

Electronic Staff Record (ESR)

Employee Self Service (ESS) User Guide

ESR Employee Self Service (ESS) allows you to amend and view information about your Electronic Staff Record. The functionality currently supported by the Trust is listed below and further guidance on how to navigate around your record can be found in this document.

By accessing your ESR Employee Self Service (ESS) record, you are able to:

View your:

- Payslips and P60s
- Total Reward Statements
- Absence calendar
- Registration information
- Announcements relating to ESR

Amend your:

- Home address details
- Telephone numbers
- Emergency contact details
- Bank account details
- Personal details e.g. sexual orientation; religious belief; disability information

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How to Access Employee Self Service (ESS)

To access your ESS account you will need an nhs.net e-mail account. Please contact the IT Department to request an account if you don't already have an nhs.net account.

ESS can be accessed via a Trust computer either by using your smartcard (if you already use it to access ESR) or via a username and password.

ESS can also be accessed via the MY ESR app which is a free app available for download to a mobile phone or tablet.

Accessing ESS from a Trust Computer

Open the SaTH intranet page homepage and click on the NHS ESR icon within the Apps section on the SaTH intranet homepage.

If you are accessing ESR ESS for the first time or have forgotten your username and password, you will need to follow the steps in the **How to Access your ESS Username and Password** section.

You will require an NHS.net email account to access ESR. Please contact IT if you don't have an NHS.net email account.



Accessing ESS Using a Smartcard

If you already possess a smartcard, you can access your ESS account by logging onto ESR by clicking on the NHS ESR icon within the Apps section on the SaTH intranet homepage where you will then be taken to the ESR portal homepage.



Log in with your Smartcard

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

Log in via Smartcard

Accessing ESS Using a Username and Password

If you already possess an ESR username and password you can access your ESS account by logging onto ESR in the way you normally do and navigate to the ESR portal homepage. If you have forgotten your username and password, select **My ESR** and then follow the steps in the [How to Access your ESS Username and Password](#) section

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)



[Log in via Username Password](#)

Accessing
ESS on
Your Home
PC or
Mobile
Device

If you are accessing ESR ESS for the first time or have forgotten your username and password, select **My ESR** and then follow the steps in the [How to Access your ESS Username and Password](#) section below.

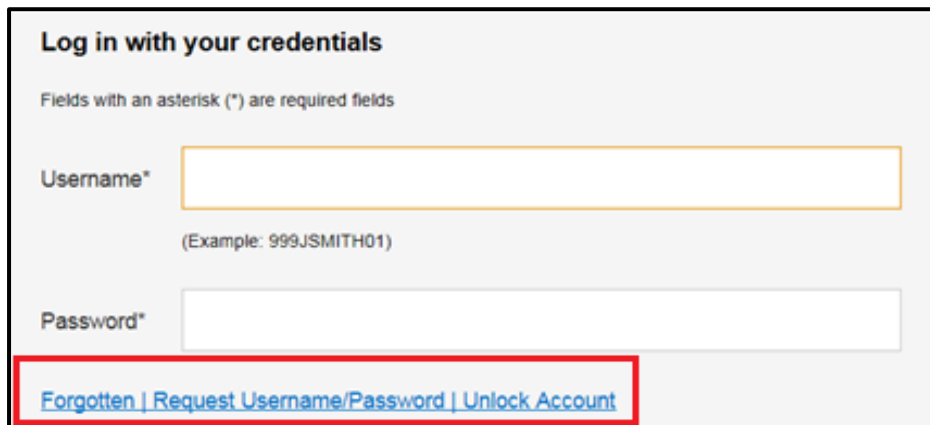
Please note, you will require an NHS.net email account to access ESR. Please contact IT if you don't have an NHS.net email account.

Login to ESR using one of the following:

<p>My SaTH App</p> <p>http://tiny.cc/mysath</p>	<p>The ESR app on the intranet</p> 	<p>The My ESR internet link</p> <p>http://my.esr.nhs.uk</p>	<p>The My ESR app from a mobile or tablet device</p> 
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How to Access Your ESS Username and Password

When the login screen appears click the [Forgotten | Request Username/Password | Unlock Account](#) link located under the Password box.



Log in with your credentials

Fields with an asterisk (*) are required fields

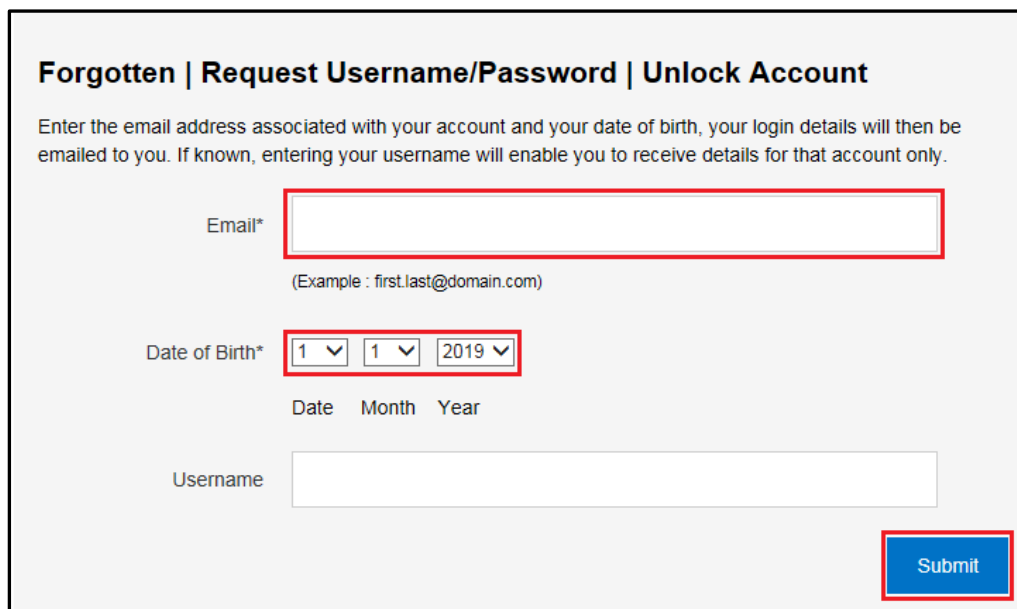
Username*

(Example: 999JSMITH01)

Password*

[Forgotten | Request Username/Password | Unlock Account](#)

When prompted, enter your **NHS.net email** address along with your **date of birth** and then click **Submit**.



Forgotten | Request Username/Password | Unlock Account

Enter the email address associated with your account and your date of birth, your login details will then be emailed to you. If known, entering your username will enable you to receive details for that account only.

Email*

(Example : first.last@domain.com)

Date of Birth*

Date Month Year

Username

Submit



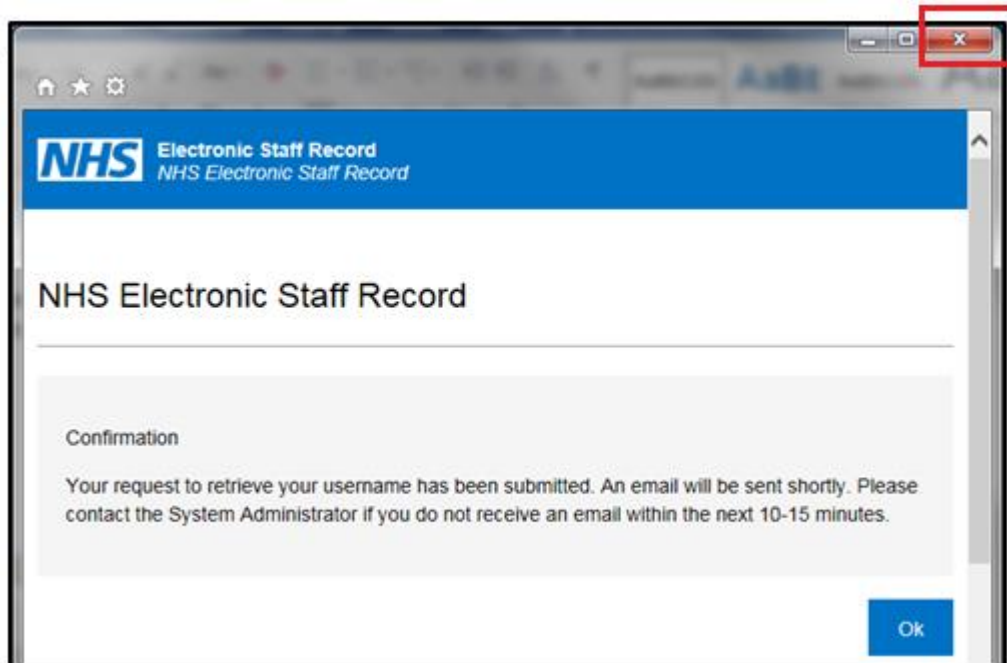
*You do not need to enter your **Username**.*

Your username will be included in the automated email.

Your login credentials, including your username, will then be emailed to your NHS.net email address.

Please note there can be a brief delay to your credentials coming through as this is an automated process.

When the below screen appears close the screen by clicking on the **X** and check for an email from Production Workflow, ESR (NHS ELECTRONIC STAFF RECORD) in your NHS.net email account.

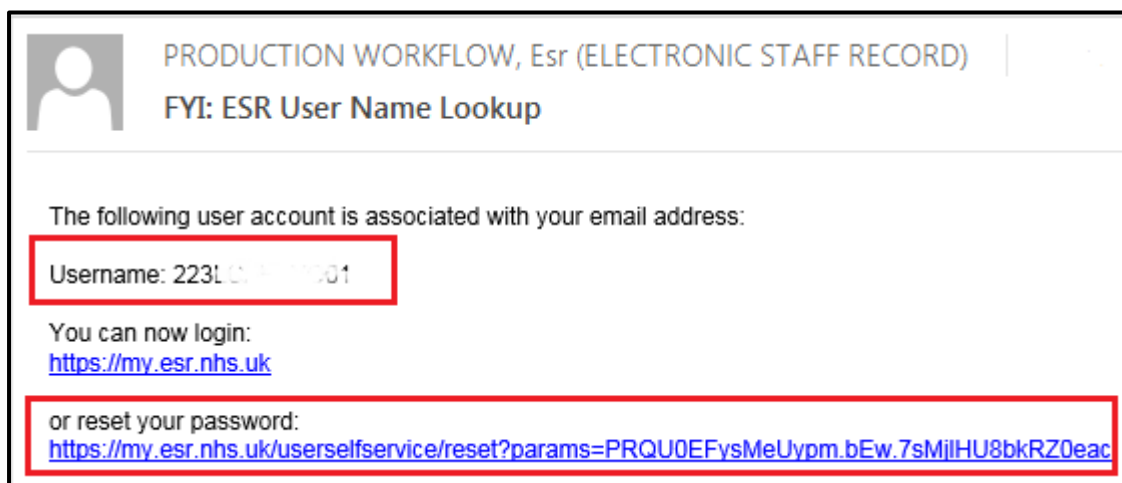


If you click **OK**, you will be directed back to the login screen.

Close the login screen and follow the link in your email

Once you receive the email with your login credentials, **make a note of your username** as this will be required every time you login to ESR and will also be required when you are prompted to create your password.

Click the **Reset your password** link to setup your password.



When prompted, enter your **Username**.



Your username will begin 223 followed by the first letter of your first name, first 6 letters of your surname, and end with 2 numbers.

In the Password section you will be able to create a new password which must:

- Contain a minimum of 8 characters
- Contain at least one letter and one number
- Not contain your first name, surname or user name.
- Not contain repeating characters or numbers e.g. ABCD, 1234 or QWERTY
- Not contain one of the special characters listed here: " () * , ; < > / ~ \ :

Once completed click the **Confirm Password** button.

Update Password

Fields with an asterisk (*) are required fields

Please enter your username and password below. The password you enter below will be used to replace your old password

Username*

(Example: 999JSMITH01)

Password*

?

Confirm Password*

Confirm Password

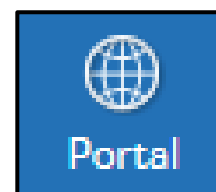
You will now be able to gain access to your ESR Employee Self Service Account.

Viewing the Portal on ESR

Once you have logged into ESR you will be taken to the portal page which consists of a number of “portlets” (shortcut windows) directing you to view various items of information including your personal information and payslips.

You will also be able to view any announcements relating to ESR such as when the latest payslips will be available to view or notifications about any downtime.

At any point you can return to the Portal by selecting the **Portal** icon from the blue ribbon at the top of the page.



How to View Your Payslip

Your payslip will be available to view each month via ESR Employee Self Service (ESS). Historic payslips and your P60 are also available to view via ESS for the duration of your employment with the Trust.

It is recommended that you save a copy of your payslip each month as you will not be able to access Employee Self Service or your electronic payslip/P60 once you have left the Trust.

Login to ESR using one of the following:

<p>My SaTH App</p> <p>http://tiny.cc/mysath</p>	<p>The ESR app on the intranet</p> 	<p>The My ESR internet link</p> <p>http://my.esr.nhs.uk</p>	<p>The My ESR app from a mobile or tablet device</p> 
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When prompted enter your username and password or login via your smartcard.

Log in via Username Password

Log in via Smartcard

From the portal page, within the **My Payslip and P60** portlet, select **View My Payslips**.

This portlet also allows you to view your P60s.

My Payslip and P60

012345678 – Position Title

NEW [Pay date: 31-May-2019](#)


NEW [P60: 2018/2019](#)

Go Paperless ? ☐ NO

View My Payslips **View My P60s**

Select **View Payslip** to view the payslip.

When prompted, either **Open** or **Save** your payslip.

ASSIGNMENT NUMBER		EMPLOYEE NAME		LOCATION	
20000237		Miss Sally Sath			
DEPARTMENT		JOB TITLE		PAYSCALE DESCRIPTION	
Ward 1		Staff Nurse Band 5		Review Body Band 5	
		SALARY		STANDARD PRS.	
		25298.00		INC. DATE	
		TAX OFFICE NAME		TAX CODE	
		Dummy Office Name		NONCL	
		P.T. SALARY		NI NUMBER	
		37.5		25298.00	
		999/Z9999		AB123456A	
PAY AND ALLOWANCES (-) MINUS AMOUNT				DEDUCTIONS (R INDICATES REFUSE)	
DESCRIPTION		WAGE/EARNED	PAY/DUE	RATE	AMOUNT
Basic Pay		162.95	162.95	12.9378	2108.17
					PAYE
					NIA
					NHS Pension 9.3%
					215.60
					172.34
					196.06
					TOTAL DEDUCTIONS
					584.00
Year To Date Balances (This Employment Only)				This Period Summary	
GROSS PAY		2108.17		TAXABLE PAY	
NI LETTER		A		TAX PERIOD	
				7	
NI PAY		2108.17		OTHER NI PAY	
NI CONTRIBUTIONS		172.34		PREVIOUS TAXABLE PAY	
				PREVIOUS TAX PAID	
				0.00	
				PERIOD END DATE	
				30 NOV 2017	
PENSIONABLE PAY		2108.17		PENSION CONTRIBUTIONS	
				196.06	
				RAY DATE	
				25 NOV 2017	
GO REF NUMBER		20000237		RAY METHOD	
				BACS	
				NET PAY	
				1524.17	

How to Update Your Address

Login to ESR using one of the following:

<p>My SaTH App</p> <p>http://tiny.cc/mysath</p>	<p>The ESR app on the intranet</p> 	<p>The My ESR internet link</p> <p>http://my.esr.nhs.uk</p>	<p>The My ESR app from a mobile or tablet device</p> 
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When prompted login using your **Username** and **Password** or login via your **Smartcard**.

Log in via Username Password

Log in via Smartcard

From the portal page select **Update My Personal Information** under the **My Personal Information** portlet.

My Personal Information ?

Name: Sally Sath >

Address: 1 Somewhere Street
Any Town, County,
AB12 3CD

Home: 01232 789876
Mobile: 07898 234567
Email: Sally.Sath@nhs.net
Position: Position Title

Update My Personal Information

At any point you can return to the Portal by selecting the **Portal** icon from the blue ribbon at the top of the page.



When the **Personal Information** section opens, under **Addresses**, select **Update**.

Personal Information

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

Addresses

Update

Address Line 1	1 Somewhere Street
Address Line 2	
Address Line 3	
Town	Any Town
County	County
Post Code	AB12 3CD
Country	United Kingdom
Type	Home

If you believe there is an error with your address that needs to be corrected select **Correct** or **amend this address**.

If you have moved house and need to add a new address, select **Enter a new address if you have moved**.

Once you have made the appropriate selection select **Next**.

Main Address: Choose Option

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

CancelNext

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

☐ Correct or amend this address.

☒ Enter a new address if you have moved.



From the **Main Address** screen enter the **Effective Date** of the change of address.



Use the **Find Address** button to find your address.


Main Address: Enter New Address

Employee Name **Sath, Mrs. Sally**
Employee Number **01234567**

Enter the date your change takes effect. Use the Find Address button and enter your Post Code.

* Effective Date  

Type  

Country 


UK Address Style

* Address Line 1

Address Line 2

Address Line 3

Town

County 

Post Code

Find Address

* Indicates required field

When prompted enter the **Building number or name** and **Postcode** and then select **Next**.

Building number or name (eg. 12)

Postcode (eg. BS40 5SJ)

Country

[If you're unsure of some of the information requested, click here.](#)
[Or use Keyfinder search.](#)

Select the correct
address then select **Next**.

Select one of the following addresses that matched your selection.

☐ 1 Anyplace Street, Somewhere Town, COUNTY EF34 5GH

☒ 2 Anyplace Street, Somewhere Town, COUNTY EF34 5GH

☐ 3 Anyplace Street, Somewhere Town, COUNTY EF34 5GH

☐ 4 Anyplace Street, Somewhere Town, COUNTY EF34 5GH

[Cancel](#) [Back](#) [Next](#)

Confirm that the address
is correct by selecting **OK**.

Please confirm that your address below is correct.

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Postcode

[Cancel](#) [Back](#) [OK](#)

Review the changes
being made which
are indicated by blue
icons.

Click **Submit** to
make the changes.

Main Address		
	Current	Proposed
Country	United Kingdom	United Kingdom
Address Line 1	1 Somewhere Street	2 Anyplace Street
Address Line 2		
Town	Any Town	Somewhere Town
County	COUNTY	COUNTY
Post Code	AB 12 3CD	EF34 5GH
Type	Home	Home

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Select **Return to Overview**
to return to the **Personal
Information** screen.

Search Home Favorites Settings Help Logout Portal



Confirmation

Your changes have been applied.

[Return to Overview](#)

How to Update Your Telephone Number

Login to ESR using one of the following:

<p>My SaTH App</p> <p>http://tiny.cc/mysath</p>	<p>The ESR app on the intranet</p> 	<p>The My ESR internet link</p> <p>http://my.esr.nhs.uk</p>	<p>The My ESR app from a mobile or tablet device</p> 
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Access the **Personal Information** menu through the **My Personal Information Portal**:

My Personal Information

Name: Sally Sath

Address: 1 Somewhere Street
Any Town, County,
AB12 3CD

Home: 01232 789876
Mobile: 07898 234567
Email: Sally.Sath@nhs.net
Position: Position Title

Update My Personal Information

From the Personal Information screen select **Update** under the **Phone Numbers & Personal E-Mail**.

Personal Information

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

Phone Numbers & Personal E-Mail

Home	01232 456987
Mobile	09878 654123

Update

Use the dropdown under **Type** to select relevant type of number. If changing a number enter the new number within the **Number** field.

Type	Number	Delete
Home	01323 654456	
Mobile	09878 654123	

If a new row is required, click the icon.

If a number is to be deleted click the icon to delete the row.

Review changes indicated by blue icon and click **Submit**.

Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home	01232456987	01323 654456
Mobile	09878 654123	09878 654123

[Cancel](#)
[Printable Page](#)
[Back](#)
[Submit](#)

Select **Return to Overview** to return to the **Personal Information** screen

Search | Home | Favorites | Settings | Help | Logout | Portal

Confirmation

Your changes have been applied.

[Return to Overview](#)

Please note that personal e-mail addresses stored under this section cannot be used for receiving notifications from ESR or a registered e-mail address to receive password or username notifications when accessing ESR.