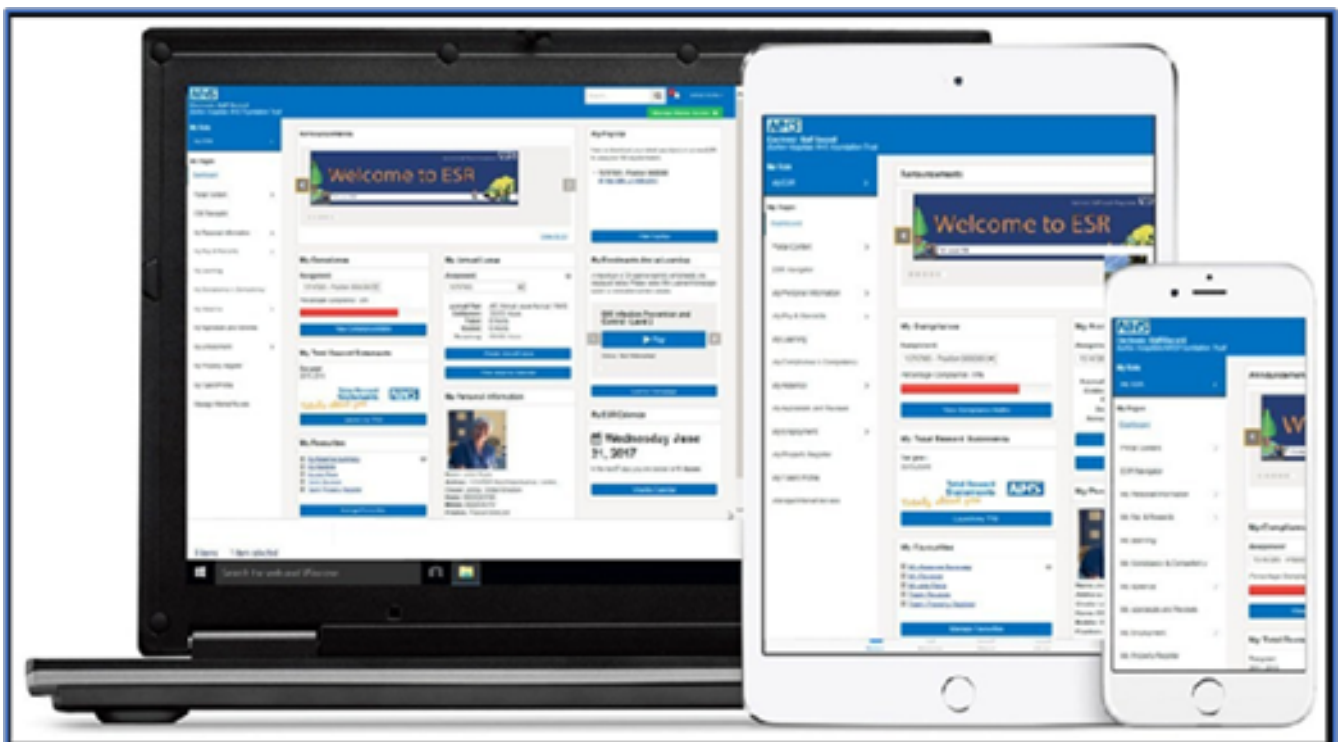


# Administrator Self Service - Access & Manager Menu

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.

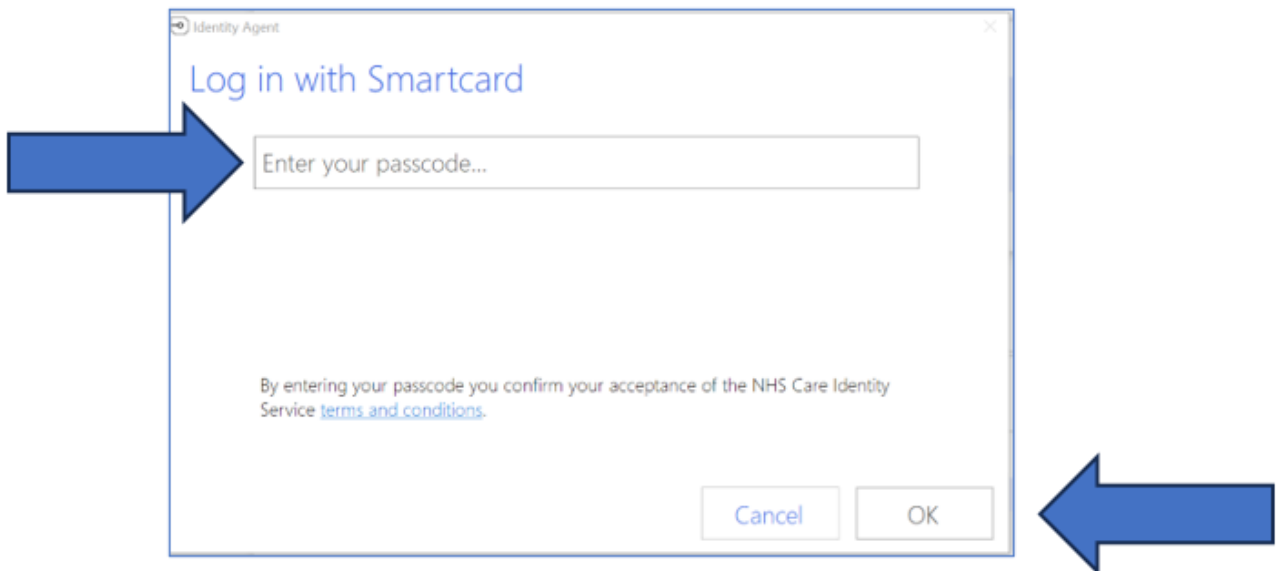


## Accessing Administrator Self Service

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

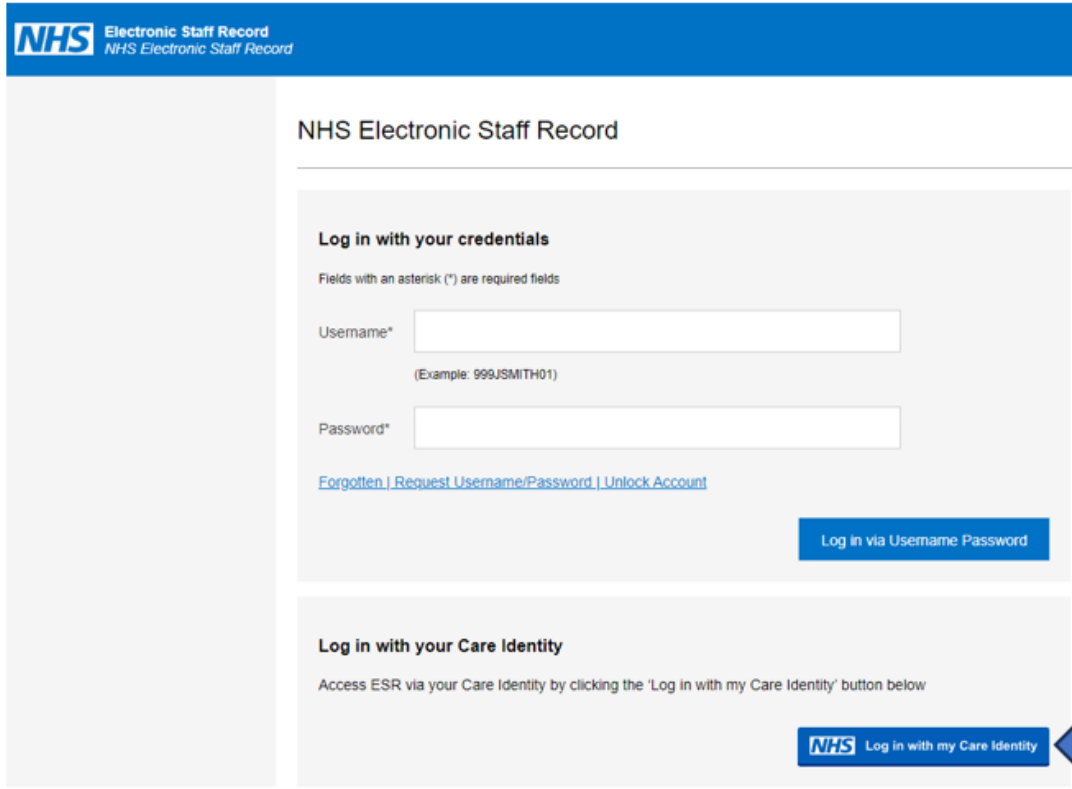
reader.

- 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.

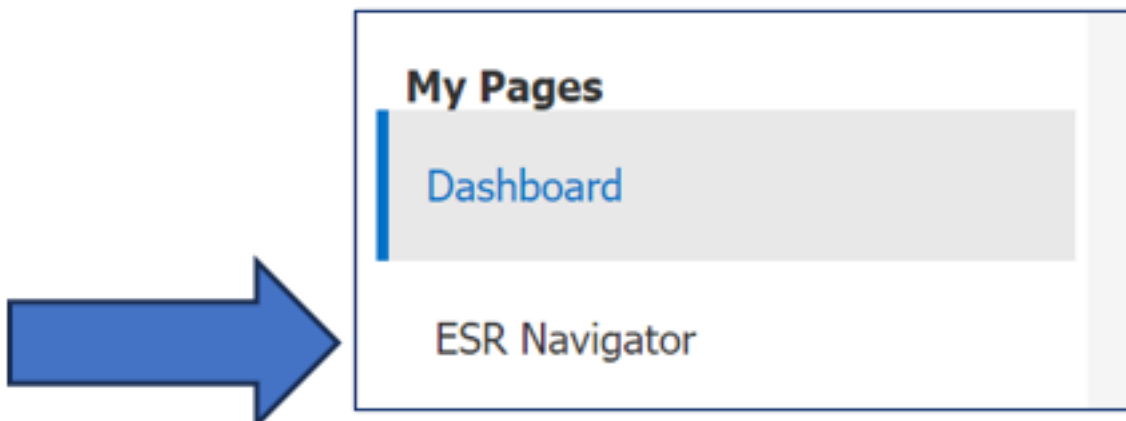
There is normally an icon on the desktop.



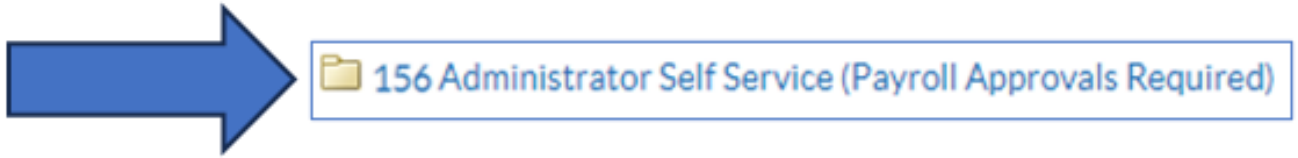
Instead of using your username and password, you would click “Log in with my Care Identity”.

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)



You will then see your full Manager Self Service Menu.

<p>📁 156 Administrator Self Service (Payroll Approvals Required)</p>	<p><b>Administrator</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notifications</li> <li><input type="checkbox"/> All Actions Awaiting Your Attention</li> <li><input type="checkbox"/> Transaction Monitor</li> </ul> <p><b>Administer Personal Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administer Personal Information</li> <li><input type="checkbox"/> Administer Contacts</li> <li><input type="checkbox"/> Administer Absence Calendar</li> <li><input type="checkbox"/> Administer Absence</li> <li><input type="checkbox"/> Administer Property Register</li> </ul> <p><b>Administer Career Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administer Learning</li> <li><input type="checkbox"/> Administer Compliance and Competency</li> <li><input type="checkbox"/> Administer Registrations and Memberships</li> <li><input type="checkbox"/> Administer Qualifications</li> </ul> <p><b>Administer Assignment Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administer Employment Information</li> <li><input type="checkbox"/> Administer Flexible Working</li> <li><input type="checkbox"/> Administer Assignment (Approval Required)</li> <li><input type="checkbox"/> Administer Hours (Approval Required)</li> <li><input type="checkbox"/> Administer Supervisor</li> <li><input type="checkbox"/> Administer Additional Supervisor</li> <li><input type="checkbox"/> Administer Location</li> <li><input type="checkbox"/> Administer Job Plans - Medical &amp; Dental</li> <li><input type="checkbox"/> Administer Job Plans - Other Staff Groups</li> <li><input type="checkbox"/> Administer End Employment (Approval Required)</li> <li><input type="checkbox"/> Administer End Non Primary Assignment (Approval Required)</li> <li><input type="checkbox"/> Administer Supplementary Roles</li> </ul> <p><b>Administer Hires</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administer Hires (Approvals Required)</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Intelligence</li> </ul> <p><b>My Access</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request Internet Access</li> </ul>
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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

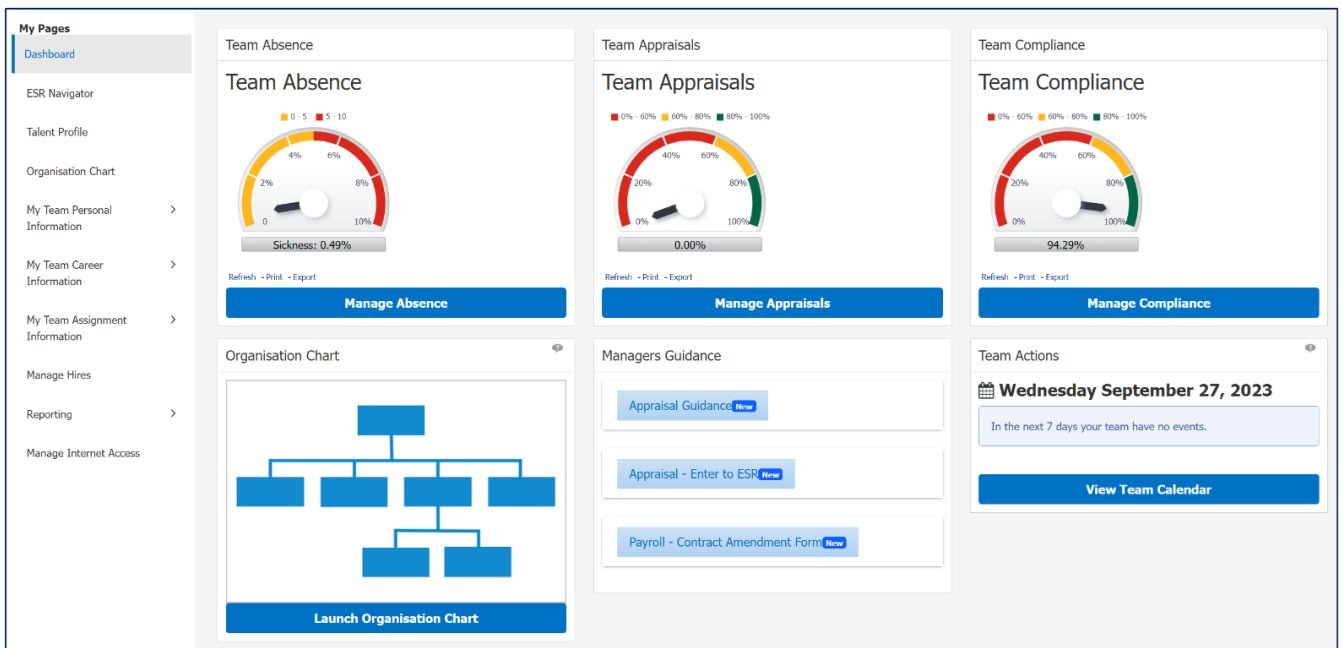
## Administer Assignment Information

- ☰ 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](mailto:rcht.esrsupportteam@nhs.net)

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