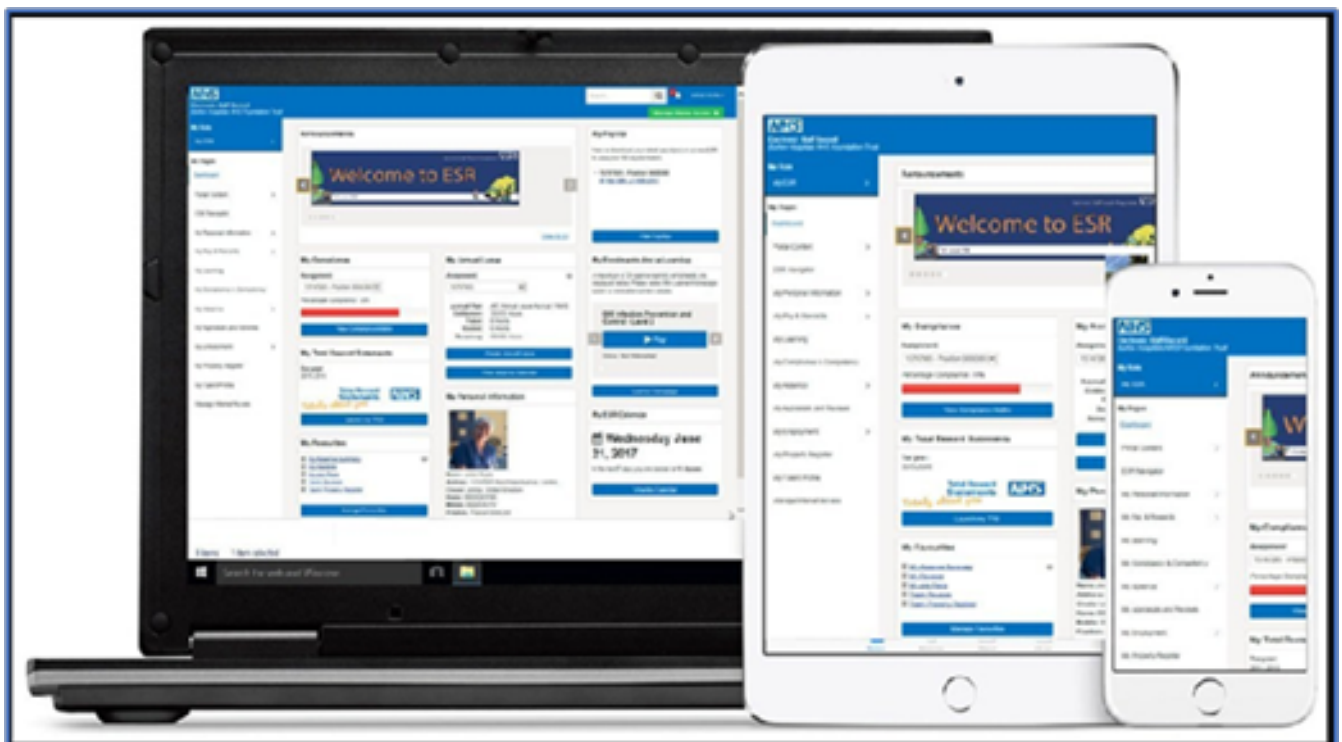# Administrator Self Service - Access & Manager Menu

Administrator 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.
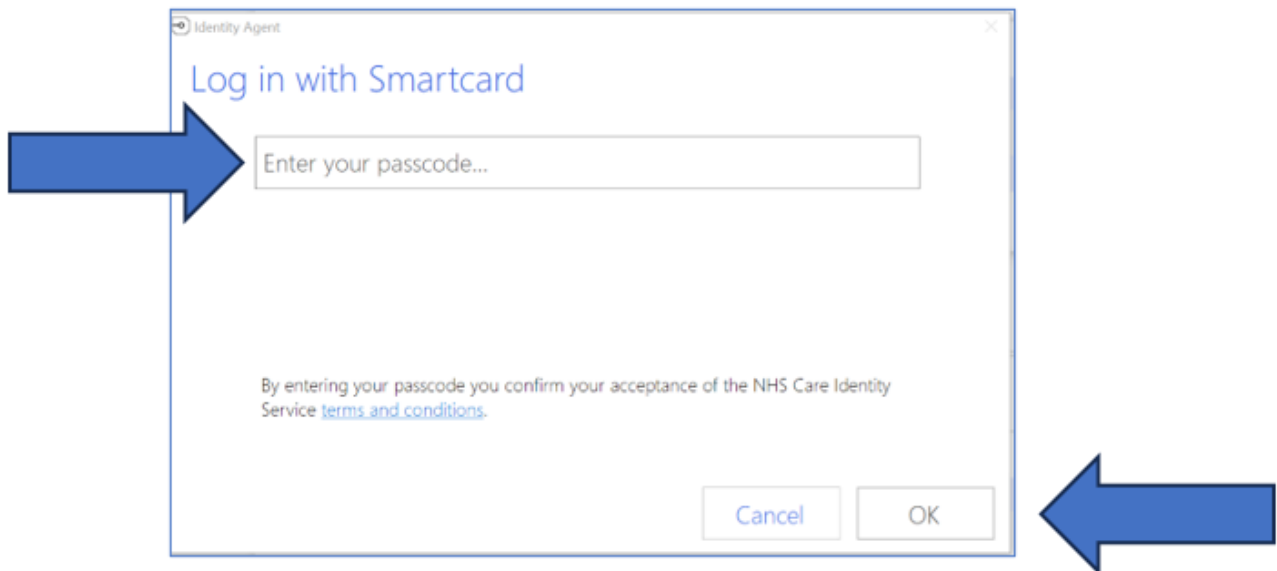• We are also introducing Flexible Working functionality.

Accessing Administrator Self Service

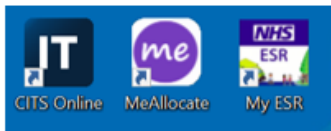• ESR Administrator Self-Service requires a Smartcard and a Smartcard

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.
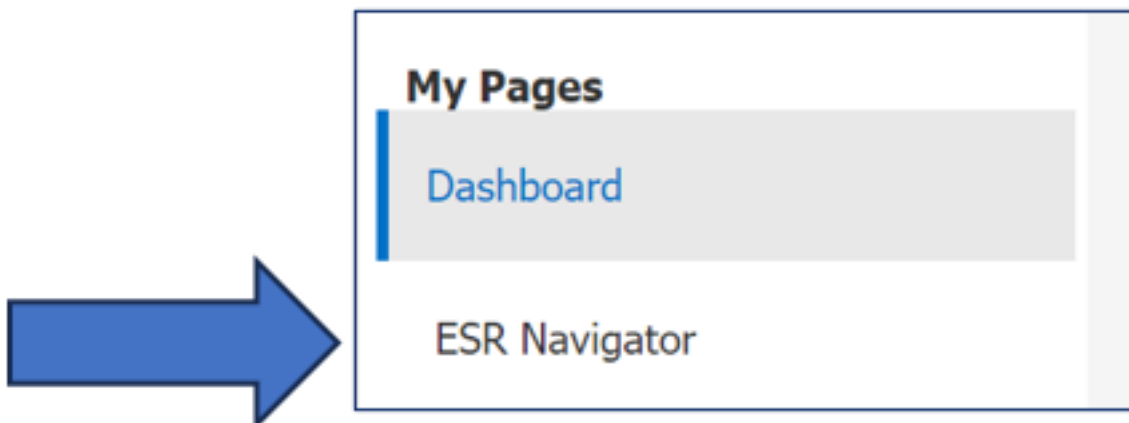
There is normally an icon on the desktop.

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 Administrator Self Service using the ESR Navigator, which is accessible from your Employee and Manager Portal in the left-hand menu.

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

📁 156 Administrator Self Service (Payroll Approvals Required)
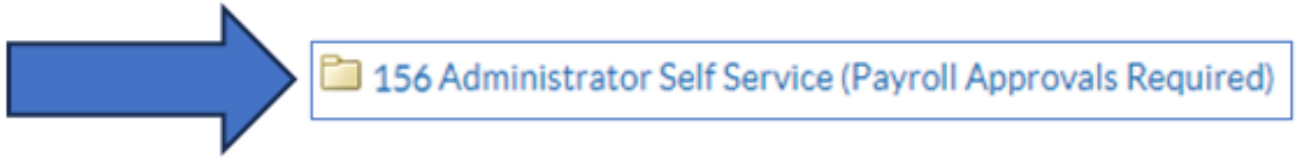
You will then see your full Manager Self Service Menu.

156 Administrator Self Service (Payroll Approvals Required)

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

Administer Personal Information
- Administer Personal Information
- Administer Contacts
- Administer Absence Calendar
- Administer Absence
- Administer Property Register

Administer Career Information
- Administer Learning
- Administer Compliance and Competency
- Administer Registrations and Memberships
- Administer Qualifications

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

Administer Hires
- Administer Hires (Approvals Required)

Reporting
- Business Intelligence

My Access
- Request Internet Access

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

• Administrator – for notifications and actions awaiting attention.
• Administer Assignment Information – Assignment Changes, Change Hours, Flexible Working and End Employment.
• Reporting – access to ESR Business Intelligence (BI).

Administrator

- Notifications
- All Actions Awaiting Your Attention
- Transaction Monitor

Administer Assignment Information

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

The Manager Portal

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

Click on the Manager tab next to the My ESR Portal tab.
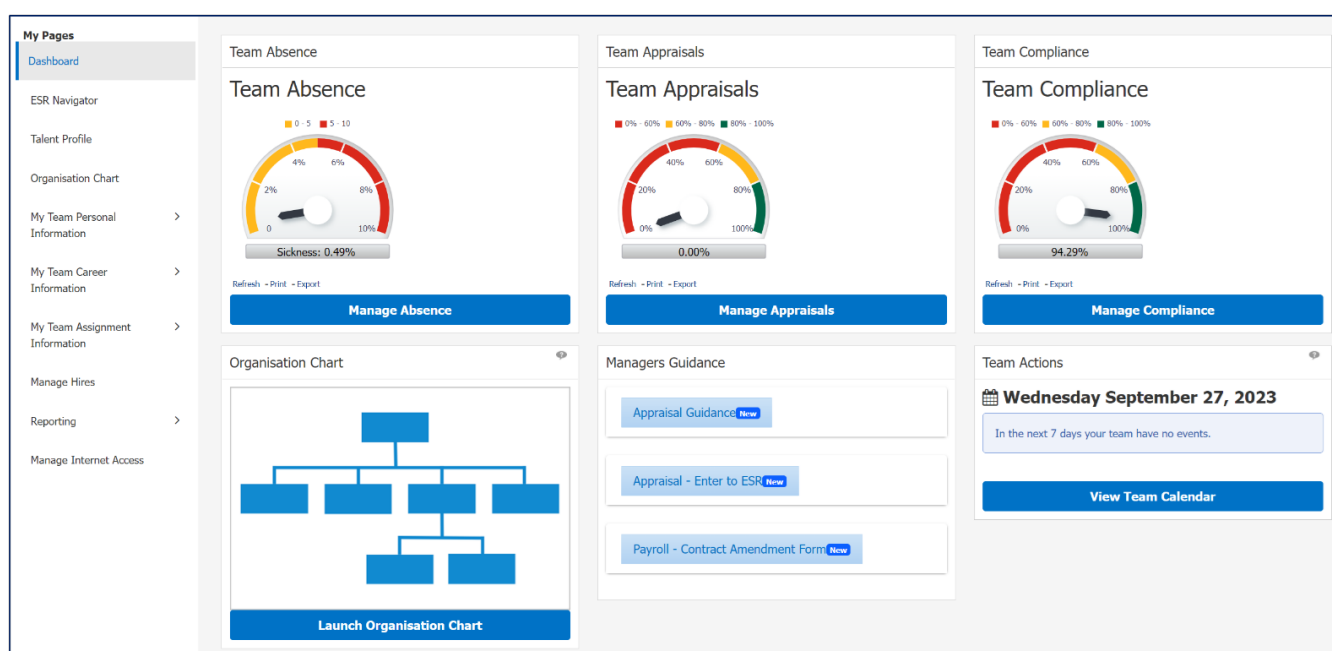
You will see different portlets on the Manager Dashboard. Including:

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

The portlets have links to functionality within Administrator Self Service.

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

For further support on how to use Administrator 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 Administrator Self Service: rcht.esrsupportteam@nhs.net

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=404