
My Team Assignment Information

☐ Employment Information

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My Employee Information

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Focus Name	Assignment Number	Position	Job	Grade	Organisation	Location	Assignment Category	Hire Date
↳ Lenses22, Wilson								
↳ Adams22, Anthony	20006948	80124 Adm-Rst Band 2 - Acute Nurse Management	Administrative and Clinical Clerical Worker	XH02	SOS Acute Nurse Management	SOS ESRM	Permanent	01-Jan-2020
↳ Jensen22, Monica	20007508	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	XR06	SOS Ward 30	SOS ESRM	Permanent	01-Jun-2016
↳ Johnson22, Andrew	20007338	80102 Staff Nurse Band 5 - Ward 9	Nursing and Midwifery Registered Staff Nurse	XR05	SOS Ward 9	SOS ESRM	Permanent	01-Jun-2012
↳ Juck22, Nadia	20007568	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	XR06	SOS Ward 30	SOS ESRM	Permanent	01-Jun-2020
↳ Morgan22, Michelle	20007639	80136 Head of Nursing - Band 8b - Surgical Dr	Nursing and Midwifery Registered Nurse Manager	XR09	SOS Acute Nurse Management	SOS ESRM	Permanent	01-Jan-2020
↳ Nelson22, Art	20007729	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	XR06	SOS Ward 30	SOS ESRM	Permanent	01-Jun-2020
↳ Sedore22, Paula	20007790	80102 Senior Nurse Band 6 - Ward 9	Nursing and Midwifery Registered Staff Nurse	XR06	SOS Ward 9	SOS ESRM	Permanent	01-Jun-2010
↳ Williams22, JulieH	20008230	80117 Senior Nurse Band 6 - Ward 30	Nursing and Midwifery Registered Staff Nurse	XR06	SOS Ward 30	SOS ESRM	Permanent	01-Jun-2010
↳ Wright22, Deirdre	20008240	80067 Nursing Assistant Band 2 - Ward 7	Additional Clinical Services/Health Care Support Worker	XR02	SOS Ward 7	SOS ESRM	Permanent	01-Jan-2020

Name

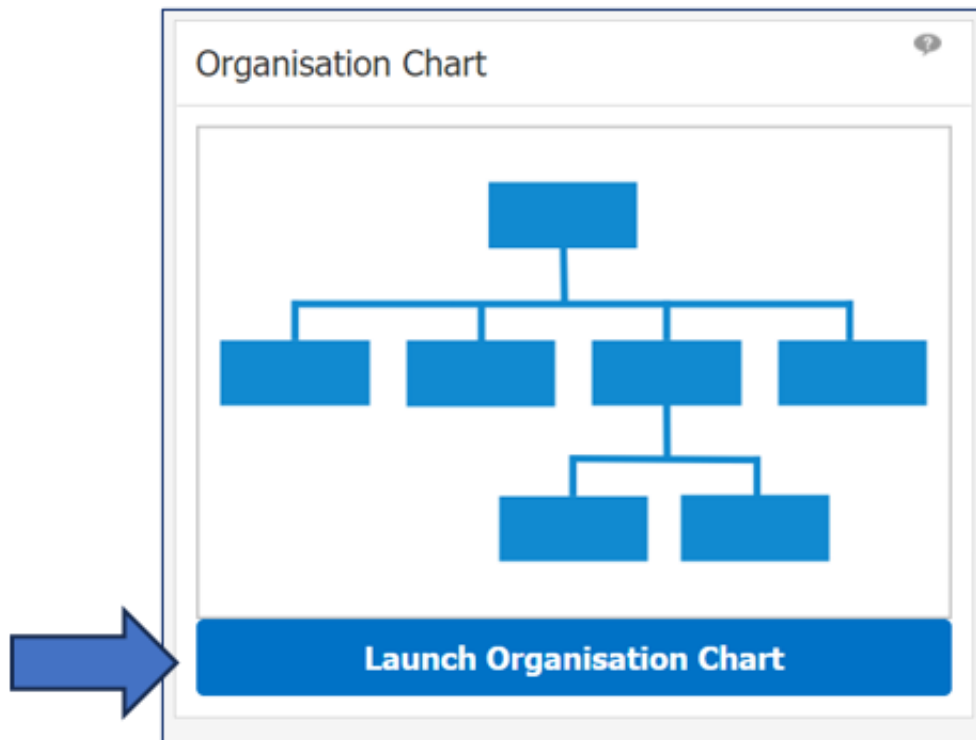
[Advanced Search](#)

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 Ne
	Nelson22, Art	20007729	80117 Senior Nur
	Sandwell22, Paula	20007910	80102 Senior Nur
	Williams22, Judith	20008210	80117 Senior Nur
	Wright22, Deirdre	20008240	80067 Nursing As

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

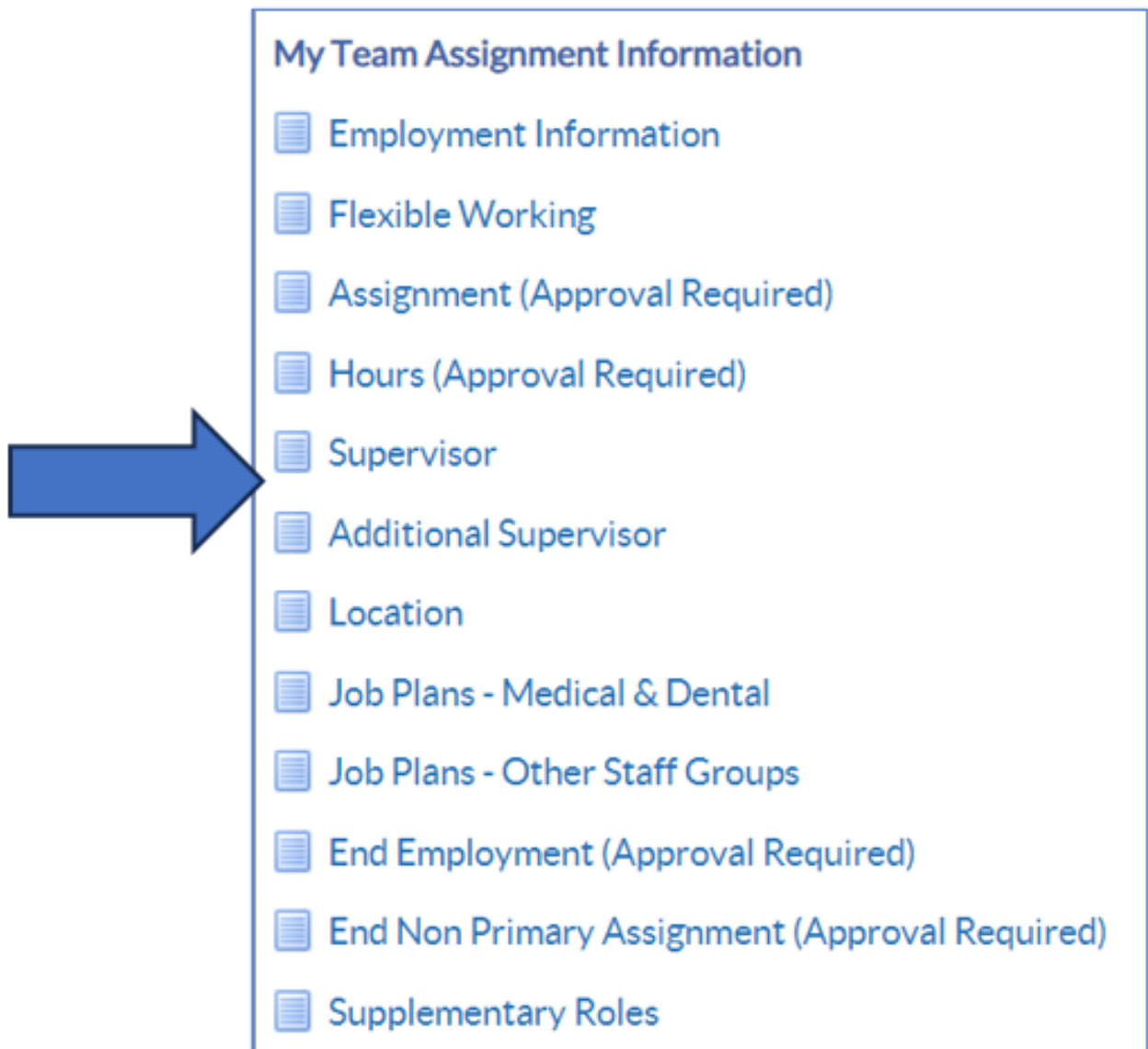


You can make changes to your supervisor hierarchy with Manager Self Service.

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>