>

Request for Appraisal Webinars / Workshops

Yes

Request for Nurse Revalidation Webinars / Workshops

Yes

Notes

## OLM - Face to Face Learning (Non e-Learning)

OLM used to capture Physical Learning enrolments	Yes	Target Date
Alternative LMS platform used	No	
OLM used to record all F2F learning	Mix	
Is the Catalogue set up in advanced	Yes	
Enrolments completed prior to Class start date	Yes	Target Date
Is Self Enrolment enabled	Partially	Target Date
Waitlisting in use	No	Target Date Not working as required
Attendance Portlet used	No	Target Date Sep-18
Attendance Portlet updated by	Not Currently Used	
Support required with OLM Catalogue items	Yes	

### URPs Allocated

Learning Administration	59
Class Administration	3
Learning Instructor	13

### Enrolments

Non e-Learning bookings	10527
Other bookings placed	230

Active Courses with no Classes	295
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### Physical Enrolments - Previous 3 months

Bookings placed: March-2018 to May-2018	
Learning Admin	3386
Class Admin	3488
Self Service	102
Other	0

	Before Course	Same Day and After Course	Before Course %	Same Day and After Course %
Previous Year	8396	3194	72%	28%
Previous Month	626	239	72%	72%

Kbase Supporting Information

<https://www.electronicstaffrecord.nhs.uk/kbase/entry/28/>

Additional Comments

about 85% of training is delivered through OLM, for Shared Services is unknown.

## OLM - E-Learning

OLM used to record e-Learning content	Yes	Target Date
Alternative LMS e-Learning platform used	No	
OLM used to play all e-Learning content	All Learning	
What e-learning content is used	Mixed	
Is Self Enrolment enabled	Yes	Target Date
		Target Date

e-Learning Enrollments	
e-Learning Completions	18695 14685

### e-Learning Enrolments - Previous 3 Months

Learning Admin	3497
Class Admin	6793
Self Service	3104

Certifications used for repeatable learning  Yes  Other  0

Has Auto Enrolment been activated and in use  Yes  Target Date \_\_\_\_\_

If so for what subjects / competences, if not why not  To be confirmed  Target Date \_\_\_\_\_

Internet Access use actively promoted  Yes  Target Date \_\_\_\_\_ Internet Access Users 1835

Aware of the ESR App  Yes  Target Date \_\_\_\_\_ % of Users with Remote Access 34%

Support required with OLM e-Learning  \_\_\_\_\_

Kbase Supporting Information <https://www.electronicstaffrecord.nhs.uk/kbase/entry/28/>

Additional Comments

There is another portal, calles Skills Portal, but not activity is taken from this and updated onto ESR. Auto Enrollment has been enabled for subjects that has one e-learning against a compentcy.

**Compliance Reporting**

How do you report Organisational Compliance  ESR BI  If Other \_\_\_\_\_

Are competences set within OLM Catalogue?  Yes  Target Date \_\_\_\_\_

Are Competency Requirements set against ESR Workstructure  Yes  Target Date \_\_\_\_\_

Process in place to set Requirements for new Positions created  No  Sep-18  If Other \_\_\_\_\_

How are staff made aware of their own Compliance  Portal / ComplianceMatrix  If Other \_\_\_\_\_

How are Managers made aware of their Team's Compliance  Portal / Compliance Matrix  Target Date \_\_\_\_\_

L&D produce own Compliance Reports  Yes  \_\_\_\_\_

**Competency Requirements Set Up**

Competency Type	Set within Catalogue	Set as Requirement	On Learner Record
CSTF	6229	2410	42949
KSF	2647	5781	11630
LANG	1791	695	19159
LOCAL	66	94	6304
MAND	67	795	4778
NOS	0	0	3
CCF	0	0	4
NWC	0	0	3
REVAL	0	0	0

	Total	CSTF	MAND	Local	KSF	Other National
Business Group	13	10	0	0	0	3
Organisation	16	11	1	1	0	3
Job Role	1	0	0	1	0	0
Position	98	26	25	15	30	2
Assignment	1	0	1	0	0	0

Notes

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Compliance Trending Tab used to assess future Compliance rates

Target Date

Compliance Time Line Tab used to schedule future class needs

Aware of the Compliance Dashboard and Compliance Trending Dashboards  
<http://www.esrsupport.co.uk/ESRBI/guide/v2/Compliance%20Dashboard/>  
<http://www.esrsupport.co.uk/ESRBI/guide/v2/Compliance%20Tre> -- Please Select --

Support required with setting up Competency Requirements

Kbase Supporting Information  
<http://portal.mhapp.nhs.uk/esrusermanual/html/NAVU1316.htm>

**Invalid Competencies**

Error Type	Set within Catalogue	Set as Requirement	On Learner Record
Type 1	31	750	3199
Type 2	0	0	16
Type 3	0	0	0
Type 4	78	244	1717
Type 5	0	0	0
Type 6	0	0	0

Error Tpe	Explanation
Type 1	Segment 1 is not NHS and Segment 2 is not LOCAL
Type 2	Segment 1 is NHS and Segment 2 is LOCAL
Type 3	Segment 2 is LOCAL and no Competence VPD has been specified
Type 4	Segment 1 is NHS and a Competence VPD has been specified
Type 5	Segment 1 has not been specified and does not fall into types 1 to 4
Type 6	Segment 2 has not been specified and does not fall into types 1 to 5

Notes

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## Recruitment Processes

Does Medical Recruitment operate separately to General Recruitment  
 Is the Medical Staffing Recruitment process different to General Recruitment

Yes  
 Yes

### General Recruitment

Recruitment Checks completed in which System  
 Do you use the e-Recruitment Interface  
 What Applicant records are returned to ESR  
 Opted in to the Auto IAT Process

TRAC  
 If Other  
 Target Date  
 Yes  
 Successful Only  
 Yes

### Medical Recruitment

#### Medical Recruitment

Recruitment Checks completed in which System  
 Do you use the TIS Interface  
 What Applicant records are returned to ESR  
 Opted in to the Auto IAT Process

Other  
 Target Date  
 No  
 Shortlisted  
 Yes

### Pre Hire IAT

Are Pre Hire IATs used?  
 Which team runs the Pre Hire IAT  
 ESR Applicant Status when completed  
 ESR Factual Reference Requested  
 Average number of **days** prior to start date  
 Average number of Pre Hires run per month  
 Are unsuccessful Applicant Records closed down

Target Date  
 Yes  
 Recruitment  
 Offered Accepted  
 No  
 >12  
 Unsure  
 No

Are Pre Hire IATs used?  
 Which team runs the Pre Hire IAT  
 ESR Applicant Status when completed  
 ESR Factual Reference Requested  
 Average number of **days** prior to start date  
 Average number of Pre Hires run per month  
 Are unsuccessful Applicant Records closed down

Target Date  
 No  
 Offered Accepted  
 No  
 Unknown  
 Unknown  
 No

### Post Hire IAT

Are Post Hire IATs used?  
 Which team runs the Post Hire IAT  
 Is the Portable Data Set Copy completed  
 Average number of **days** post start date  
 Average number of Post Hire IATs run a month

Target Date  
 Yes  
 Payroll  
 Yes  
 Unsure  
 Unsure

Are Post Hire IATs used?  
 Which team runs the Post Hire IAT  
 Is the Portable Data Set Copy completed  
 Average number of **days** post start date  
 Average number of Post Hire IATs run a month

Target Date  
 Yes  
 Payroll  
 Yes  
 Unknown  
 Unknown

### IAT Roles & Responsibilities

IAT Initiation Role  
 IAT Approver Roles  
 Stat & Mand Role  
 Occupational Health  
 Factual Reference Approver  
 Factual Reference Reciever

Role Allocated  
 Target Date  
 Yes  
 No  
 Yes  
 No  
 No  
 No

Actively Used  
 Target Date  
 Yes  
 -- Please Select --  
 Yes  
 -- Please Select --  
 -- Please Select --  
 -- Please Select --

Target Date  
 Roles & Responsibility Not as  
 Intreoid for medics is used

### Responding to ESR References

Approve incoming Reference Requests (ESR)  
 Responding to Reference Requests  
 Aware of ESR BI Factual Reference  
 Use ESR BI Factual Reference

Target Date  
 No  
 Mixture  
 Yes  
 No

Responding to Reference Requests

### Request for Workshops/ Webinars

Whole IAT Process  
 Recruitment Notification

Yes  
 Yes

<http://www.esrsupport.co.uk/ESRBI/guide/v2/HR%20Forms%20Dashboard/#hr-forms-dashboa rd>

Competency Allocation  Yes  
 Occupational Health Updates  No  
 Factual References  Yes

Kbase link to supporting information <https://www.electronicstaffrecord.nhs.uk/kbase/entry/489/>

Notes - General Recruitment

Notes - Medical Recruitment

### Employee Relations

Is Employee Relations information recorded centrally  Yes  
 Is ESR used  No Target Date \_\_\_\_\_ System Used Mixture of ESR and local spreadsheet

How is WRES Reporting completed (Workforce Race Equality Reporting)  -- Please Select -- If Other Not Applicable

Aware of the ESR BI supporting Dashboards  Yes <http://www.esrsupport.co.uk/ESRBI/guide/v2/Employee%20Relations%20Dashboard/>

Request for Workshop / Webinars  Yes

Employee Relation by VPD. Period: April-2018 to June-2018

Type	Count
NHS Flexible Working	0
NHS Grievance	0
NHS Disciplinary	1
NHS Capability No UHR	1
NHS Capability UHR	0
NHS Further ER Stages	0
NHS Harassment	0

Kbase link to supporting information <https://www.electronicstaffrecord.nhs.uk/kbase/entry/403/>  
 Notes

### Establishment Control

Is Establishment Control set up within ESR  No

How often is the Establishment updated  -- Please Select -- How much resource required

Team responsible for keeping Establishment updated  -- Please Select --

Aware of the ESR BI supporting Dashboards  Yes <http://www.esrsupport.co.uk/ESRBI/guide/v2/Staff%20in%20Post%20Dashboard/>

Request for Workshop / Webinars  Yes

### Steering Group

Is there an ESR Steering Group  No



Which Functions attend the Group (if combined functions then please select all appropriate functions)

- Recruitment -- Please Select --
- HR -- Please Select --
- Learning & Development -- Please Select --
- Payroll -- Please Select --
- Finance -- Please Select --
- Workforce -- Please Select --
- IT -- Please Select --

How often does the Group meet (Months only)

## ESR Interfaces

Attendance Inbound	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Generic Absence	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
OH Interface	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Expenses	Yes <input type="checkbox"/>	Other <input type="checkbox"/>	If Other _____
Active Directory	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Rostering	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Time and Attendance	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Risk Management	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Travel Expenses	No <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
Other	Yes <input type="checkbox"/>	<input type="checkbox"/>	If Other _____
		<input type="checkbox"/>	
		Intrepid <input type="checkbox"/>	

**Comments**

**Select Required VPD**

VPD	Supply to Entity	Interface Type	Supplier	Software
120	RQF	GPA	In-house	Patient Admin
120	RQF	ATT EXP	Software Europe	E-Expenses