

NHS Foundation Trust



User Guide

Logging onto ESR

What is Employee Self-Service (ESS)?

ESR is the Electronic Staff Record. It holds all personal and assignment information for each Trust employee.

Employee Self-Service allows all employee's to view and amend certain aspects of their personal and employment information.

Information on Employee Self-Service feeds from the Electronic Staff Records system (ESR), any amendments via Employee Self-Service will update ESR directly.



Employee Self-Service can be accessed 24 hours a day. You can access this via your smartcard or Username & Password. Simply use the 'My ESR' icon on your desktop or the link on BOB.

You must access ESR through Internet Explorer, ESR is not compatible with Google Chrome.

https://my.esr.nhs.uk/



You must log in with your smartcard before you can set up a username and password

- 1. Place your smartcard into the smartcard reader of your computer
- 2. Enter your pin

🕑 Identity A	igent	\times
Log	in with Smartcard	
	Enter your passcode	
	Off Work with Smartcard removed By entering your passcode you confirm your acceptance of the NHS Care Identity Service terms and conditions. Cancel OK	(

- 3. Click on the 'My ESR' icon on your desktop
- 4. Click 'Log in to ESR' in the top right hand corner of the ESR hub

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lome Ab	oout ESR - Notifications -	Discover Your ESR	NHSBSA Workforce Services -	Browse Content E	SR Central Team 🔻			🔒 Log	gin to E
					DILLC	ESR Planned M	aintenance		
					NHS	The next planned m 11.59 pm on 1 Nov	aintenance period is ember for a system u	from 6 pm on 30 October to pgrade.	
	YOUR W	elcom	e to ESR			ESR User G	uides	ESR User Manual	
	-					ESR System Sta	atus		
				(**	**	ECD		Status	
	ESR Ever	nts Calendar				ESR BI		6	
	See our calendar of future na	ational and regional ESR	events.	Reset yo	ur ESR Password	ESR Portal/Self	Service	0	
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						Data Warehous	e	0	
		COVER		NE	ws	Interfaces		0	
		OUR				ESR App		0	
		SR				Other Services		0	



5. Click 'login via smartcard'

i c Staff R ctronic St	Record Iam Record
	NHS Electronic Staff Record
	Log in with your credentials
	Fields with an asterisk (*) are required fields
	Username* (Example: 598JSM/TH01)
	Password*
	Forgotten I Request Username/Password J Unlock Account
	Log in via Username Password
	Log in with your Smartcard
	Access ESR by inserting your Smartcard and entering your PIN, and then selection the "Log in via Smartcard" button

Terms and Conditions



6. If you receive pop up message like the below click run (2 pop up messages may appear, click run on both)

)	Do you want to ru	n this	application?	×
	Nar	ne:	JavaVersion	
	Put	lisher:	Secunia	
	Fro	m:		
	This application will run with personal information at risk	unrestr . Run thi	icted access which may put your computer and is application only if you trust the publisher.	
	Always trust content fro	om this p	ublisher	
	More Information		Run Cancel	

7. You will then be taken to your ESR home page

Common Error Messages

If you receive an error like the below unfortunately it is an on-going IT issue with ESR and the java programme.

The solution at the moment is:

- Log off your computer and log back on
- Open ESR first
- Make sure no other applications are open (including emails)
- Login with your smartcard

(Website	restore error - Internet Explorer			1000
90	🕼 mullefranz Alao jerne Hindras vita akhitasilina are vita Almantanti	P 🛨 💷 📷 mebana restore arra	×	A 1010
8	We were unable to return you to esr.nhs.uk.			
	Internet Explorer has stopped trying to restore this website. It appears a problem.	a that the website continues to have		
	What you can do:			
	 Go to your home page 			
	 Try to return to excells uit. 			
	More information			

If you receive an error message like the below

Your Organisation does not yet have access to the ESR Portal. Please contact your local ESR system administrator for further information.

This indicates your smartcard is not linked to ESR.

Please send your smartcard number (the long number under your photo on the card) to

workforce.transformation@boltonft.nhs.uk

The Team will then link your smartcard to ESR so you can log on.

Viewing Payslip

1. Your home page looks like this



- 2. Your latest payslip will be available in the top right hand corner
- 3. To view older payslips or to view payslips for secondary assignments click 'View My Payslips'
- 4. The below screen will appear where you will be able to select the assignment and pay date you wish to view

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



5. Use the drop down menu to select the assignment you would like to view

≡ <mark>NHS</mark>	
Search * Assignment Number Position Name Year Payslip	If blank, payslip is not produced for this period. Please contact your payroll administrator.

6. Use the drop down menus to select the year and then which month you wish to view



7. Click 'View' Payslip



8. A banner will appear at the bottom of the page

≡ <mark>NHS</mark>				
Search * Assignment Number Position Name Year Payslip If bl.	ank, payslip is not produc /iew Payslip Clear	ed for this period. Please contact All	your payroll administrator.	
	Do you want to open or save ePayslip.pdf (7.90 K	(B) from my.esr.nhs.uk?	Open Save Y Cancel ×	

9. On this banner click 'Open'





11. Your payslip will then open as below, however it will have your information

ASSIGNMENT NUM	JER		EMP	LOYEE NAME				LOCATION	
0.50 L D THE C		JOB TITLE							
DEPARTMENT				OB TITLE			PATSC	ALE DESCRIPTION	
	-	SAL/W/	AGE		INC. DATE	-	STANDARD HRS.	PT	ALWAGE
NH	5 –	TA	X OFFICE NAME		TAX OFFICE	REF	TAX CODE	N	NUMBER
PAY AND ALLOWANCES	(- = MINUS AMOUR	NT)				DEDUCTION	NS (R INDICATES REFUND)		
DESCRIPTION	w	KD/EARNED	PAID/DUE	RATE	AMOUNT		DESCRIPTION	AMOUNT	BALANCE C/F
Year To Date Balar	ices (This Em	ployment Or	lv)			This Peri	od Summary		
ROSS PAY			TAXABLE	PAY	,	PENSIONABL	E PAY	TAXABLE PAY	
II LETTER			TAX PAID		,	TAX PERIOD		NON-TAXABLE PAY	
NI PAY	OTHER NI PAY		PREVIOUS	TAXABLE PAY	,	FREQUENCY		TOTAL PAYMENTS	
II CONTS	OTHER NI CONT	.'s	PREVIOUS	TAX PAID		PERIOD END	DATE	TOTAL DEDUCTIONS	
PENSIONABLE PAY			PENSION	CONTS	'	PAY DATE		NET PAY	
			EMPLOYE	E NO.		PAY METHOD			
D REF NUMBER									
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SD REF NUMBER	This Period.			MESSAGE	S FROM EMPL	OYER			
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How to opt out of paper payslips

1. Your ESR home page looks like this



- 2. Click the 'Go Paperless' option
- 3. A pop up window will appear asking if you want to make the change

Electronic Staff Record NHS Trust					Manage Internet Access	
My Role		Announcements		My Payelin and P6		
		Announcements		my raysiip and ro	· •	
My Pages		Electronic Staff Record	2 South States	20000131 - Position 1		
Dashboard						
Portal Content	>	WELCOME	TO YOUR ESR			
ESR Navigator					×	
My Personal Information	,	Are you sure you want to opt of If you subsequently wish to opt	ut of receiving paper payslip and P60? back in, you will need to contact your local HR/Pa	yroll department.	lew My P60s	
My Pay & Rewards	>	Yes,	go paperless No, do not go paperless			
My Learning		As	1		\$	
My Compliance & Competency	>	90931774 - Position 7583514	Click the Yes. Co Penerless button to	ry lear	ming only YES	
My Absence	>	Percentage Compliance: 66%	wish to opt out of receiving a paper pa	yslip and P60.		
My Appraisals and Reviews		View My Compliance	Taken: 0 Hours Booked: 37.5 Hours	Sos File Sale	Ly .	
My Employment	>		Remaining: 225 Hours		riay	
My Property Register		My Total Reward Statements Tax year: 2017-2018	Create Annual Leave	Status: Not Attempte	d	
My Talent Profile		1000	And the second sec	Learner	fomenage	
Request Internet Access		Total Reward Statements	My Personal Information	Counter P		



- 4. Click yes to confirm you wish to go paperless
- 5. Your homepage will refresh automatically
- 6. Your homepage will no longer display the 'Go Paperless' option

NHS				Search content	۹ 🞴	
Bolton Hospitals NHS Foundation	on Trust				Manage Internet Access 🗙	
My Role						
My ESR	>	Announcements		ø	My Payslip and P60	ø
My Pages						
Dashboard			Electronic Staff Record Program		Payslip	
Portal Content	>				Pay date: DD-MMM-YY	
ESR Navigator		Welcome to Your	ESR			
My Personal Information	>			R BO		
My Pay & Rewards	>	www.esr.nhs.uk	🔰 @nhsesr 💐		View My Payslips View My P60s	
My Learning		•	•	- 🚇 -		
Mu Compliance 9		My Total Reward Statements	My Personal Information	ø	My ESR Calendar	ø
Competency		Tax year: 2018-2019	Name:	~	🛗 Thursday February 27, 202	20
My Absence	>	Total Reward	Update My Personal Informa	ation	Information: You have no upcoming events in the next 7 days.	
My Appraisals and Reviews		Statements		0		
My Employment	>	Totally about you	Local Links	~~~~~	View My Calendar	
M. D D			E-Roster			0
My Property Register		View My TRS	Moodle		My Appraisal And Reviews	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
My Talent Profile			Training Directory		Assignment:	
Manage Internet Access		Web Content Display	BOB		Assignment Number—Position Title	
		This application is not visible to users yet			Last Appraisal Date: DD-MONTH-YYYY	~