Manager Self Service - Approving Manager Guide

As an Approving Manager, with Manager Self Service access, you can make changes directly but will also need to approve change transactions completed by a user with Admin Self Service.

You will be notified in ESR, along with a notification email. You can see your notification it in the top right menu on the main portal screen. If you have new notification, it will be highlighted with the number of new notifications in red.
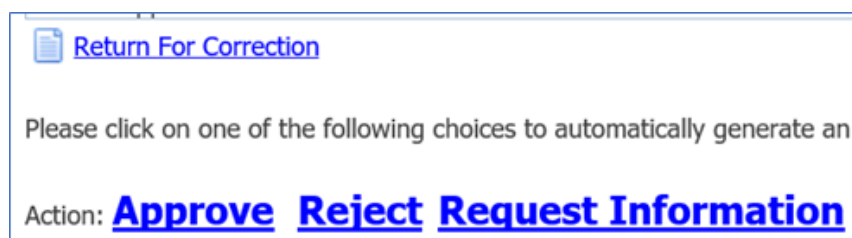

The email will come from ESR and will detail the change within the email.

If you can approve the change via email, it will display links to do so, you can Approve by clicking the link or Return for Correction.


When you click the link, an email will open, it will auto fill your option. You can add comments if you wish then you'd click send.

Send	To	○ esr.wfmprod2@nhs.net
	Cc	
	Subject	Action Required: NHS Admin/Manager Assignment Process

Action: 'Approve'

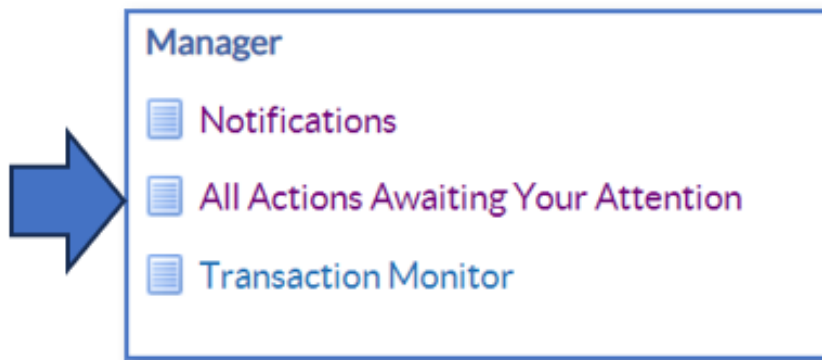Comments From Last Approver
Note: ''

Once you have sent the email, it will approve the change in ESR and will flow to the next Approver or Payroll.

You can also access your manager notifications in your main menu for Manager Self Service, from the main menu, in the Manager section click Notifications.

Manager

▤ Notifications

▤ All Actions Awaiting Your Attention

▤ Transaction Monitor
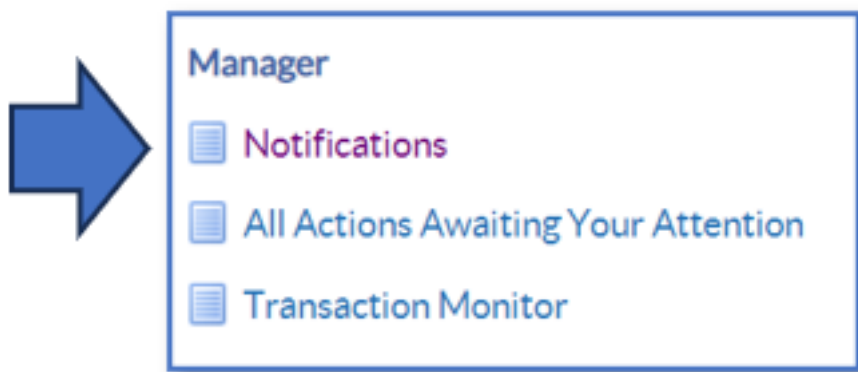
You'll see your notifications in the Worklist.

As an Approver, it may be best to check the "All Actions Awaiting Your Attention" are of Manager Self Service.

You can see any transactions that require approval here.

Click into the notifications to view the change form, this can be a Change of Hours, Change of Assignment or End Employment.

You will see the details of the change form, along with the options to Approve or Return for Correction.

If you click Approve it will approve the change in ESR and will flow to the next Approver or Payroll.

If you click Return for Correction, it will flow back to the individual that started the transaction.

You can check the progress of transactions here in Transaction Monitor.
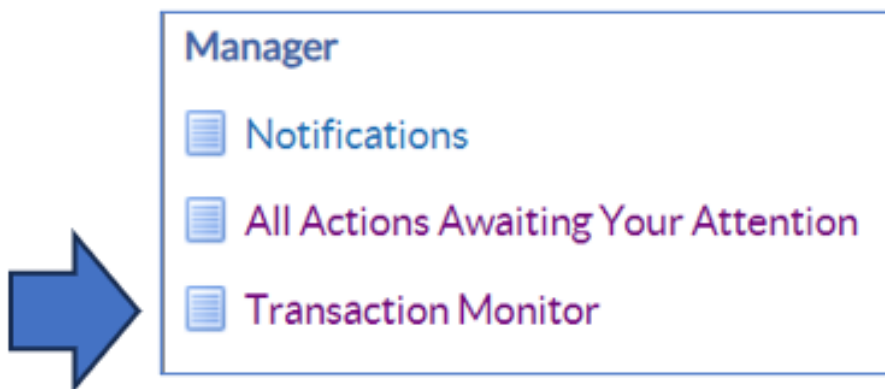
You can search in different ways. If you click Go, it will bring up all transactions that are Pending Approval.

Click in the Transaction Details column against the employee you wish to

check.

Summary

Effective Date 18-Oct-2023

Employee Name	Admin22, Anthony		Organisation	505 Acute Nurse Management
Employee Number	20006948		Organization Email Address	
Job	Administrative and Clerical|Clerical Worker		Supervisor	Leese22, Vivian

⬤ Indicates Changed Items.

Reassigned Direct Reports

Worker Name	Job	Current Manager Name	Proposed Manager Name	Effective Transfer Date
Senior22, Simon	Nursing and Midwifery Registered|Specialist Nurse Practitioner	Admin22, Anthony	Admin03, Anthony ⬤	01-Dec-2023

Termination Details

Termination Date	30-Nov-2023
Notification Date	18-Oct-2023
Reason	Voluntary Resignation - Promotion
Comments	Please pay 5 hours annual leave that was not taken before leaving.
Rehire	
Last Working Day	30-Nov-2023
Destination On Leaving	NHS Organisation
NHS Organisation	418 Bedfordshire Hospitals NHS Foundation Trust 418
Available For Bank	
Termination Notification Sent Date	
Exit Reference Completed	
Removal Requested	
Hold Record	
Hold Reason	

Attachment(s)

Action History

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Sequence	Name	Action	Date	Notes
1	Leese22, Vivian	Submit	18-Oct-2023 17:38:52	
2	Leese22, Vivian	Forward	18-Oct-2023 17:43:03	
3	SSHR Payroll Approvals 501	Pending		

Return to Transaction Monitor

You can see in this screen the details of the change and the audit trail.

Click Return to Transaction Monitor to go back.

If you need any assistance with Transactions that are not moving along the Approval chain, please contact ESR Support for assistance.

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

• MSS35 : My ESR Manager

- MSS01 : How do I manage my notifications?
- MSS03 : How do I view and action my email notifications?
- MSS02 : How do I create vacation rules and grant worklist access?
- MSS38 : How do I manage Proxy Users?

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=396