


Manager Self Service - Supervisor Hierarchy

The employee's you have access to in Manager Self Service is dependent on the Supervisor Hierarchy.

To view your Supervisor Hierarchy, navigate to the My Team Assignment Information and then Employment Information.

[My Team Assignment Information](#)

 [Employment Information](#)



The screenshot shows the 'My Employee Information' page. At the top, there is a search bar with the text 'Name' and a 'Go' button, followed by an 'Advanced Search' link. Below the search bar, the page title 'My Employee Information' is displayed, along with a 'View: Hierarchy' dropdown menu and another 'Go' button. The main content area is titled 'Employment' and contains a table with the following columns: Focus Name, Assignment Number, Position, Job, Grade, Organization, Location, Assignment Category, and Hire Date. The table lists several employees, including Steven Limes, Anthony Adams, Monica Jones, Andrew Johnson, Helele Josh, Michelle Messinger, Art Nelson, Paula Sandhu, and Devine Wright, with their respective assignment numbers, positions, jobs, grades, organizations, locations, assignment categories, and hire dates.




Focus Name	Assignment Number	Position	Job	Grade	Organization	Location	Assignment Category	Hire Date
▶ Limes02, Steven								
▶ Adams02, Anthony	20006948	80154 Admin Asst Band 2 - Acute Nurse Management	Administrative and Clerical Clerical Worker	X802	305 Acute Nurse Management	305 ESRH	Permanent	01-Jan-2020
▶ Jones02, Monica	20007908	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	X806	305 Ward 30	305 ESRH	Permanent	01-Jan-2016
▶ Johnson02, Andrew	20007938	80130 Staff Nurse Band 5 - Ward 9	Nursing and Midwifery Registered Staff Nurse	X805	305 Ward 9	305 ESRH	Permanent	01-Jan-2012
▶ Josh02, Helele	20007968	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	X806	305 Ward 30	305 ESRH	Permanent	01-Jan-2020
▶ Messinger02, Michelle	20007639	80138 Head of Nursing - Band 09 - Surgical Div	Nursing and Midwifery Registered Nurse Manager	X809	305 Acute Nurse Management	305 ESRH	Permanent	01-Jan-2020
▶ Nelson02, Art	20007729	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	X806	305 Ward 30	305 ESRH	Permanent	01-Jan-2020
▶ Sandhu02, Paula	20007930	80102 Senior Nurse Band 6 - Ward 9	Nursing and Midwifery Registered Staff Nurse	X806	305 Ward 9	305 ESRH	Permanent	01-Jan-2020
▶ Williams02, Alisha	20008230	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	X806	305 Ward 30	305 ESRH	Permanent	01-Jan-2023
▶ Wright02, Devine	20008240	80067 Nursing Assistant Band 2 - Ward 7	Additional Clinical Services/Health Care Support Worker	X802	305 Ward 7	305 ESRH	Permanent	01-Jan-2020


You can find an employee in your hierarchy by clicking the plus icons in the hierarchy table or by searching the name in the search bar.








Name [Advanced Search](#)

My Employee Information

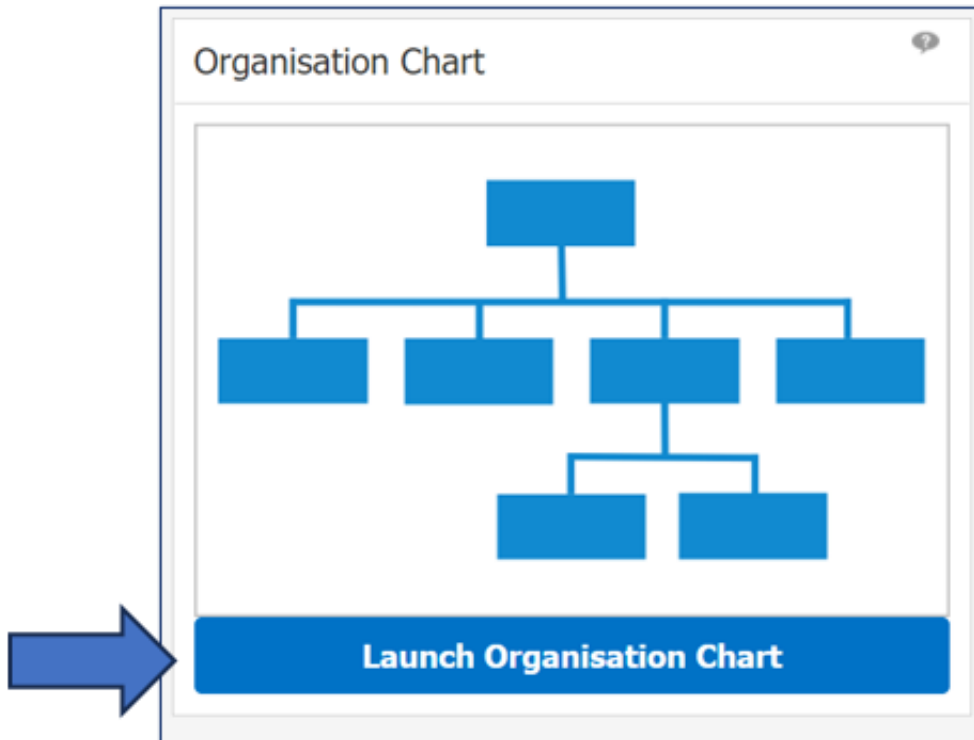
Employment



Focus	Name	Assignment Number	Position
	 Leese22, Vivian		
	 Admin22, Anthony	20006948	80154 Admin Ass
	Jimenes22, Monica	20007308	80117 Senior Nur
	Johnson22, Andrew	20007338	80100 Staff Nurs
	Joshi22, Neela	20007368	80117 Senior Nur
	 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
	 Wright22, Deirdre	20008240	80067 Nursing Ad

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>