

# Change to your Working Conditions Notification

A 'for your information' notification will be automatically generated in ESR, and a copy sent to your nhs.net email to inform you of a change to your Contract and Working Terms. This only includes where there is a change to one or more of the following data items.

- **Position Title**
- **Grade**
- **Salary (pro rata)**
- **Contracted Hours**

The system will send a notification weekly if it recognises a change has been made to an existing assignment.

**Benefits** – Provides timely information updates, improving visibility to when changes are made to an employee's record, with the aim to improve the quality of information recorded and reducing any processing or potential payments errors. Allows time to make any corrections with line manager.

The screenshot shows a notification interface within the NHS ESR system. At the top, there is a navigation bar with 'Home', 'Navigator', 'Favorites', 'Settings', and 'Logged in As 503BSMITH'. Below this, the notification is titled 'Change to Working Conditions' and includes buttons for 'OK', 'Reassign', and 'More Information Request'. The notification details include: 'To: AA, Hours1', 'Sent: 07-Feb-2018 16:11:40', and 'ID: 94439'. A table lists the changes made to the ESR record for assignment 29000791, specifically showing a change in 'Contracted Hours' from 37.5 to 30, effective from 01-FEB-18, changed by user 'AA'. A note states: 'Please note that this change is an amendment to your contract and working terms and conditions.' At the bottom, there is a 'Return to Worklist' section with a checkbox for 'Display next notification after my response'.

Item	From Value	To Value	Effective Date	Changed By	Date/Time Stamp
Contracted Hours	37.5	30	01-FEB-18	AA	07-02-2018 11:40:51

**From:** PROD Workflow Mailer <[esr.wfmPROD@nhs.net](mailto:esr.wfmPROD@nhs.net)>  
**Sent:** XXXX  
**To:** XXXX  
**Subject:** For Your Information: Change to Working Conditions

To: **XXXX**  
Sent: **04-FEB-2024**  
**01:05:03**  
ID: **1201015390**

The following changes have been made to your ESR Record for assignment 22505946

Item	From Value	To Value	Effective Date	Changed By	Date Time Stamp
Grade					
Position					
Salary					

Please note that this change is an amendment to your contract and working terms and conditions.

Should you have any queries with the accuracy of this information, please visit your ESR Employee Self Service Dashboard, and navigate to My Pages / My Employment and Employment Information where you can view and export the information.

Please visit our FAQ section before raising any concerns with your line manager.

Any incorrect changes may require your line manager to complete an ESR change form.

## Frequently Asked Questions

### 1. What changes can be made to my record which will initiate a notification?

Examples include but **must have** one or more data items changed (**Position Title / Grade / Salary (pro rata) / Contracted Hours**).

*Internal recruitment where the changes are applied to an existing assignment i.e. permanent, fixed term, and temporary internal secondments, Acting Ups, Temporary or Permanent hours, Medical Rotations, Partial retirement process where it may involve temporary hours changes.*

### 2. Why is my Salary not showing the correct amount?

*When a change is made to your record, the salary may be affected and drop to the bottom of the grade, this will be restored by the payroll team as part of the change submitted. Please check your ESR My Pages/My Employment to review your salary the following week, this allows time for your record to be fully updated. If it still looks incorrect please liaise with your line manager. Note - you will not receive another notification when the salary has been amended.*

### 3. Why can I not see all my pay changes?

*Staff who are in receipt of additional paid elements i.e. night duty, shift enhancement rates or as part of a partial retirement tax change, these items are not included within this notification, it only covers basic pay. You can only view these payments via your ESR Electronic Payslip.*

### 4. I don't understand the change that has been made to my record, how can I find out more?

*The notification is generated due to a change, the summary however will only consider the last recorded changes made to your record within that week. If there have been more changes and steps (including removal of any changes) within that week you may not see all changes, please check your ESR My Pages/My Employment to review all the changes made to your record. If your record still does not look correct, please initiate a conversation with your line manager.*

### 5. Will I receive a notification for any new assignments created on my record?

*No, notifications are only generated against changes made to an existing assignment.*

### 6. Can you provide more detail on the notification or change the wording?

*These are autogenerated messages, we do not have the ability to adapt the contents or prevent them from being created. These are for your information.*