



NHS Bolton
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.

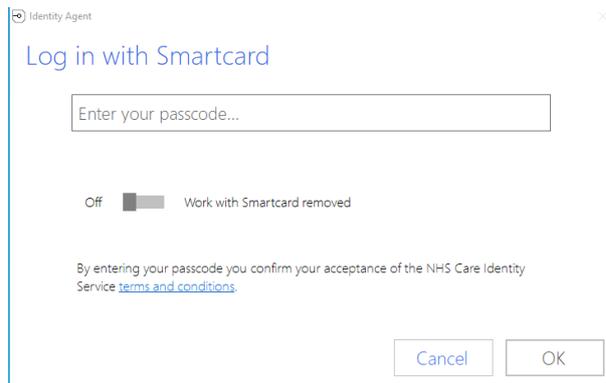
<https://my.esr.nhs.uk/>



Logging on with your smartcard

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

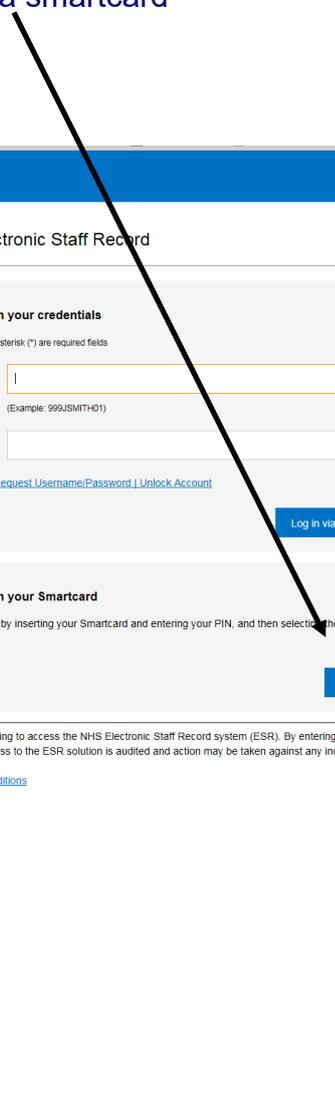


3. Click on the 'My ESR' icon on your desktop
4. Click 'Log in to ESR' in the top right hand corner of the ESR hub

| Service | Status |
|-------------------------|--------|
| ESR | 🟢 |
| ESR BI | 🟢 |
| ESR Portal/Self Service | 🟢 |
| e-Learning | 🟢 |
| Data Warehouse | 🟢 |
| Interfaces | 🟢 |
| ESR App | 🟢 |
| Other Services | 🟢 |



5. Click 'login via smartcard'



NHS Electronic Staff Record
NHS Electronic Staff Record

NHS Electronic Staff Record

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMTH01)

Password*

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

[Log in via Username Password](#)

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](#)

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[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)



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



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

The screenshot shows the NHS Electronic Staff Record (ESR) home page. The top navigation bar includes the NHS logo, a search bar, and a 'Manage Internet Access' button. The left sidebar contains a 'My Role' dropdown and a 'My Pages' menu with options like Dashboard, Portal Content, ESR Navigator, My Personal Information, My Pay & Rewards, My Learning, My Compliance & Competency, My Absence, My Appraisals and Reviews, My Employment, My Property Register, My Talent Profile, and Manage Internet Access. The main content area is divided into several panels: 'Announcements' with a 'Welcome to Your ESR' banner; 'My Total Reward Statements' showing the tax year 2018-2019 and a 'View My TRS' button; 'My Personal Information' with a 'Name' field and an 'Update My Personal Information' button; 'Local Links' with options like E-Roster, Moodle, and Training Directory; and 'My Payslip and P60' which displays the 'Pay date: DD-MMM-YY' and two buttons: 'View My Payslips' and 'View My P60s'. Below this is a 'My ESR Calendar' showing 'Thursday February 27, 2020' and a 'View My Calendar' button. At the bottom, there is a 'My Appraisal And Reviews' section with an 'Assignment' dropdown and a 'Last Appraisal Date' field.

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

The screenshot shows the 'View Payslip' selection screen. It features a search bar at the top. Below the search bar are several dropdown menus: 'Assignment Number', 'Position Name', 'Year', and 'Payslip'. Below these dropdowns is a message: 'If blank, payslip is not produced for this period. Please contact your payroll administrator.' and two buttons: 'View Payslip' and 'Clear All'.



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

NHS

Search

* Assignment Number

Position Name

Year

Payslip

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

[View Payslip](#) [Clear All](#)

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

NHS

Search

* Assignment Number

Position Name

Year

Payslip

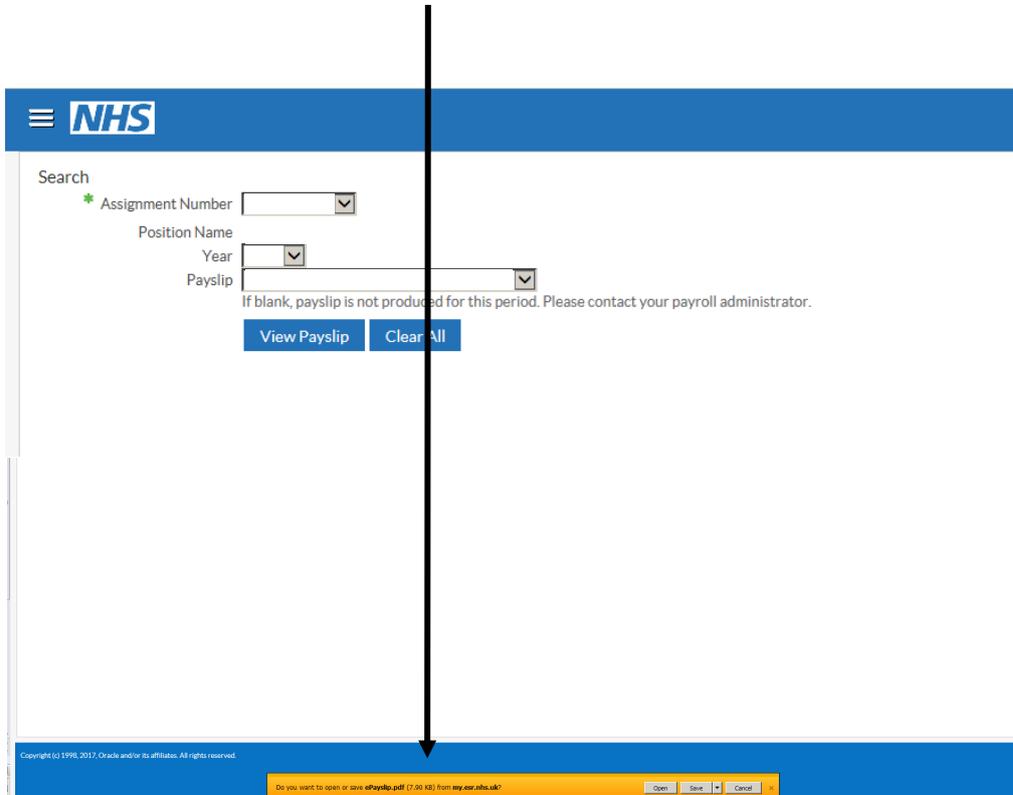
If blank, payslip is not produced for this period. Please contact your payroll administrator.

[View Payslip](#) [Clear All](#)

7. Click 'View' Payslip



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



9. On this banner click 'Open'

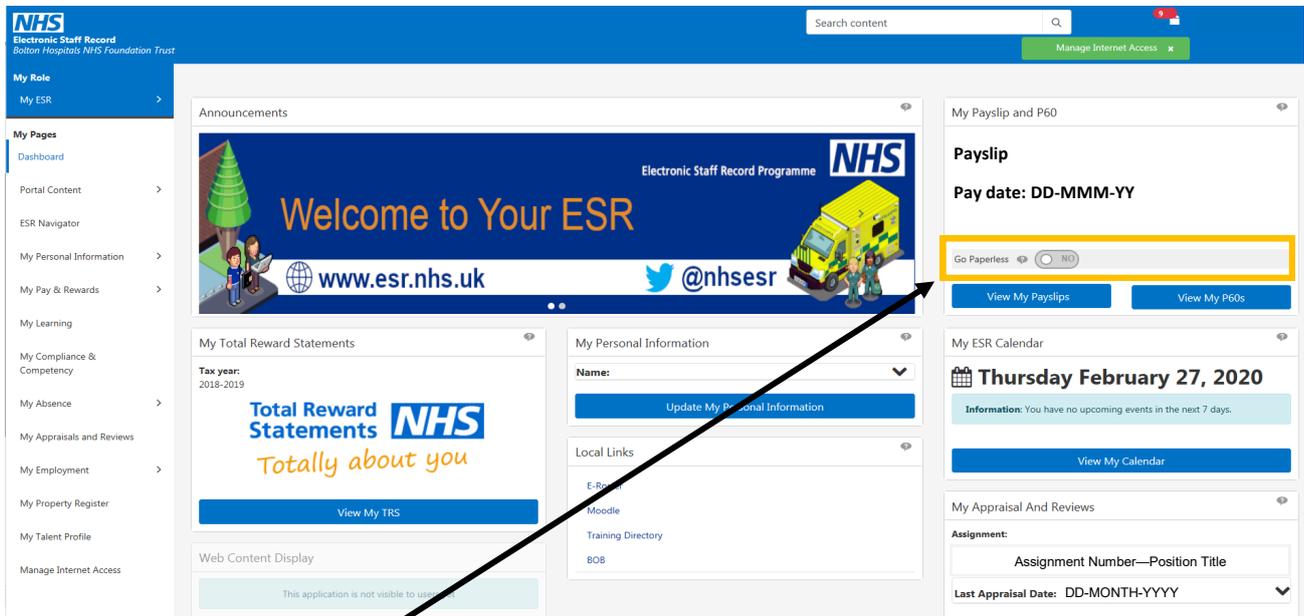


10. Or if you want to save your payslip click 'Save'



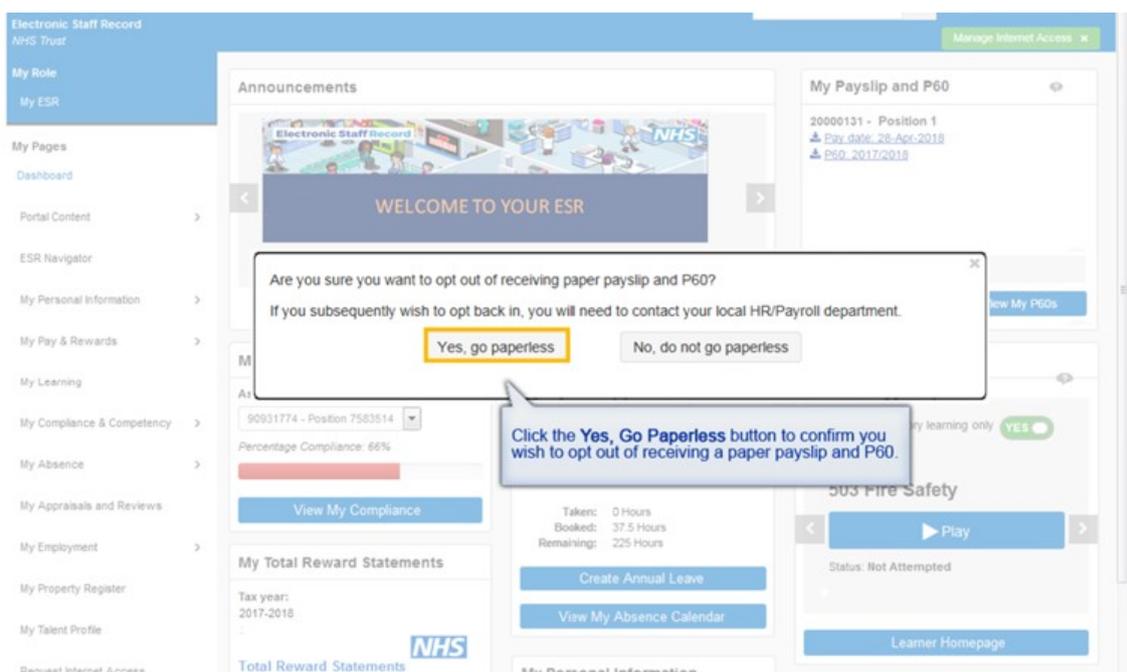
How to opt out of paper payslips

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





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
Electronic Staff Record
Bolton Hospitals NHS Foundation Trust

Search content

Manage Internet Access

My Role
My ESR

My Pages
Dashboard
Portal Content
ESR Navigator
My Personal Information
My Pay & Rewards
My Learning
My Compliance & Competency
My Absence
My Appraisals and Reviews
My Employment
My Property Register
My Talent Profile
Manage Internet Access

Announcements

Electronic Staff Record Programme
Welcome to Your ESR
www.esr.nhs.uk @nhsesr

My Total Reward Statements
Tax year: 2018-2019
Total Reward Statements NHS
Totally about you
View My TRS

My Personal Information
Name: [dropdown]
Update My Personal Information

Local Links
E-Roster
Moodle
Training Directory
BOB

My Payslip and P60
Payslip
Pay date: DD-MMM-YY
View My Payslips View My P60s

My ESR Calendar
Thursday February 27, 2020
Information: You have no upcoming events in the next 7 days.
View My Calendar

My Appraisal And Reviews
Assignment:
Assignment Number—Position Title
Last Appraisal Date: DD-MONTH-YYYY

Web Content Display
This application is not visible to users yet