

GOOD IDEAS COUNT TREAT WELL, SPEND WISELY



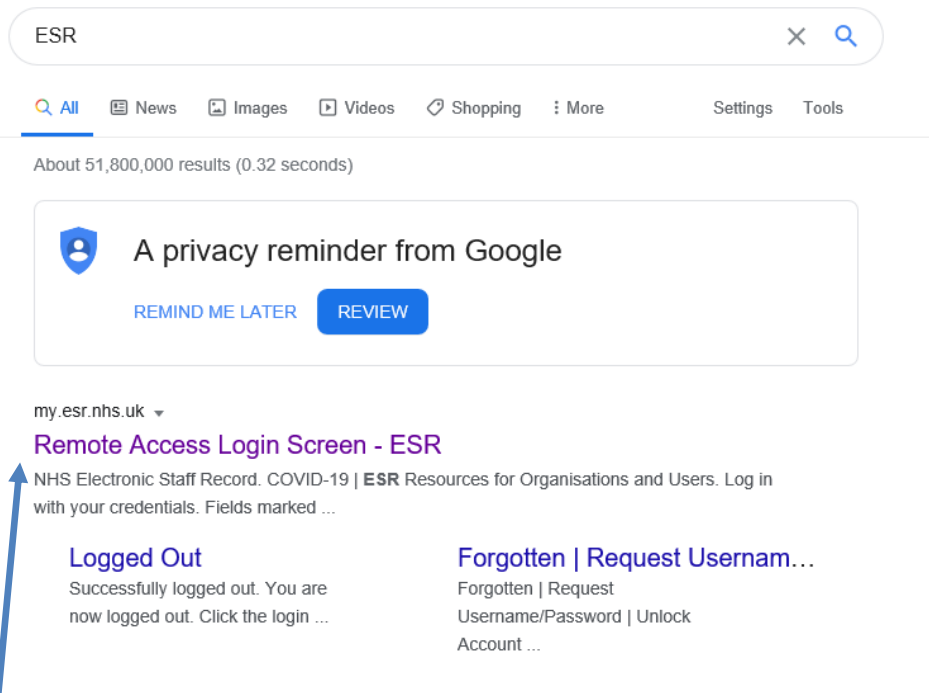
| | | | | |
|--|--|---------------------------|------------------------------|--|
| IDEA TITLE | Removal of Paper Payslips | | | |
| IDEA SUMMARY | | DATE RECEIVED | | |
| Removal of paper payslips (monthly and weekly). This will reduce the time taken to sort the payslips by the payroll department on a weekly and monthly basis. It will also reduce the transport costs between sites. And reduce the risk of governance issues in distribution once within the hospital | | REVIEW DATE | | |
| | | DIVISIONS IMPACTED | DIVISION 1 | |
| | | | DIVISION 2 | |
| | | | DIVISION 3 | |
| | | | DIVISION 4 | |
| | | | DIVISION 5 | |
| DIVISION 6 | | | | |
| | | CORPORATE | Y | |
| | | CENTRAL OPS | | |
| REVIEW DETAILS | | | | |
| SUBMITTED BY | | DEPARTMENT | FINANCE | |
| LOCATION / SITE | | REVIEW FORUM | | |
| REVIEW TEAM | NAME | EMAIL | JOB TITLE | |
| | Gemma Park | | Senior Finance Manager | |
| | Alan Fitzgerald | | Head of Payroll | |
| | Tina Phillips | | Operations Manager - Payroll | |
| | Grant Townsend | | Payroll Processing Manager | |
| ASSUMPTIONS AND INTERDEPENDANCIES | | | | |
| Need to be able to access smart phone / tablets to be able to view payslips To access the app individuals must have a uhb email address QEH can use 'Me@QEHB' or the App HGS can request self serv ESR and they could use the app Look to do mass turn off and those who need a paper version, cant get down to employee level, but can switch off departments on mass | | | | |
| STAKEHOLDERS | | | | |
| Payroll Employees | | | | |
| RISKS | | | | |
| What is the internet approvals service? Can that be turned off? What does it do? Manager self service Depending on priorities within payroll this might be the project that slips. | | | | |
| SUPPORT REQUIRED | | | | |
| IT to identify trust employees without email addresses - might not affect many as those on allocate / healthroster require an email | | | | |
| IDEA TO PROGRESS (YES / NO) | | | | |
| YES | NEXT STEPS | | | |
| | Sarah Thomas to speak to StaffSide on Wednesday (18th) to raise the issues LNC group to be informed (Consultants) - speak to Rona Miller about how best to feed into HR (Alison Money, Cathy Shovlin) to be made aware and included in the discussions Pilot in finance as a launch (Regent Court) for April 20 Grant to check how many departments to be affected Comms to prepare 'In the Loop' HR to own the process to support management of user names and passwords. | | | |
| NO | REASONS WHY PROGRESSION NOT POSSIBLE | | | |
| | | | | |

How to set up ESR Self Service

All users who have a payroll with UHB will have an ESR account.

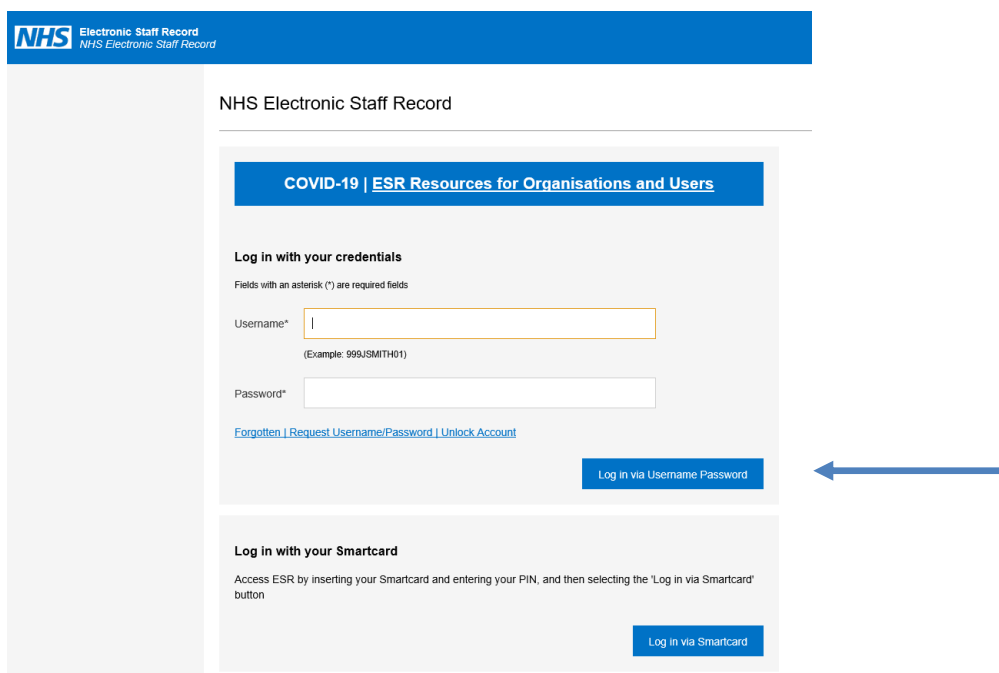
For the first time must be on a Trust computer

On the website <https://my.esr.nhs.uk/>



Click the link

Which take you to the screen below



Click “Forgotten | Request Username/Password | Unlock Account” to get to the next screen

NHS Electronic Staff Record

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

Enter your Trust email address (either @uhb.nhs.uk or @heartofengland.nhs.uk) along with you date of birth and click ‘Submit’

You will receive an email from - PROD Workflow Mailer <esr.wfmPROD@nhs.net>

From: PROD Workflow Mailer [mailto:esr.wfmPROD@nhs.net]
Sent: 22 April 2020 09:52
To: John Smith
Subject: FYI: ESR Login Details

The following user account is associated with your email address:

Organisation: 304 ZO University Hospital Birmingham NHS Trust
Username: 304JSMITH01

You can now login:
<https://my.esr.nhs.uk>

or reset your password:
https://my.esr.nhs.uk/userselfservice/reset?params=F0QyT9-S2T0YAIUfZltd6leZEhmL_AoSajvdGnM8NUJMj-Za6QNdv7Vria76AHk63-wqEvpqcQiv4Zi8iPIA&IsPilot=Y

This email can be ignored if you did not submit the user name lookup request.
The password reset link is only active for 4 hours.

If you are on the QEH payroll your user name will begin with **304**

If you are on the HGS payroll your user name will begin with **295**

Troubleshoot

- If your account is linked to an old @heartofengland.nhs.uk account and you have changed email address to a UHB address rather than migrated try logging into your old email address
- If your account is linked to a different organisation or nhs.net account and you are unable to access the email please contact the system administrator

Once the email is received you can reset your password.

Click the link on the email

<https://my.esr.nhs.uk/userselfservice/reset?params=F0QyT9-S2T0YAIUTFzItd6leZEhmLAoOSajivdGnM8NUJMJ-Za6QNdv7Vrja76AHk63-wgEvpqcQiv4Zj8iPIA&IsPilot=Y>

This will take you to the reset password screen

NHS Electronic Staff Record
NHS Electronic Staff Record

NHS Electronic Staff Record

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

Enter the user name i.e. 304JSMITH01 / 295JSMITH01 as received in the email and create and confirm a password.

Click Confirm Password

You will now be able to log into your account (screen shot below)

NHS Electronic Staff Record
University Hospital Birmingham NHS Foundation Trust

Search content

My Role
My ESR

My Pages
Dashboard
Portal Content
ESR Navigator
My Personal Information
My Pay & Rewards
My Learning
My Compliance & Competency

Announcements

Your NHS, your way
Download the NHS App
Promoted by NHS Digital and NHSX

My Payscale and P60

NEW Pay date: 23-Apr-2020
NEW P60: 2018/2019

View My Payslips View My P60s

My Personal Information
Name:
Address:

My ESR Calendar
Wednesday April

My Total Reward Statements
Tax year:
2018-2019

Payslips and P60s can be downloaded here

If you have more than one assignment i.e. a bank contract you can change the drop down to reflect the assignment you wish to view

Search

* Assignment Number

Position Name

Year

Payslip

If blank, payslip is not produced for this period. Please contact your payroll administrator.

Months and years can also be amended as required with the drop down facility.

By clicking 'View Payslip' the computer will download your selected assignment and period payslip and present in a PDF format.

These instructions will work on a PC / laptop or via mobile apps (app instructions below).

Contact for Support and Information

System Administrators

QEH – Mike Poole

HGS – Jeanette Bullock

Downloading the ESR App



MyESR On The Move

The MyESR App is now available for all ESR Users to download and offers a great opportunity for all ESR Self Service Users on the move!

To help ensure that the App gives you all the functionality you would expect we will be applying new features and updating the App based on recent feedback from some of our pilot users.

To download the ESR App please go to your mobile device providers App Store, search for MyESR and download the App to your device.

Electronic Staff Record Programme

- ESR News**
Read the latest ESR News publications.
- ESR Twitter**
View the ESR Twitter feed.
- Contact Us**
Details of our various media channels.
- FAQs**
Useful Frequently Asked Questions about the MyESR App.
- ESR App Survey**
Dedicated survey portal for users to provide feedback on the ESR App functionality.
- Useful Links**
Direct links to Core ESR information pages.
- ESR Roadmap**
Discover updates on the status of the ESR Roadmap activities.

→ Download the "MyESR" App via your mobile device providers App Store or scan using the QR Code.
 → Please direct all queries about the App to the Chat function in the App.



The NHS Electronic Staff Record Programme is delivered in partnership with IBM

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Once in the app it will re-direct to the mobile version of the website.

All payslips are available at the touch of a button

