

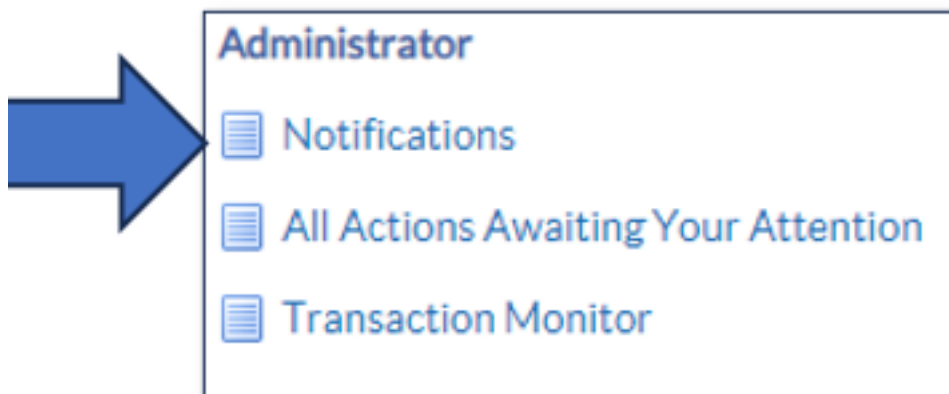
Administrator Self Service – Manager Notifications and Transaction Monitor

You can also see your notifications in the top right menu on the main portal screen.



Back in your main menu for Administrator Self Service, you can access your manager notifications.

From the main menu, in the Administrator section click Notifications.

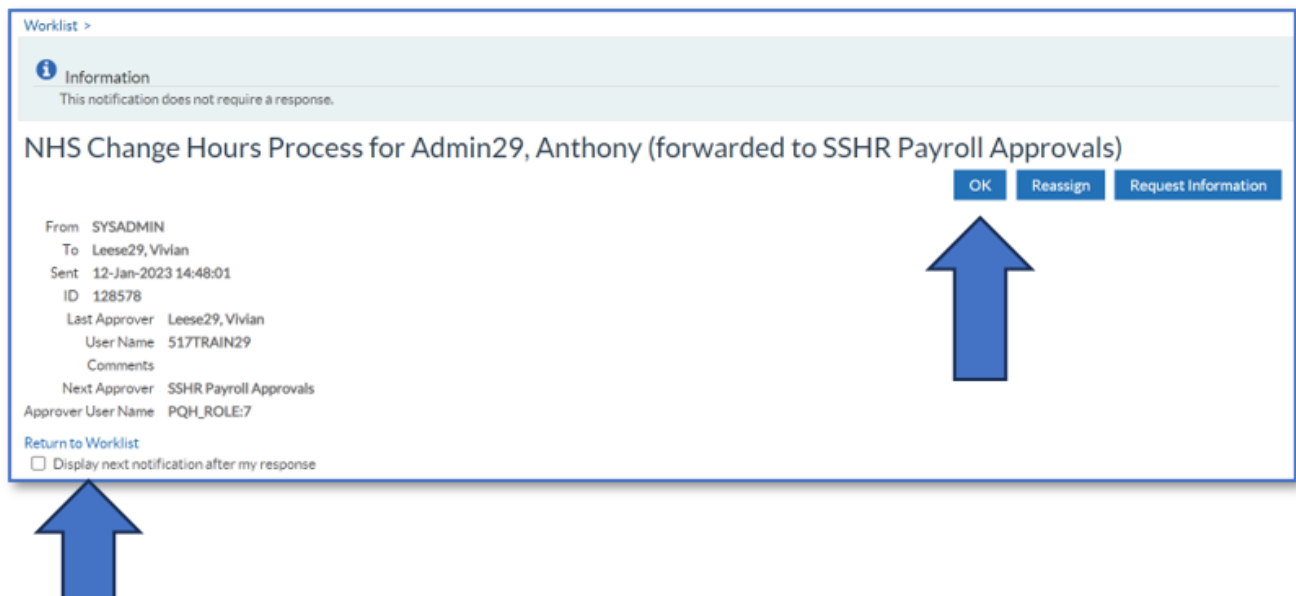


You'll see your notifications in the Worklist.

Worklist				
View Open Notifications Go				
Select Notifications: Open Reassign Close				
<input type="checkbox"/> Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/> NHS Change Hours Process for Admin29, Anthony (forwarded to SSHR Payroll Approvals)	12-Jan-2023		SYSADMIN	HR

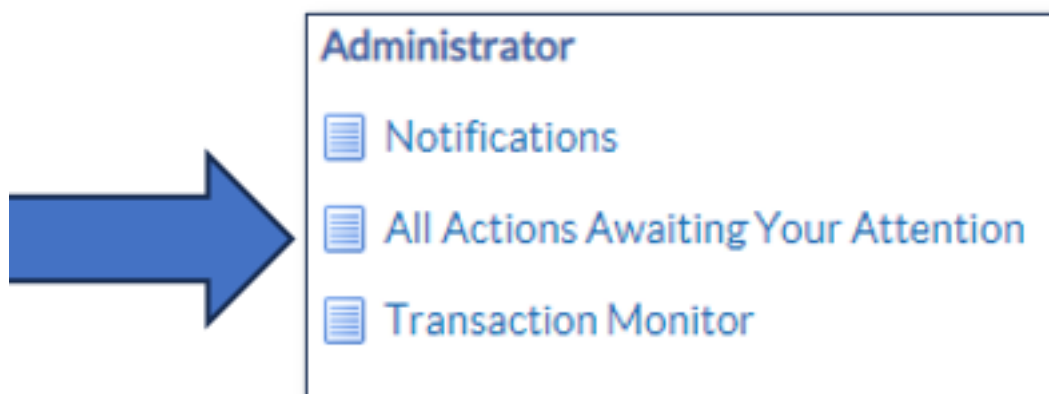
Click in to see the message if required.

Click OK or Return to Worklist to exit.



The Approvers may need to come back for further information or return a form for correction.

Click on to All Actions Awaiting Your Attention.



You can see the status of any of the changes you have sent for Approval here.

You can action any changes or provide further information where required.

All Actions Awaiting Your Attention

Subject ^	Sent ^	Name ^	Assignment Number ^	Organisation ^	Job ^	Effective Date ^	Status ^	Update	Delete
NHS Admin/Manager End Employment Process for Jimenes29, Miss Monica (forwarded to SSHR Payroll Approvals)	12-Jan-2023	Jimenes29, Monica	20020847	517 Ward 10	Nursing and Midwifery Registered Staff Nurse	12-Jan-2023	Pending Approval		
NHS Admin/Manager Assignment Process for Joshi29, Mrs. Neela (forwarded to SSHR Payroll Approvals)	12-Jan-2023	Joshi29, Neela	20020907	517 Ward 10	Nursing and Midwifery Registered Staff Nurse	15-Jan-2023	Pending Approval		
NHS Change Hours Process for Admin29, Anthony (forwarded to SSHR Payroll Approvals)	12-Jan-2023	Admin29, Anthony	20020487	517 Acute Nurse Management	Administrative and Clerical Clerical Worker	12-Jan-2023	Pending Approval		

Administrator

Notifications

All Actions Awaiting Your Attention

Transaction Monitor



You can check the progress of your transaction here; you can search in different ways.

Transaction Monitor

Function Name

Transaction Initiator Leese22, Mrs. Vivian

Transaction Created For

From Date





To Date

* Transaction Status Pending Approval

Go **Clear**



If you click Go, it will bring up all transactions that are Pending Approval.

Transaction Initiator	Creation Date	Transaction Created For	Function Name	Transaction Details
Leese22, Vivian	18-Oct-2023	Admin22, Anthony	NHS Manager End Employment (Approval)	
Leese22, Vivian	18-Oct-2023	Joshi22, Neela	NHS Manager Assignment (Approval)	
Leese22, Vivian	16-Oct-2023	Nelson22, Art	NHS Manager Assignment (Approval)	
Leese22, Vivian	16-Oct-2023	Johnson22, Andrew	NHS Manager Assignment (Approval)	

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

Summary

Effective Date 18-Oct-2023

Employee Name

Admin22, Anthony

Employee Number

20006948

Job

Administrative and Clerical|Clerical Worker

Organisation

505 Acute Nurse Management

Organization Email Address

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

Available For Bank

Termination Notification Sent Date

Exit Reference Completed

Removal Requested

Hold Record

Hold Reason

Attachment(s)

Action History

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.

The Audit trail will show you who the change is with, you can contact them if required about the change, for example if it's pending Approval and a Payroll deadline is due.

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=411>