

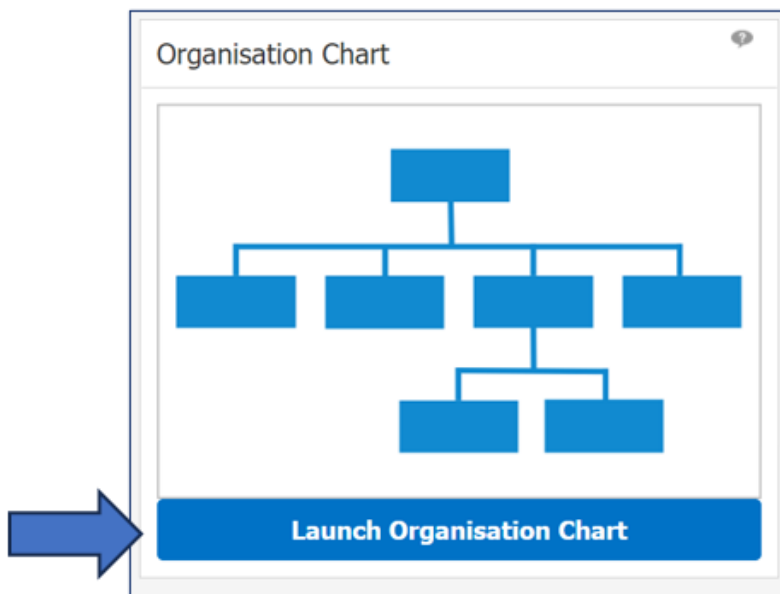
Name [Advanced Search](#)

My Employee Information

Employment

Focus	Name	Assignment Number	Position
<input type="checkbox"/>	Leese22, Vivian		
<input type="checkbox"/>	<input type="checkbox"/> Admin22, Anthony	20006948	80154 Admin Ass
	Jimenes22, Monica	20007308	80117 Senior Nur
	Johnson22, Andrew	20007338	80100 Staff Nurs
	Joshi22, Neela	20007368	80117 Senior Nur
<input type="checkbox"/>	<input type="checkbox"/> Manager22, Michelle	20007639	80156 Head of N
	Nelson22, Art	20007729	80117 Senior Nur
	Sandwell22, Paula	20007910	80102 Senior Nur
	Williams22, Judith	20008210	80117 Senior Nur
<input type="checkbox"/>	<input type="checkbox"/> Wright22, Deirdre	20008240	80067 Nursing Ac

You can also view, check, and access employees in your hierarchy from the Organisation Chart on the Manager Portal.



You can make changes to your supervisor hierarchy with Manager Self Service.

My Team Assignment Information > Supervisor and Additional Supervisor sections.

The ESR Support Team maintain the Supervisor Hierarchy for RCHT, so please do seek support where required.

If you have a large amount of changes, please complete the [Hierarchy Amendment Form](#) and send over to the ESR Support mailbox.



Update Supervisor & Add Additional Supervisor

The ESR Hub has short e-learning guides on how to update Supervisor and Assign new Direct Reports.

[How do I assign a new manager to an employee?](#)

[How do I assign direct reports to an employee?](#)

[How do I create and manage Additional Supervisors?](#)

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=378>