

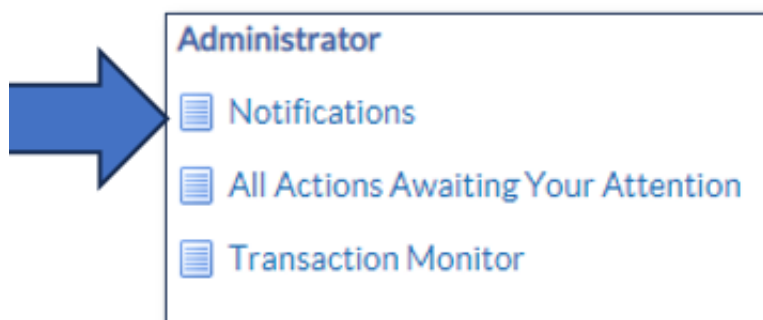
# Administrator Self Service – Manager Notifications and Transaction Monitor

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

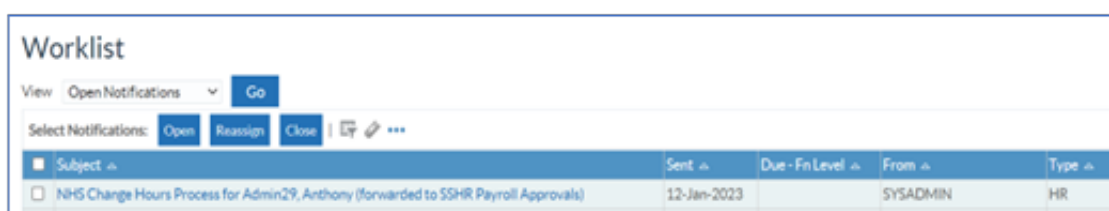


Back in your main menu for Administrator Self Service, you can access your manager notifications.

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



You'll see your notifications in the Worklist.



Worklist					
View Open Notifications <input type="button" value="Go"/>					
Select Notifications: <input type="button" value="Open"/> <input type="button" value="Reassign"/> <input type="button" value="Close"/>   <input type="button" value="Print"/> <input type="button" value="More"/>					
<input type="checkbox"/>	Subject <input type="text"/>	Sent <input type="text"/>	Due - Fn Level <input type="text"/>	From <input type="text"/>	Type <input type="text"/>
<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.

Worklist >

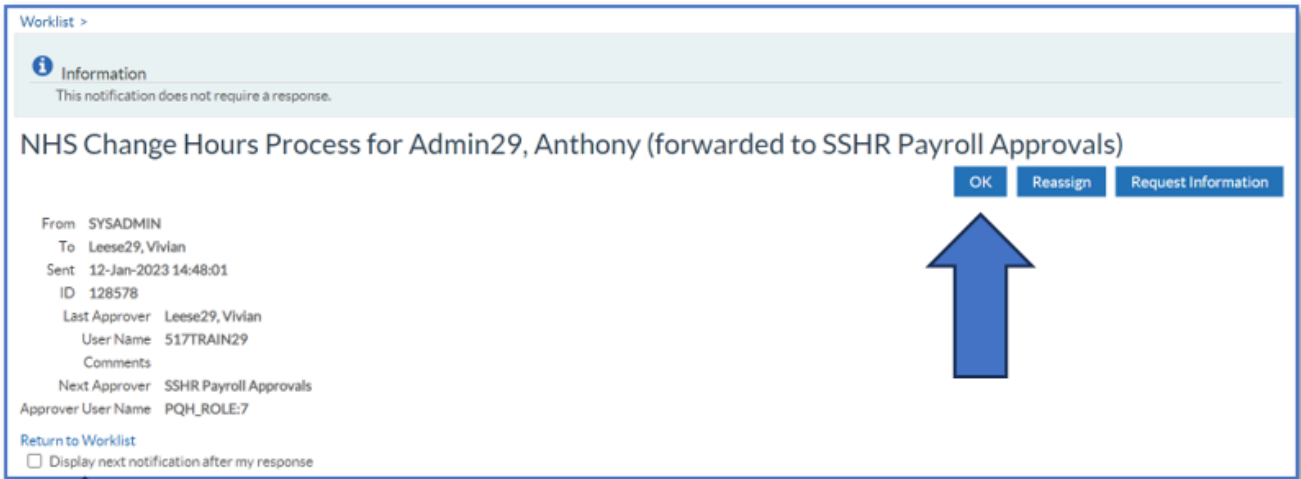
**Information**  
This notification does not require a response.

**NHS Change Hours Process for Admin29, Anthony (forwarded to SSHR Payroll Approvals)**

OK Reassign Request Information


From: SYSADMIN  
To: Leese29, Vivian  
Sent: 12-Jan-2023 14:48:01  
ID: 128578  
Last Approver: Leese29, Vivian  
User Name: 517TRAIN29  
Comments:  
Next Approver: SSHR Payroll Approvals  
Approver User Name: PQH\_ROLE:7

[Return to Worklist](#)  
 Display next notification after my response







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

Click on to All Actions Awaiting Your Attention.



**Administrator**

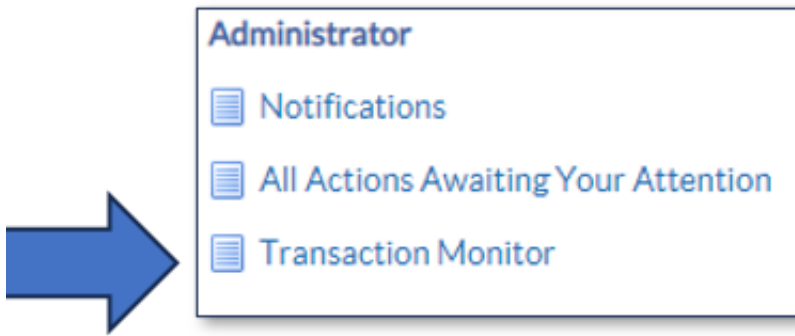
-  Notifications
-  **All Actions Awaiting Your Attention**
-  Transaction Monitor

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		



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

A screenshot of the 'Transaction Monitor' search interface. It includes fields for 'Function Name', 'Transaction Initiator' (pre-filled with 'Leese22, Mrs. Vivian'), 'Transaction Created For', 'From Date', and 'To Date'. A dropdown menu for 'Transaction Status' is set to 'Pending Approval'. There are 'Go' and 'Clear' buttons below the filters. A blue arrow points upwards at the bottom of the form.

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)	

A blue arrow points from the right towards the 'Transaction Details' column of the table.

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 <span style="color: blue;">●</span>	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](mailto:rcht.esrsupportteam@nhs.net)

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