

Lead Employer Trust

Self-Service Limited Access Procedure

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Name of Creator: Mrs Wendy Burney

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How to access your ESR self-service (Limited Access) account with the Lead Employer Trust

1. What information can I change in self-service?

As a Lead Employer Trust (LET) employee with access to your self-service account you will be able to change the following information

- Personal Information – Address, Phone Numbers & E-Mail and Dependents
- Contacts
- Bank Accounts
- Religious Belief
- Sexual Orientation
- Disability Information
- Learning
- Opt Out of Printed Payslip/P60
- Request Internet Access

You will only be able to access and read the following information, if you see anything that is incorrect please contact the LET direct; contact information can be found on the website.

- Personal Information – Basic Details
- On-line Pay slip
- Employment Information
- Absence Summary
- Absence Calendar
- On-line P60
- Talent Profile
- Competence Profile
- Compliance Matrix
- Qualifications
- Registrations and Memberships
- Total Rewards Statement

2. How do I access my ESR self-service account?

To access your ESR self-service account, you will have first received a user name from the LET to access the portal. If you have not received your username please contact the LET payroll manager for this information as soon as possible.

You must access your account via the host training organisation network computer you are currently based at. This will enable you to gain access to your account via mobile devices and home computers.

This ensures that for the first time you log in to your account it is secure.

Once you are able to access a host training trust network computer please do the following in order to gain access to your on line payslip account via mobile and home PC's:

- Click on the this link <http://www.esrsupport.co.uk/access.php>
- Select user name and Password box
- Enter in username as follows:
- Enter in Password as follows:
- You will then need to click on Employee Self-service limited access link and select request
- Please select request internet access

You will then be able to set your own username and password to use on your mobile devices and home PCs.

Please note that if you need to reset your password you will need to do this via a host training organisation network computer until further notification is issued.

You will then need to follow the instructions below:

- To Login to ESR go to <http://www.esrsupport.co.uk/nlms/login.html>
- Click on 'Login using Username and Password', **do not use** the '*Login using Smartcard if instructed to do so*'
- Enter your username – as received by email from the LET
- Enter your password - as received by email from the LET (if you have forgotten your password or do not yet have one, please click on 'Forgotten Username or Password' which will send an email to you to reset your account only available at a host training organisation network computer)

The following menu will be displayed:

- My ESR**
 - ☰ Notifications
 - ☰ All Actions Awaiting Your Attention

- My Personal Information**
 - ☰ Personal Information
 - ☰ Contacts
 - ☰ Qualifications
 - ☰ Sexual Orientation
 - ☰ Religious Belief
 - ☰ Registrations and Memberships
 - ☰ Disability Information

- My Pay & Rewards**
 - ☰ Payslip
 - ☰ Opt Out of Printed Payslip/P60
 - ☰ Online P60
 - ☰ Bank Account
 - ☰ Total Reward Statement

- My Learning**
 - ☰ Learning

- My Compliance & Competency**
 - ☰ Compliance Matrix
 - ☰ Competency Profile

- My Absence**
 - ☰ Absence Calendar
 - ☰ Absence Summary

- My Employment**
 - ☰ Employment Information

- My Talent Profile**
 - ☰ Talent Profile

- Internet Access**
 - ☰ Request Internet Access

3. My ESR – Notification section.

This section will allow you to view any notifications you may receive via ESR concerning your ESR account, it will also show you anything relating to your ESR account that is outstanding which needs your attention.

4. My Personal Information

- Click the **Personal Information** link to access the Personal Information form

The screenshot displays the 'My Personal Information' page on the NHS system. The page is titled 'Personal Information' and includes a 'Back' button. It shows the following details:

- Employee Information:** Employee Name: Lane, Sarah; Employee Number: 20000237. A 'Back' button is located to the right.
- Basic Details:** Full Name: Lane, Sarah; Marital Status: Single; Date of Birth: 12-May-1986; NI Number: AB123456A; Employee Number: 20000237; Work Email Address. A 'View' button is located to the right. A tip below states: 'TIP To view further basic details including e-mail address, gender and nationality, click the 'View' button.'
- Phone Numbers & Personal E-Mail:** Home: 01926 475757. An 'Update' button is located to the right.
- Addresses:** Address Line 1: 22 Ridgeway; Address Line 2; Address Line 3; Town: Leamington Spa; County: Warwickshire; Post Code: CV34 2WE; Country: United Kingdom; Type: Home. An 'Update' button is located to the right, and an 'Add' button is located at the bottom right.

- Click the **View** button to access the Basic Details form.

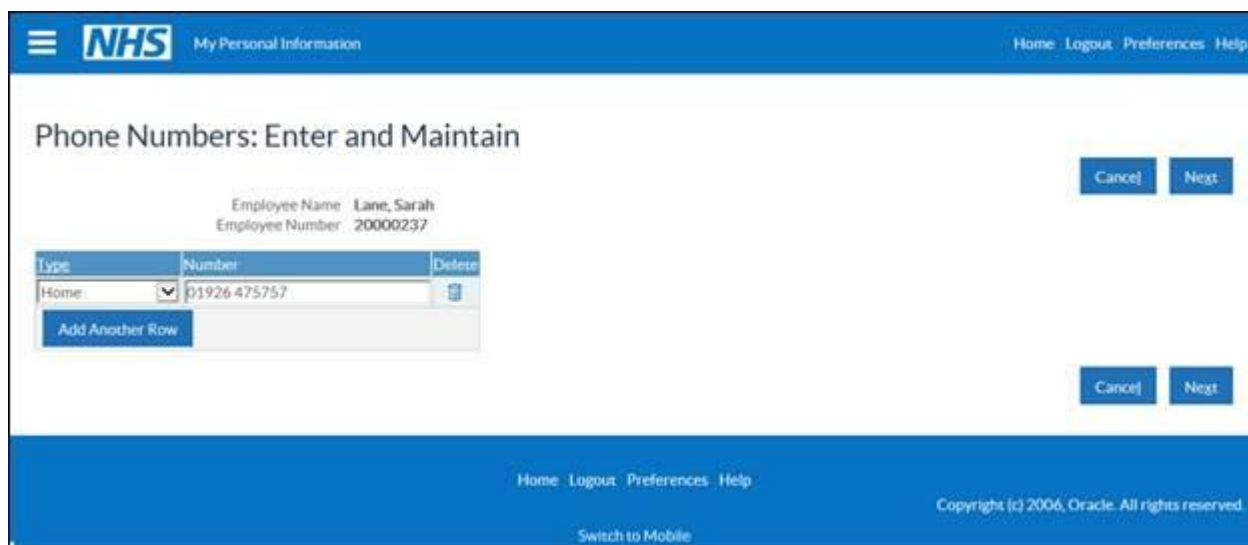
This form is read only and will allow you to see the personal information we hold on our payroll system for yourself. If you see any information which appears to be incorrect please inform your HR Officer as soon as possible.

The screenshot shows the 'View Details' page in the NHS system. At the top, there is a blue header with the NHS logo, 'My Personal Information', and navigation links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the header, the page title 'View Details' is displayed on the left, and a blue 'Back' button is on the right. The main content area is divided into sections: 'Employee Name' (Lane, Sarah) and 'Employee Number' (20000237). A note indicates that an asterisk (*) denotes a required field. The 'Name' section lists details such as Effective Date (01-Jan-2016), Title (Miss), Full Name (Lane, Sarah), First Name (Sarah), Middle Name, Last Name (Lane), Preferred Name, and Previous Last Name. The 'Other' section lists Employee Number (20000237), Hire Date (01-Jan-2016), NI Number (AB123456A), Marital Status (Single), Date of Birth (12-May-1986), Gender (Female), Ethnic Origin (A White - British), Work Email Address, NHS CRS Preferred Smartcard Display Name, and Maiden Name. A 'Show Additional Information' link is present, which reveals 'Country of Birth' (United Kingdom) and 'Nationality' (British).


- To exit this screen click on the **back** button.

5. How to maintain my phone numbers and email addresses within self-service

To add or update telephone numbers or personal email addresses please click the **Add or Update** button to access the Telephone Numbers and Personal E-Mail form.



The screenshot shows the 'Phone Numbers: Enter and Maintain' form in the NHS My Personal Information system. The form is for Sarah Lane, Employee Number 20000237. It displays a table with one row for a Home phone number: 01926 475757. There are 'Add Another Row' and 'Delete' buttons for this row. The form also includes 'Cancel' and 'Next' buttons at the top and bottom right. The footer contains 'Home Logout Preferences Help', 'Switch to Mobile', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Type	Number	Delete
Home	01926 475757	

This form allows you to add and update your telephone and personal e-mail information. Where information is already held on the Telephone Numbers and Personal E-Mail form the **Add** button will be replaced by the **Update** button on the Personal Information form.

6. How to maintain my address within self-service

To add or update your address please click the **Add or Update** button to access your home address form. Please note this must be the address on where you are currently living within Health Education England North East and employer by the LET.

The screenshot shows the NHS My Personal Information interface for entering a new address. The header includes the NHS logo, 'My Personal Information', and navigation links for Home, Logout, Preferences, and Help. The main heading is 'Main Address: Enter New Address'. Below this, the user's details are shown: Employee Name 'Lane, Sarah' and Employee Number '20000237'. A prompt asks to 'Enter the date your change takes effect. Select your country and enter your address.' The form fields include: Effective Date (18-Nov-2016), Type (Home), Country (United Kingdom), Address Line 1, Address Line 2, Address Line 3, Town, Country (with a search icon), and Post Code. There are 'Cancel', 'Back', and 'Next' buttons at the top right and bottom right. A footer contains 'Home Logout Preferences Help', 'Switch to Mobile', and 'Copyright (c) 2006, Oracle. All rights reserved.'

This form allows you to add and update your address information. Where information is already held on the Main Address form the **Add** button will be replaced by the **Update** button on the Personal Information form.

To update your address information please follow the instructions below:

- In the address area select the Update button.
- Please note correct or amend this address will correct the existing information, whereas entering a new address if you have moved will add new information.
- Choose the type of address you would like to change

- Click the next field
- Select the date you wish the new address to be effective from in your record.
- In the type field choose the appropriate address type from the list of values within the system.
- In the Country field select the appropriate option from the list of values held within the system.
- In the Address field 1 enter in the address fields (**this must be completed**)
- In the Address field 2 enter the address details if appropriate
- In the Address field 3 enter the address details if appropriate
- In the Town field enter in the relevant details
- In the County field enter in the relevant details
- In the Post Code field enter in the Post Code (**this must be completed**)
- Click the **Next** button
- The changes can be reviewed, changes will be highlighted with a blue dot
- If correct click the **Submit** button

These changes will now be applied to your ESR account record

[7. How to maintain a second address within self-service](#)

If you have another permanent address within the UK that you wish to be recorded on your record please do the following:

- Click the **Add** button to access the Other Address form.

The screenshot shows the 'Other Address: Enter New Address' form in the NHS My Personal Information system. At the top, the NHS logo and 'My Personal Information' are visible, along with navigation links for Home, Logout, Preferences, and Help. The form header displays the employee's name as 'Lane, Sarah' and employee number as '20000237'. Below this, there is a prompt: 'Enter the date your change takes effect. Select your country and enter your address.' The form fields are as follows:

- Effective Date:** 18-Nov-2016 (with a calendar icon)
- Type:** A dropdown menu with a search icon.
- Country:** United Kingdom (with a dropdown arrow and a link for 'See Address Type')
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- Town:** A text input field with a search icon.
- County:** A text input field with a search icon.
- Post Code:** A text input field.

A legend at the bottom left indicates that a green asterisk (*) indicates a required field. At the bottom of the form, there are 'Cancel' and 'Next' buttons. The footer of the page includes 'Home Logout Preferences Help', 'Switch to Mobile', and 'Copyright (c) 2006, Oracle. All rights reserved.'

This form allows you to add and update your other address information (e.g. a second address). Where information is already held on the Other Address form the **Add** button will be replaced by the **Update** button on the Personal Information form

[8. How to maintain my contacts within self-service](#)

To add or update your **emergency contact** information click on the **Contacts** link to access the contacts form, then click the **add** button to access the emergency contacts form.

The screenshot shows the 'Emergency Contact: Create' form in the NHS system. At the top, there is a blue header with the NHS logo and 'My Personal Information'. On the right, there are links for 'Home', 'Logout', 'Preferences', and 'Help'. The main heading is 'Emergency Contact: Create'. Below this, there are two buttons: 'Cancel' and 'Next'. The form displays the following information: Employee Name: Lane, Sarah; Employee Number: 20000237. A note states: 'Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first. * Indicates required field'. The form is divided into three sections: 'General Information' with fields for Title (dropdown), First Name, Middle Name, Last Name (with a green asterisk), Suffix, Prefix, Email Address, Relationship (dropdown), and Relationship Start Date (calendar icon). There is a checkbox for 'Primary Contact' with an information icon. The 'Main Address' section has a checked checkbox 'Use my address for this person.'. The 'Phone Numbers' section is a table with columns 'Type', 'Number', and 'Delete'. The 'Type' column has a dropdown menu currently set to 'Home'. Below the table is an 'Add Another Row' button.

This form allows you to add and update your emergency contact details. Where information is already held on the Emergency Contact form the **Add** button will be replaced by the **Update** button on the Contacts form

[9. How to maintain my Dependents and other Contacts information within self-service](#)

To add or update your **Dependents and Other Contacts** Click the **Add** button to access Dependents and Other Contacts form.

The screenshot shows the NHS My Personal Information interface for creating a dependent or other contact. The header includes the NHS logo, 'My Personal Information', and navigation links for Home, Logout, Preferences, and Help. The main heading is 'Dependents and Other Contacts: Create', with 'Cancel' and 'Next' buttons on the right. Below the heading, the user's details are shown: Employee Name 'Lane, Sarah' and Employee Number '20000237'. A note states: 'Use this page to provide information about Dependents and Other Contacts and specify their relationship to you. * Indicates required field'. The form is divided into sections: 'General Information' with fields for Title (dropdown), First Name, Middle Name, Last Name (required), Suffix, Prefix, Email Address, Relationship (dropdown), and Relationship Start Date (calendar icon, with an example '18 Nov 2014'); 'Main Address' with a checkbox 'Use my address for this person'; and 'Phone Numbers' with a table for adding entries. The table has columns for Type (dropdown), Number, and Delete (trash icon). An 'Add Another Row' button is located below the table.

Type	Number	Delete
Home		

[Add Another Row](#)

This form allows you to add and update your dependants and other contacts details. Where information is already held on the Dependants and Other Contacts form the **Add** button will be replaced by the **Update** button on the Contacts form.

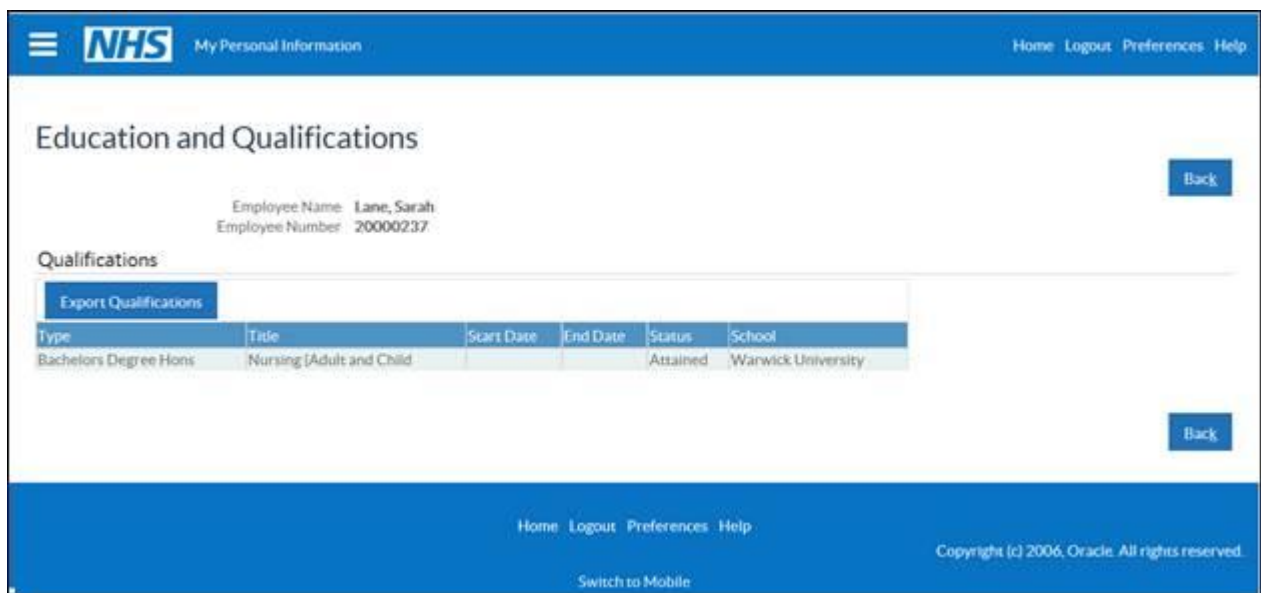
[10. How to return to the main menu within self-service](#)

To return to the main menu click the **Back** button to return to the Employee Self Service (Limited Access) navigator.

11. How to view my Qualifications within self-service

This form allows you to view your qualifications that is held within ESR and is read only so you are unable to change this information, if anything is incorrect or missing please inform your HR officer as soon as possible.

- Click the Qualifications link to access the **Qualifications** form



The screenshot shows the NHS My Personal Information page. The header includes the NHS logo, 'My Personal Information', and navigation links: Home, Logout, Preferences, Help. The main heading is 'Education and Qualifications'. Below this, the employee's name 'Lane, Sarah' and employee number '20000237' are displayed. A 'Back' button is located to the right. The 'Qualifications' section features an 'Export Qualifications' button and a table with the following data:

Type	Title	Start Date	End Date	Status	School
Bachelors Degree Hons	Nursing (Adult and Child			Attained	Warwick University

Another 'Back' button is located to the right of the table. The footer contains 'Home Logout Preferences Help', 'Switch to Mobile', and 'Copyright (c) 2006, Oracle. All rights reserved.'

This form displays recorded qualifications and is read only. The **back** button can be used to return to the Navigator.

12. How to maintain my Sexual Orientation within self-service

This form allows you to add and update your Sexual Orientation details. Where information is already held on the sexual orientation form the **Add** button will be replaced by the **Update** button on the form.

- Click the **Sexual Orientation** link



The screenshot shows the NHS My Personal Information interface. At the top, there is a blue header with the NHS logo, 'My Personal Information', and navigation links: Home, Logout, Preferences, Help. The main content area is titled 'Sexual Orientation: Extra Information'. Below the title, there are buttons for 'Cancel', 'Back', and 'Next'. The user's details are displayed: Employee Name: Baker, Yve; Employee Number: 20000574. A message states: 'Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, or click Cancel to cancel this action.' Below this, there is a section for 'Religion Sexual Orientation' with an 'Add' button. A table with two columns, 'Select Status' and 'Sexual Orientation', is shown with the text 'No results found.' Below the table are 'Cancel', 'Back', and 'Next' buttons. At the bottom of the page, there is a blue footer with 'Home Logout Preferences Help', 'Switch to Mobile', and 'Copyright (c) 2006, Oracle. All rights reserved.'

13. How to maintain my Religious Beliefs within self-service

This form allows you to add and update your Religious Belief details. Where information is already held on the Religious Belief form the **Add** button will be replaced by the **Update** button on the form

- Click the **Religious Belief** link

Employee Name: Baker, Yve
Employee Number: 20000574

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, or click Cancel to cancel this action.

Religion Sexual Orientation

Select Status	Religious Belief
No results found.	

14. How to view my Registration and Memberships within self-service

This form displays recorded registration and membership details and is read only. The back button can be used to return to the Navigator.

- Click the Registration and Memberships link to access the **Registration and Memberships** form.

Employee Name: Lane, Sarah
Employee Number: 20000237

Registrations and Memberships

Select Status	Registration/Membership Body	Professional Registration Number	Expiry Date	First Register Date	Revalidation Date
●	Nursing and Midwifery Council	06J2008A	20-Jun-2017		

15. How to view my Disability Information within self-service

This form displays recorded Disability information which can be updated or deleted as required. The **back** button can be used to return to the Navigator.

- Click the **Disability Information** link.

Disability Information: View

Name: Lane, Sarah
Employee Number: 20000237

Business Group: NHS Business Group
Email:

Disabilities

[New](#)

Effective Date	Category	Status	Update	Delete
02-Nov-2016	Not Declared	Active		

Home Logout Preferences

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[Switch to Mobile](#)

[16. My Pay & Rewards section.](#)

This section allows you to view your pay slip, bank account information, on line P60, total reward statement and choose whether to opt out of printed pay slips

[17. How to Maintain my bank account information within self-service.](#)

- Click the **Bank Accounts** link.

Manage Payroll Payments: Define Payments

Employee Name: Baker, Yve
Employee Number: 20000574

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments

[Add Bank Payment](#)

Amount Type	Amount (£)	Priority	Delete	Update
<input checked="" type="checkbox"/> YIP Payments				

You will be paid by cheque until you specify how you wish to be paid.
YIP Payments will be made in the order listed up to the value of Pay only. Where the next payment type exceeds remaining pay then only the outstanding amount of Pay will be processed. Any payment types remaining after Pay has been allocated will be ignored.

Home Logout Preferences

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[Switch to Mobile](#)

Any existing accounts will be displayed automatically. To update or change bank account information you will need to do the following:

- Click on the Update icon

- Delete the old details from the account number field and enter in the new account number
- Delete the old sort code details click on the search icon next to the sort code field.
- Enter the new sort code number in the search by field and click on the Go button
- Click the Quick select icon next to the correct sort code and click the apply button to apply the changes.

The bank account details have now been amended, click continue to review the changes are correct. A blue dot highlights the changes which have been made

- Click on the submit button to apply these changes to your ESR account.

[18. How to view my pay slip within self-service.](#)

Click on the link Pay slip. This will bring up you pay record for you to select which pay slip you would like to view. The pay slip can then be saved down locally for future access. Please note it is the employee's responsibility to save down their own on line pay slip, P60 and P45 for future use. Once you have left LET employment you will no longer have access to your self-service account and therefore no access to pay slips, P60 or P45.

[19. How to view my P60 within self-service.](#)

Click on the link On line P60 link. This will bring up you pay record for you to select which P60 you would like to view. The P60 can then be saved down locally for future access. Please note it is the employee's responsibility to save down their own on line pay slip, P60 and P45 for future use. Once you have left LET employment you will no longer have access to your self-service account and therefore no access to pay slips, P60 or P45.

