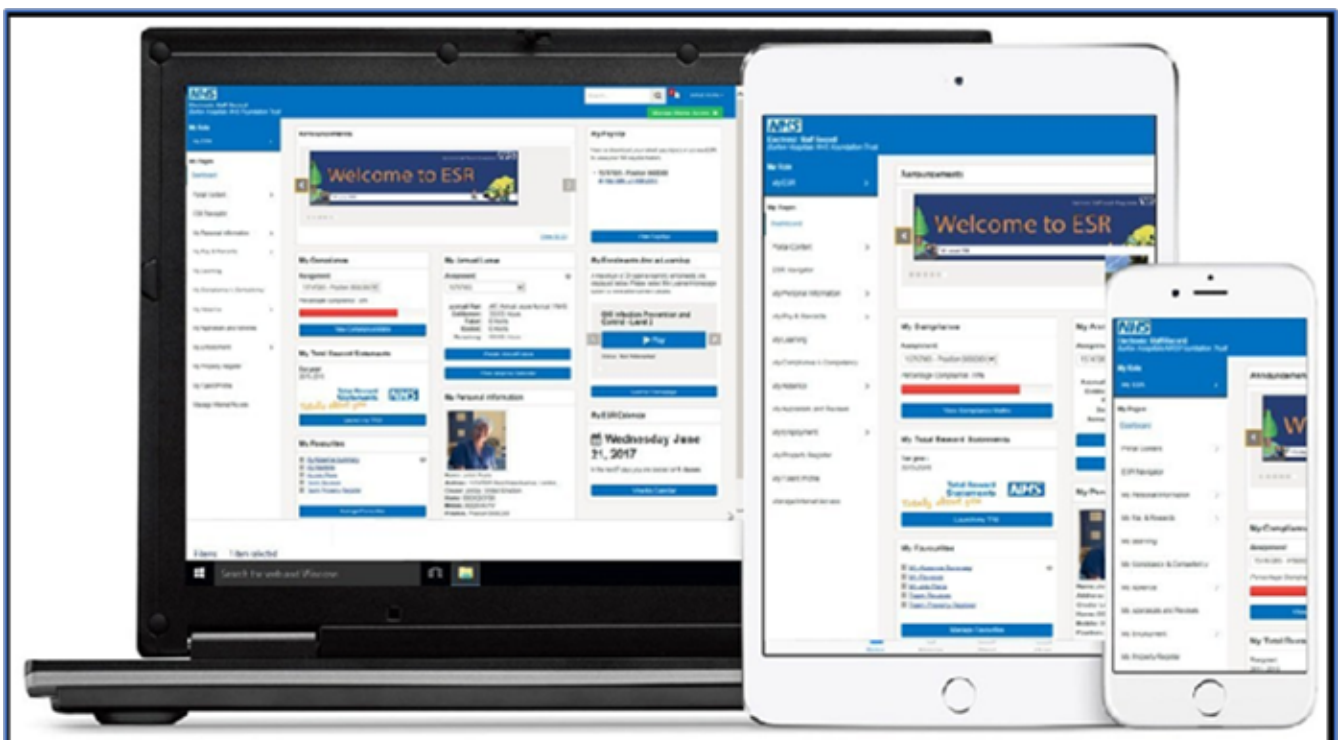


# Manager Self Service - Access & Manager Menu

Manager Self Service gives you direct access to information held in ESR and the ability to update information for the employees within your team.

As part of the Workforce Systems Transformation Programme, we are introducing the following functionality:

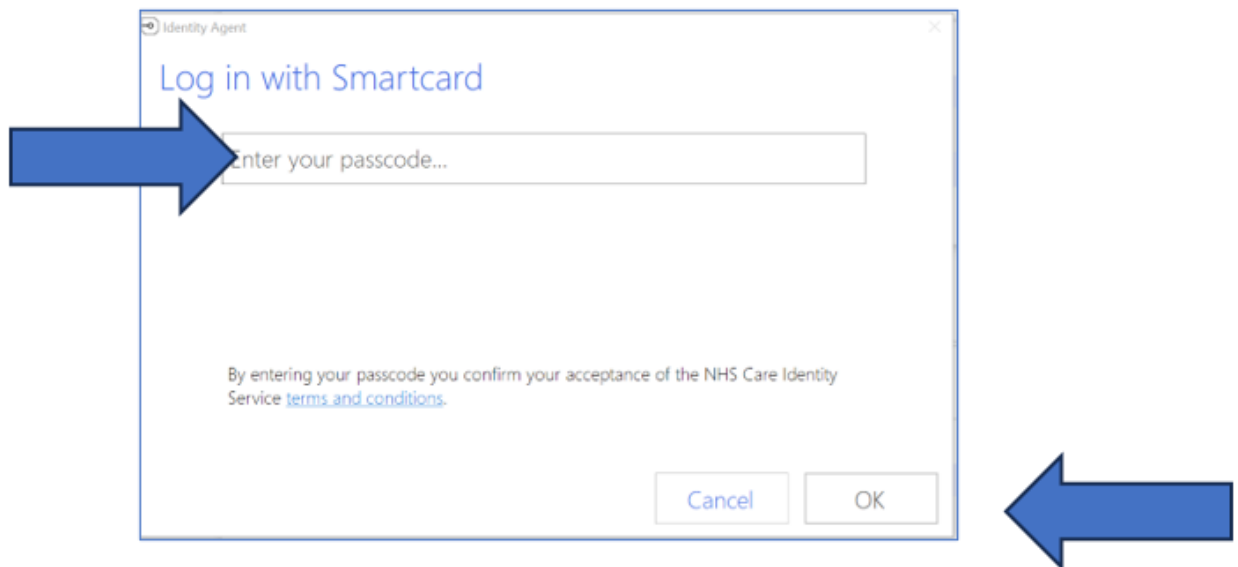
- Employee Change in Hours.
- Employee Assignment Changes – such as extending a fixed term contract or updating to a permanent contract.
- End Employment.
- We are also introducing Flexible Working functionality.



## Accessing Manager Self Service

- ESR Manager Self-Service requires a Smartcard and a Smartcard reader.

- Once you have your smartcard, or if you already have one, you'd insert into the reader.
- A pop-up screen would appear, and you'd enter your passcode.



Navigate to the ESR log in screen, as you would to access your Employee Self Service or Supervisor Self Service.

## NHS Electronic Staff Record

### Log in with your credentials

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

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

Log in via Username Password

### Log in with your Care Identity

Access ESR via your Care Identity by clicking the 'Log in with my Care Identity' button below

**NHS** Log in with my Care Identity



- Instead of using your username and password, you would click “Log in with my Care Identity”.
- You will be logged into the ESR Portal.
- You can access Manager Self Service using the ESR Navigator.
- Accessible from your Employee and Manager Portal in the left-hand menu

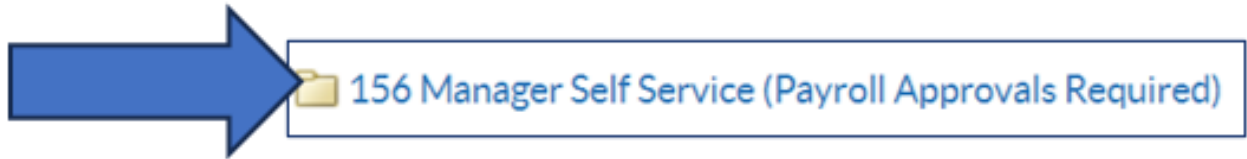
### My Pages

Dashboard

ESR Navigator



In your ESR Navigator Menu, click on Manager Self Service (Payroll Approvals Required)



You will then see your full Manager Self Service Menu.

 156 Manager Self Service (Payroll Approvals Required)

#### Manager

- ☐ Notifications
- ☐ All Actions Awaiting Your Attention
- ☐ Transaction Monitor

#### My Team

- ☐ Talent Profile
- ☐ Organisation Chart

#### My Team Personal Information

- ☐ Personal Information
- ☐ Contacts
- ☐ Absence Calendar
- ☐ Absence
- ☐ Property Register
- ☐ Conflict of Interest Declarations

#### My Team Career Information

- ☐ Learning
- ☐ Appraisals and Reviews
- ☐ Compliance and Competency
- ☐ Qualifications
- ☐ Registrations and Memberships
- ☐ Suitability Matching

#### My Team Assignment Information

- ☐ Employment Information
- ☐ Flexible Working
- ☐ Assignment (Approval Required)
- ☐ Hours (Approval Required)
- ☐ Supervisor
- ☐ Additional Supervisor
- ☐ Location
- ☐ Job Plans - Medical & Dental
- ☐ Job Plans - Other Staff Groups
- ☐ End Employment (Approval Required)
- ☐ End Non Primary Assignment (Approval Required)

There are eight areas of functionality in MSS, some of which you may already use in Supervisor Self Service. At RCHT we'll be using the following areas in Manager Self Service:

- Manager – for notifications and actions awaiting attention.
- My Team Assignment – Assignment Changes, Change Hours, Flexible Working and End Employment.
- Reporting – access to ESR Business Intelligence (BI).

## Manager

-  Notifications
-  All Actions Awaiting Your Attention
-  Transaction Monitor

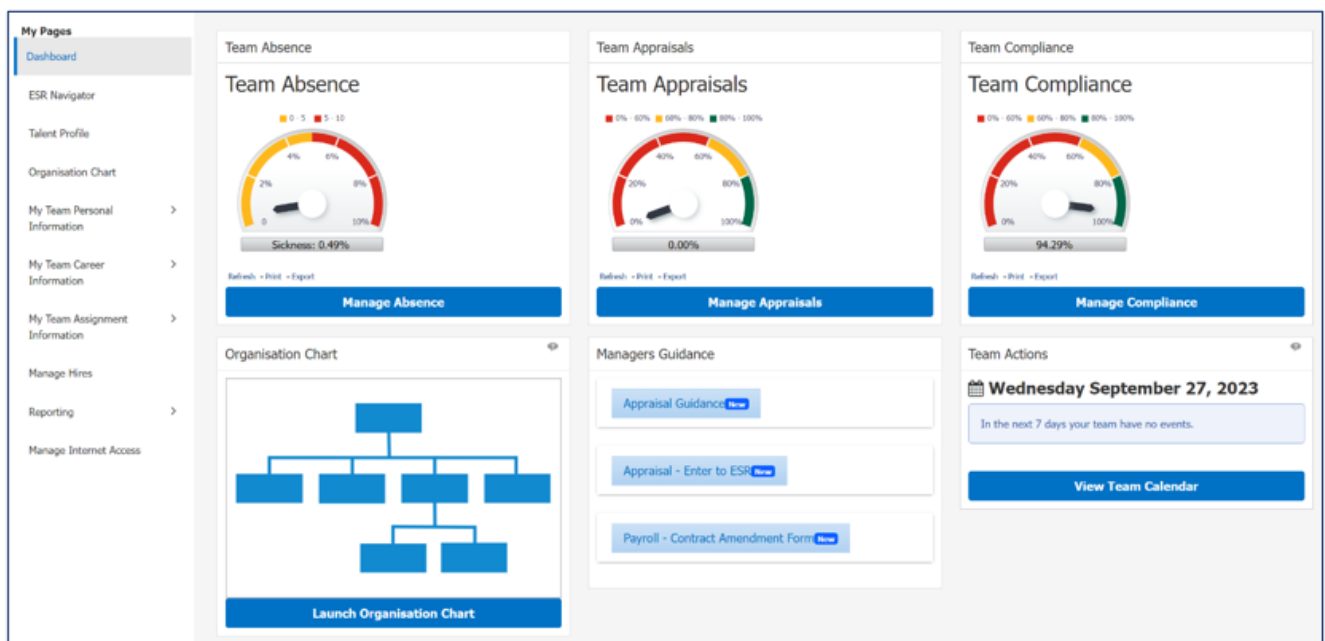
## My Team Assignment Information

-  Employment Information
-  Flexible Working
-  Assignment (Approval Required)
-  Hours (Approval Required)
-  Supervisor
-  Additional Supervisor
-  Location
-  Job Plans - Medical & Dental
-  Job Plans - Other Staff Groups
-  End Employment (Approval Required)
-  End Non Primary Assignment (Approval Required)
-  Supplementary Roles

## The Manager Portal

You can also access Manager Self Service through the Manager Portal.

Click on the Manager tab next to the My ESR Portal tab.



You will see different portlets on the Manager Dashboard. Including:

- Team Absence / Appraisals / Compliance
- Organisation Chart
- Managers Guidance

The portlets have links to functionality within Manager Self Service.

You can access your Manager Self Service Menu on the left.

For further support on how to use Manager Self Service and the Manager Portal, there is helpful guidance on the ESR Hub:

[Home - ESR Hub - NHS Electronic Staff Record](#)

Please contact the ESR Team for support in using Manager Self Service:  
[rcht.esrsupportteam@nhs.net](mailto:rcht.esrsupportteam@nhs.net)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=377>