

ESR Staff Change Form

User Guide

Note: Items marked * are compulsory.

1. Type the employee's surname (or any part of) into the Name box. If a match is found, a drop-down box will appear. Click on the desired name to select it.

(Note: if no match is found and you're certain that the spelling is correct, it may be because the employee has left the Trust. Change forms can only be done for current employees)

1 - Current Employee Details

Name: *

Employee, Mr
Dummy
Employee, Ms Other

2. After you've selected the employee's name, select the Assignment Number. If more than one Assignment Number is available, **please ensure you select the correct one**. The Current Locality and Current Organisation (cost centre) will be shown.

1 - Current Employee Details

Name: *

Assignment Number: *

Current Directorate/Locality:

Corporate

Current Organisation:

363 CORP Finance Directorate

3. Click the calendar to enter the Effective Date of Change. If the change is for a limited time (eg acting up), also enter the End Date of Change.

2 - Details of Changes

Effective Date of Change: *

  (← Please click calendar)

End Date of Change:

  (← Please click calendar)

4. To change the employee's salary or cost centre, select Yes to the following question:

3 - Change of Cost Centre/Salary

Is this a change of Cost
Centre/Salary: *

To change the cost centre only, enter the requested information:

Locality: *

Cost Centre–Organisation: *

ESR Position Title: *

Subjective Code:

Sub Analysis Code:

To change the salary only (or to change both cost centre **and** salary), complete all of the requested information:

3 - Change of Cost Centre/Salary

*Is this a change of Cost Centre/Salary: **

*Locality: **

*Cost Centre-Organisation: **

*ESR Position Title: **

Subjective Code:

Sub Analysis Code:

Salary Changes (only complete this section if there is a change of salary)

New Band/Grade:

New Payscale/Point:

New Salary:

New Incremental Date: (← Please click calendar)

Q: Why do I need to select the locality/cost centre/position if I only want to change the employee's salary?

A: ESR is set up such that you need to make sure that a position exists in the cost centre before you can transfer an employee there. Because positions are band specific (eg **Nurse Band 4**), if an employee's salary changes from Band 4 to Band 5, you need to change their position to **Nurse Band 5** and you need to make sure the new position exists in the cost centre. If it doesn't, Payroll will be unable to process your form.

If the new position doesn't exist in the cost centre, select Position Not Listed on the bottom of the ESR Position Title list and select the Desired Position Title:

*ESR Position Title: **

*Desired Position Title: **

5. Specify if the employee has a Smartcard (to access RiO, ESR or other programs from the NHS Spine Portal) and what systems the employee needs to access as part of their position:

*Does the staff member have a smartcard? **

*What electronic system access is required for the new position? **

RiO
SCR
ESR
NONE

6. Enter a brief description of the reason for completing the change form:

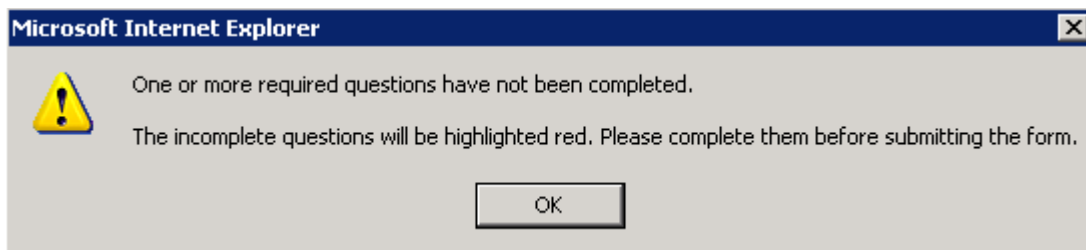
*Brief Description of Change / Other Information: **

7. Enter your telephone number and click the Submit Form button:

4 - Authorisation Details

Authorised Signatory:	<input type="text" value="Dion Campbell"/>
Date:	<input type="text" value="02 March 2011"/>
Telephone Number: *	<input type="text"/>
Email address:	<input type="text" value="Dion.Campbell@eastl"/>

8. If there are any incomplete or unanswered items, you will receive the following message and the incomplete questions will be highlighted:



The completed form is sent to Finance to check. If there is an impact on your budget (eg a salary increase), you will be asked to specify how the change will be funded. When your form has been accepted, it is sent to HR to be processed. You'll receive a confirmation email when it is accepted.

Rejected Forms

If your form is rejected, you will receive an email with a link to the form. The reason for rejection is shown at the top of the form. Make any amendments or supply the requested additional information (in the Brief Description/Other Information box) and re-submit the form by clicking the Submit Form button at the bottom of the page.

Staff Changes Form

Questions marked * are compulsory.

[Form Rejection Reason: Test rejection](#)