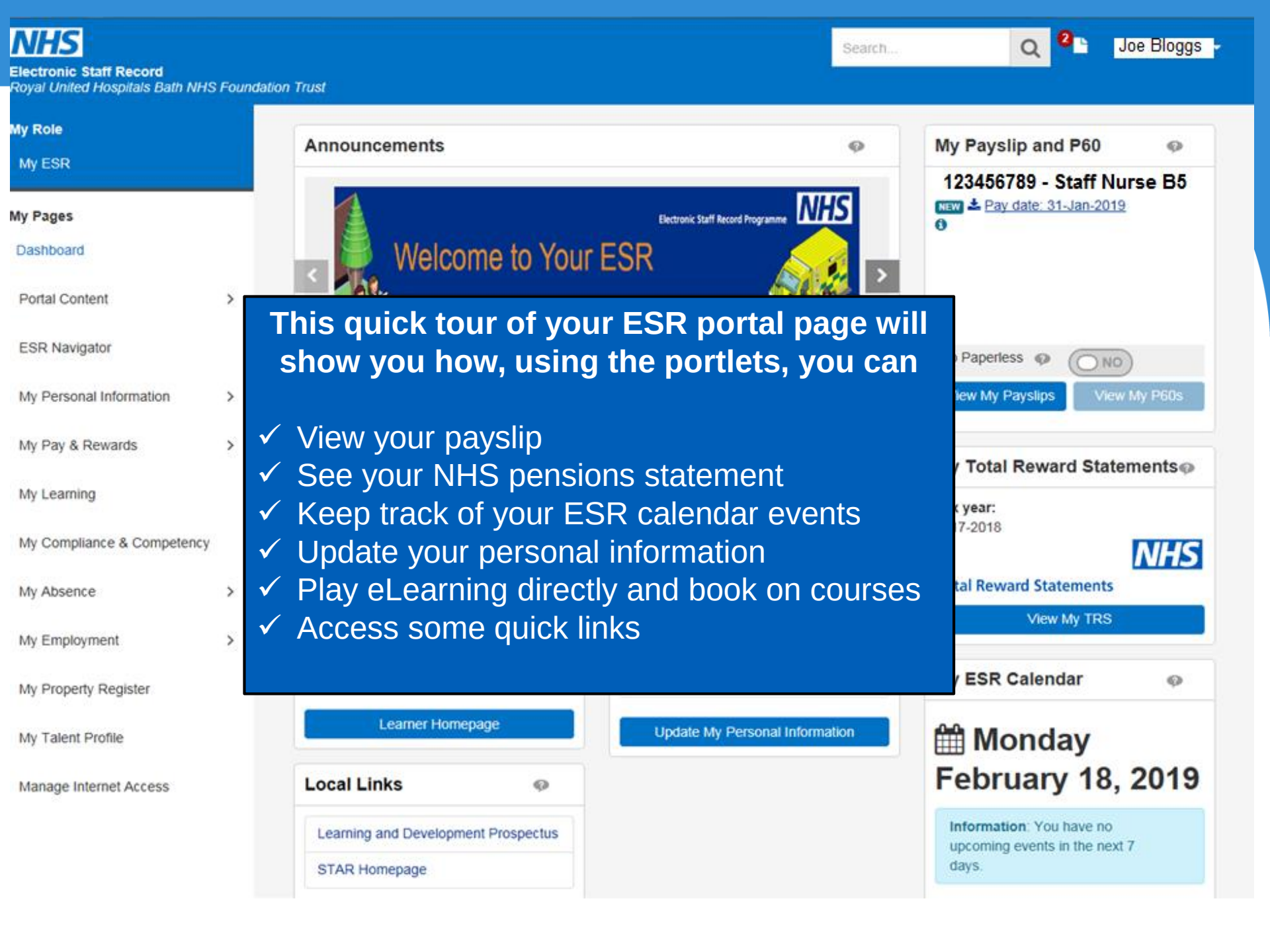
Royal United Hospitals Bath
NHS Foundation Trust

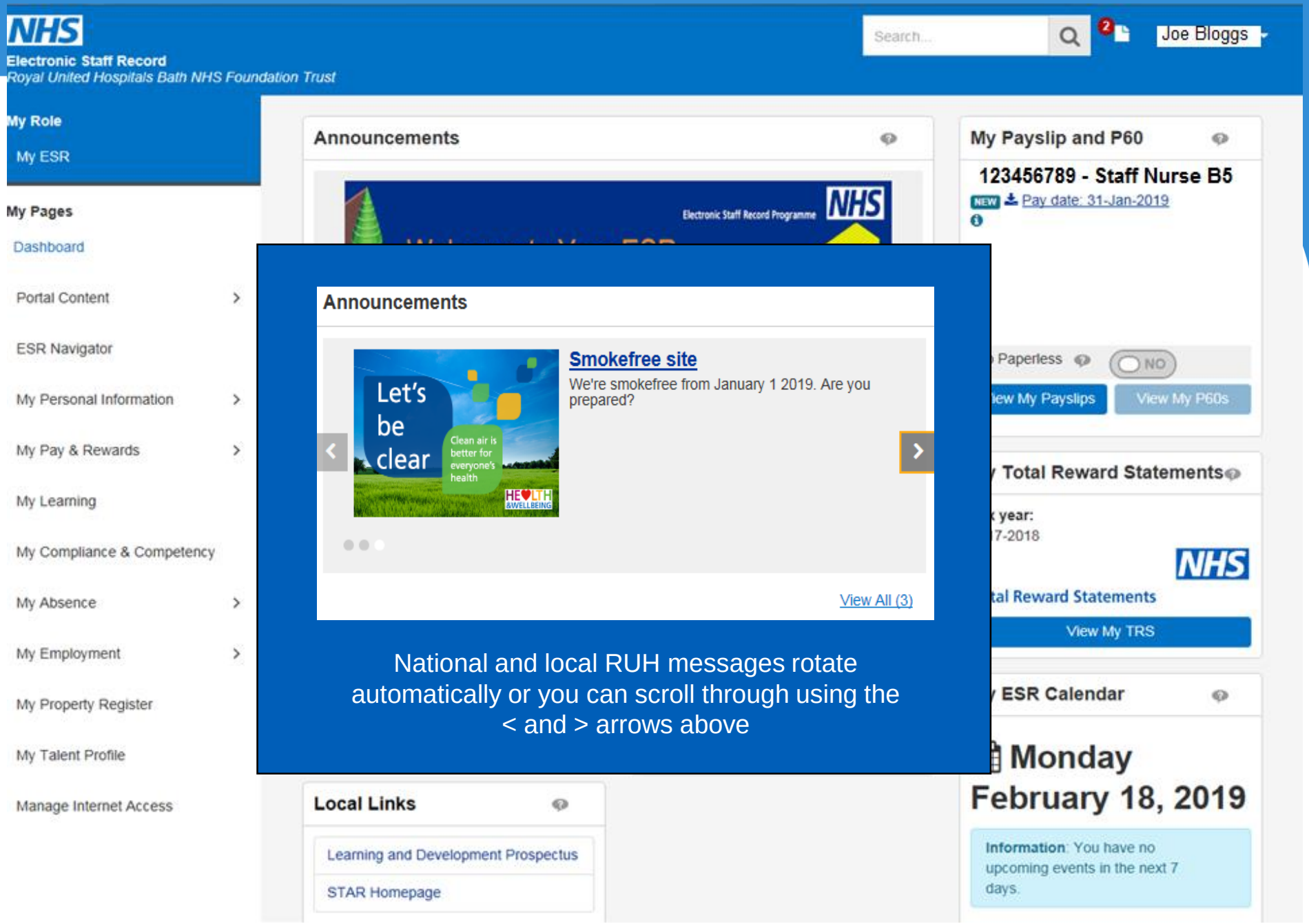
My ESR Portal Guide

take this quick video tour of your ESR portal & find out what's there for you

Everyone Matters
Working Together
Making a Difference

November 2020


NHS
Electronic Staff Record
Royal United Hospitals Bath NHS Foundation Trust
Search...
Joe Bloggs
My Role
My ESR
My Pages
Dashboard
Portal Content
ESR Navigator
My Personal Information
My Pay & Rewards
My Learning
My Compliance & Competency
My Absence
My Employment
My Property Register
My Talent Profile
Manage Internet Access
Announcements
Welcome to Your ESR
Electronic Staff Record Programme
NHS
My Payslip and P60
123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
Paperless
NO
View My Payslips
View My P60s
Total Reward Statements
year:
7-2018
NHS
tal Reward Statements
View My TRS
ESR Calendar
Monday
February 18, 2019
Information: You have no upcoming events in the next 7 days.
This quick tour of your ESR portal page will show you how, using the portlets, you can
✓ View your payslip
✓ See your NHS pensions statement
✓ Keep track of your ESR calendar events
✓ Update your personal information
✓ Play eLearning directly and book on courses
✓ Access some quick links
Learner Homepage
Update My Personal Information
Local Links
Learning and Development Prospectus
STAR Homepage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My Personal Information
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Announcements
Let's be clear
Clean air is better for everyone's health
HEALTH &WELLBEING
Smokefree site
We're smokefree from January 1 2019. Are you prepared?
View All (3)
National and local RUH messages rotate automatically or you can scroll through using the < and > arrows above
Local Links
Learning and Development Prospectus
STAR Homepage
My Payslip and P60
123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
Paperless
NO
View My Payslips
View My P60s
Total Reward Statements
year:
7-2018
NHS
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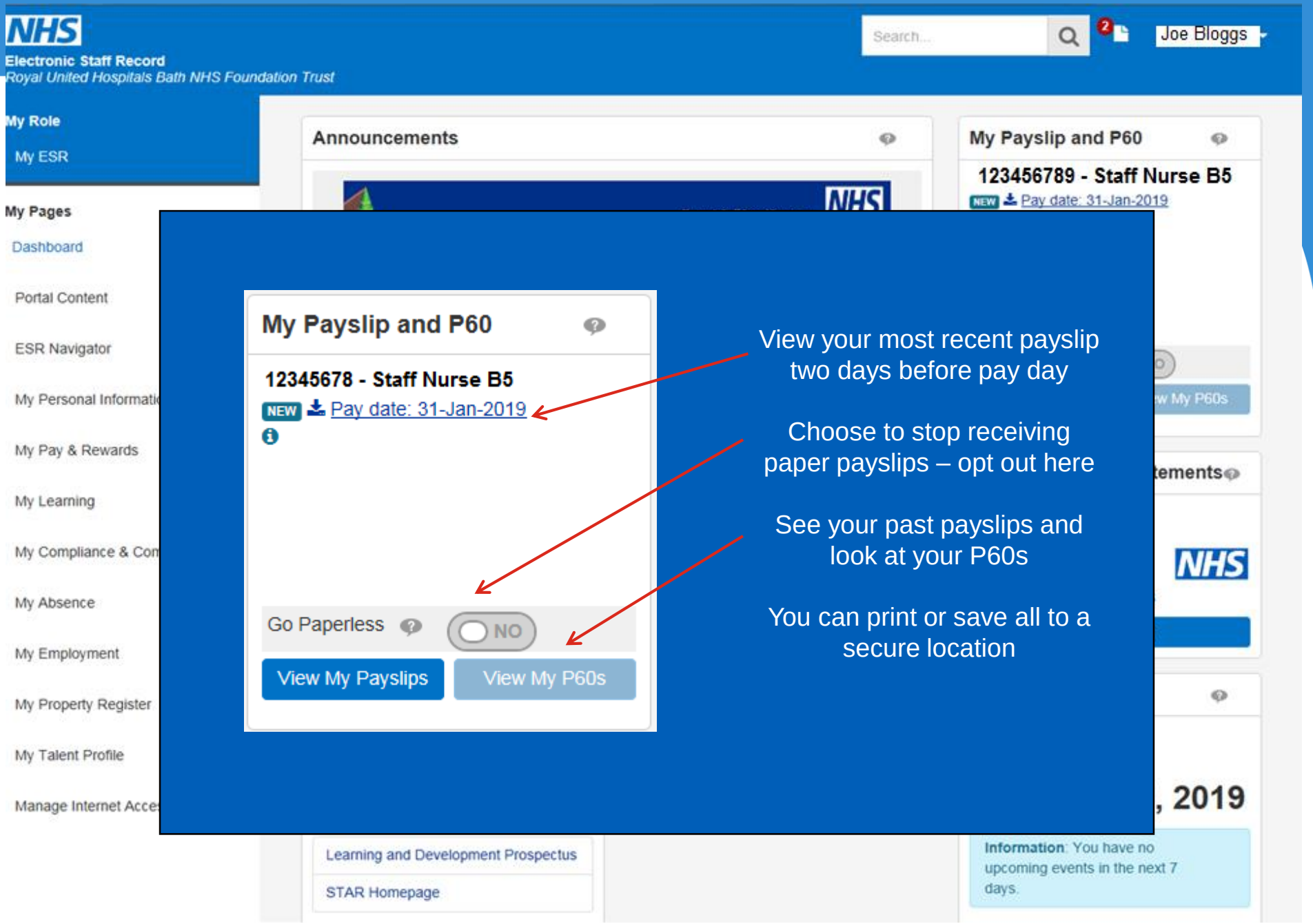
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My Personal Informati
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My Learning
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My Absence
My Employment
My Property Register
My Talent Profile
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Announcements
My Payslip and P60
123456789 - Staff Nurse B5
NEW Pay date: 31-Jan-2019
My Payslip and P60
12345678 - Staff Nurse B5
NEW Pay date: 31-Jan-2019
Go Paperless
NO
View My Payslips
View My P60s
View your most recent payslip two days before pay day
Choose to stop receiving paper payslips – opt out here
See your past payslips and look at your P60s
You can print or save all to a secure location
Learning and Development Prospectus
STAR Homepage
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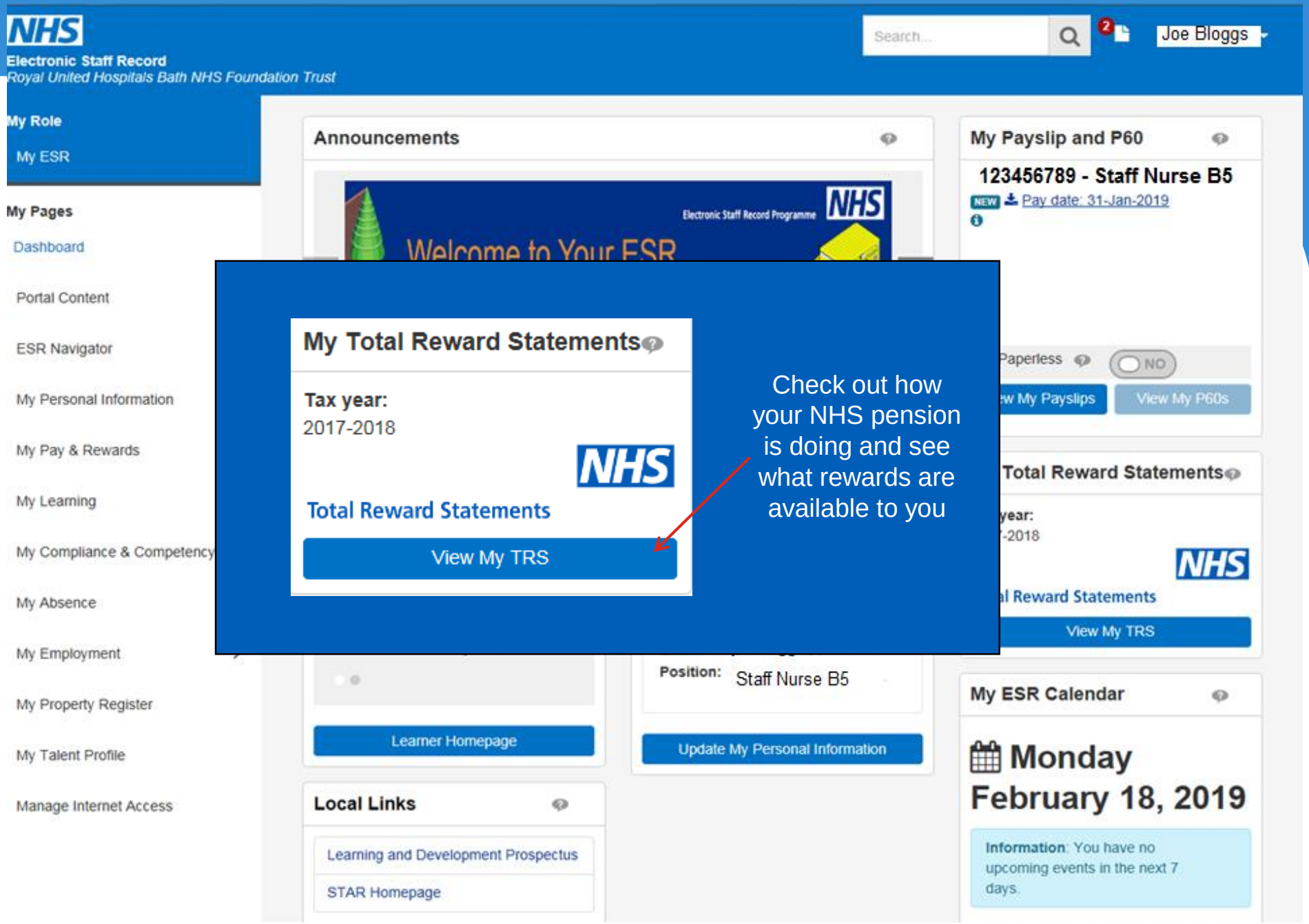
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My Payslip and P60
123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
Paperless
NO
View My Payslips
View My P60s
My Total Reward Statements
Tax year:
2017-2018
Total Reward Statements
View My TRS
Check out how your NHS pension is doing and see what rewards are available to you
Total Reward Statements
year:
-2018
l Reward Statements
View My TRS
Position:
Staff Nurse B5
Learner Homepage
Update My Personal Information
Local Links
Learning and Development Prospectus
STAR Homepage
My ESR Calendar
Monday
February 18, 2019
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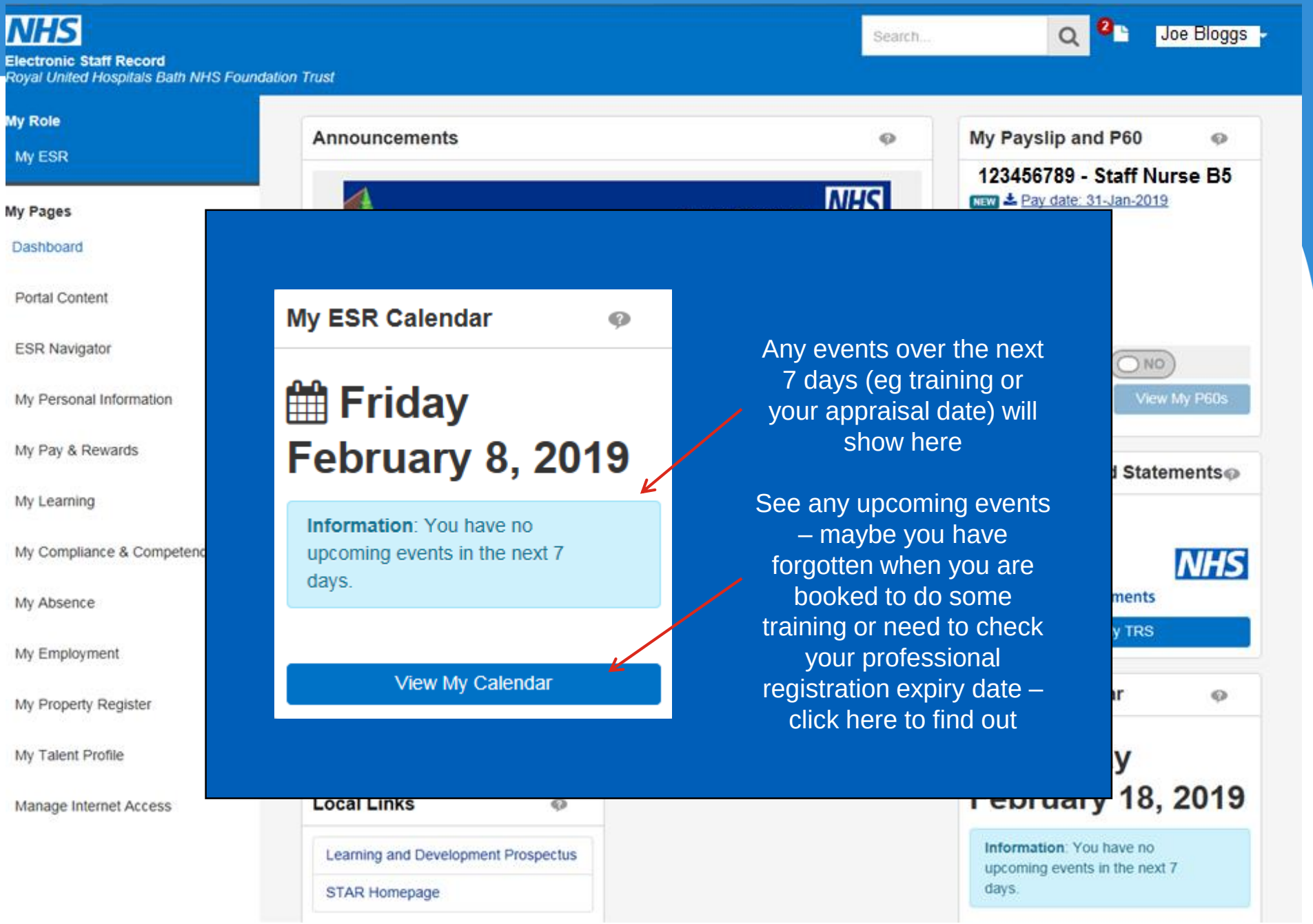
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NEW Pay date: 31-Jan-2019
NO
View My P60s
Statements
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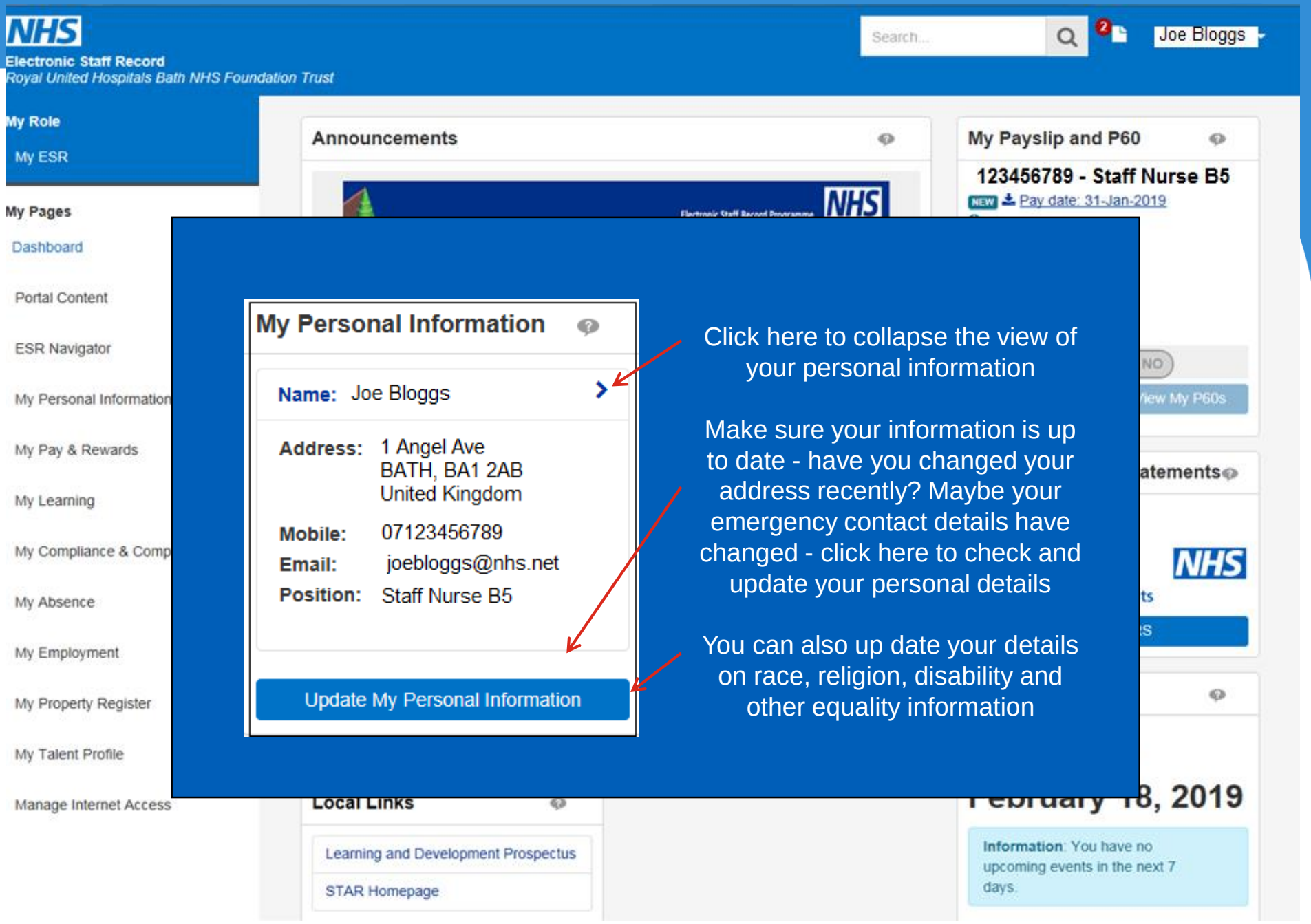
Local Links
Learning and Development Prospectus
STAR Homepage
18, 2019
Information: You have no upcoming events in the next 7 days.
My ESR Calendar
Friday
February 8, 2019
Information: You have no upcoming events in the next 7 days.
View My Calendar
Any events over the next 7 days (eg training or your appraisal date) will show here
See any upcoming events – maybe you have forgotten when you are booked to do some training or need to check your professional registration expiry date – click here to find out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Announcements
My Payslip and P60
123456789 - Staff Nurse B5
Pay date: 31-Jan-2019
My Personal Information
Name: Joe Bloggs
Address: 1 Angel Ave
BATH, BA1 2AB
United Kingdom
Mobile: 07123456789
Email: joebloggs@nhs.net
Position: Staff Nurse B5
Update My Personal Information
Click here to collapse the view of your personal information
Make sure your information is up to date - have you changed your address recently? Maybe your emergency contact details have changed - click here to check and update your personal details
You can also up date your details on race, religion, disability and other equality information
Local Links
Learning and Development Prospectus
STAR Homepage
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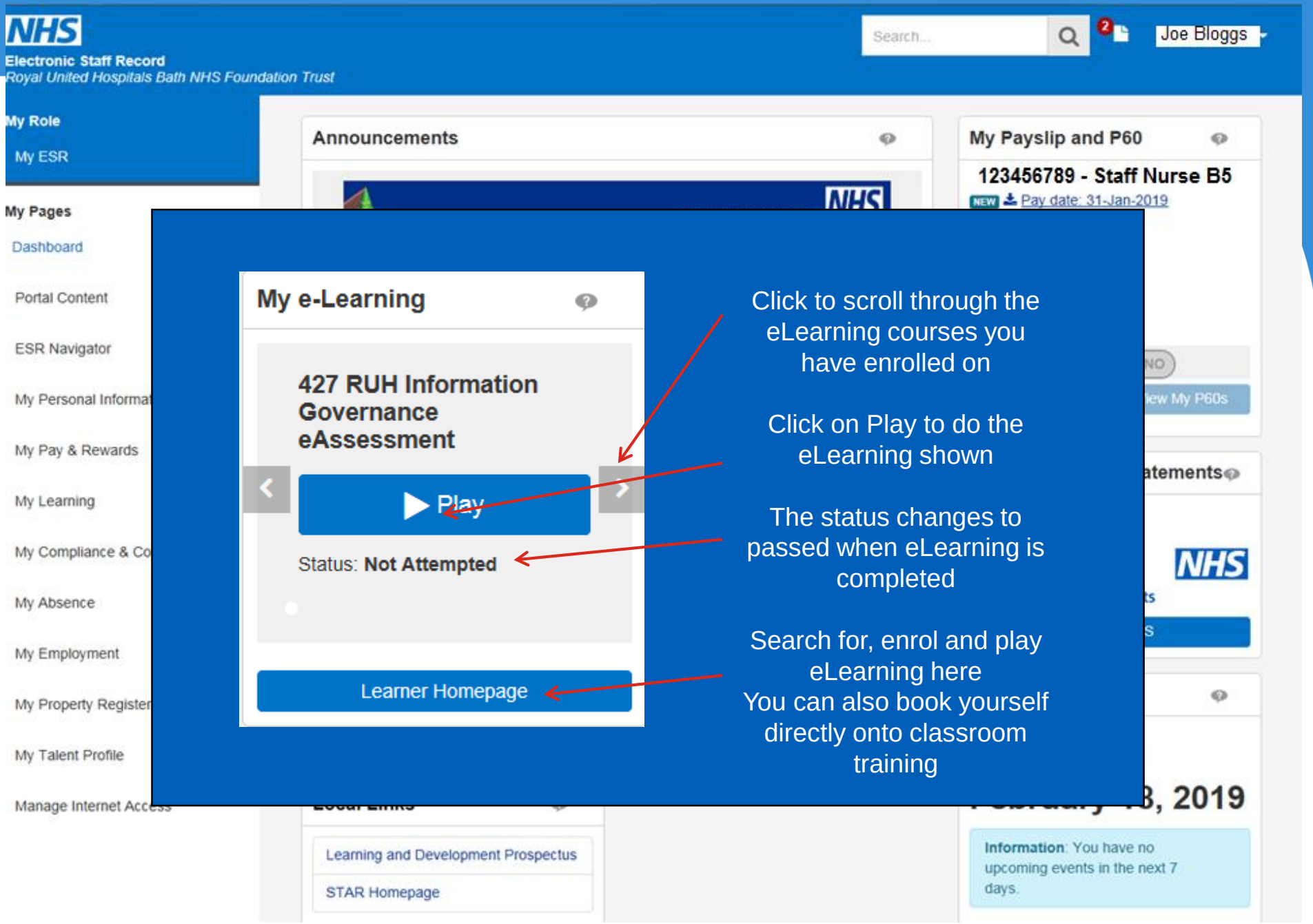
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My Payslip and P60
123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
My e-Learning
427 RUH Information Governance eAssessment
Play
Status: Not Attempted
Learner Homepage
Click to scroll through the eLearning courses you have enrolled on
Click on Play to do the eLearning shown
The status changes to passed when eLearning is completed
Search for, enrol and play eLearning here
You can also book yourself directly onto classroom training
Learning and Development Prospectus
STAR Homepage
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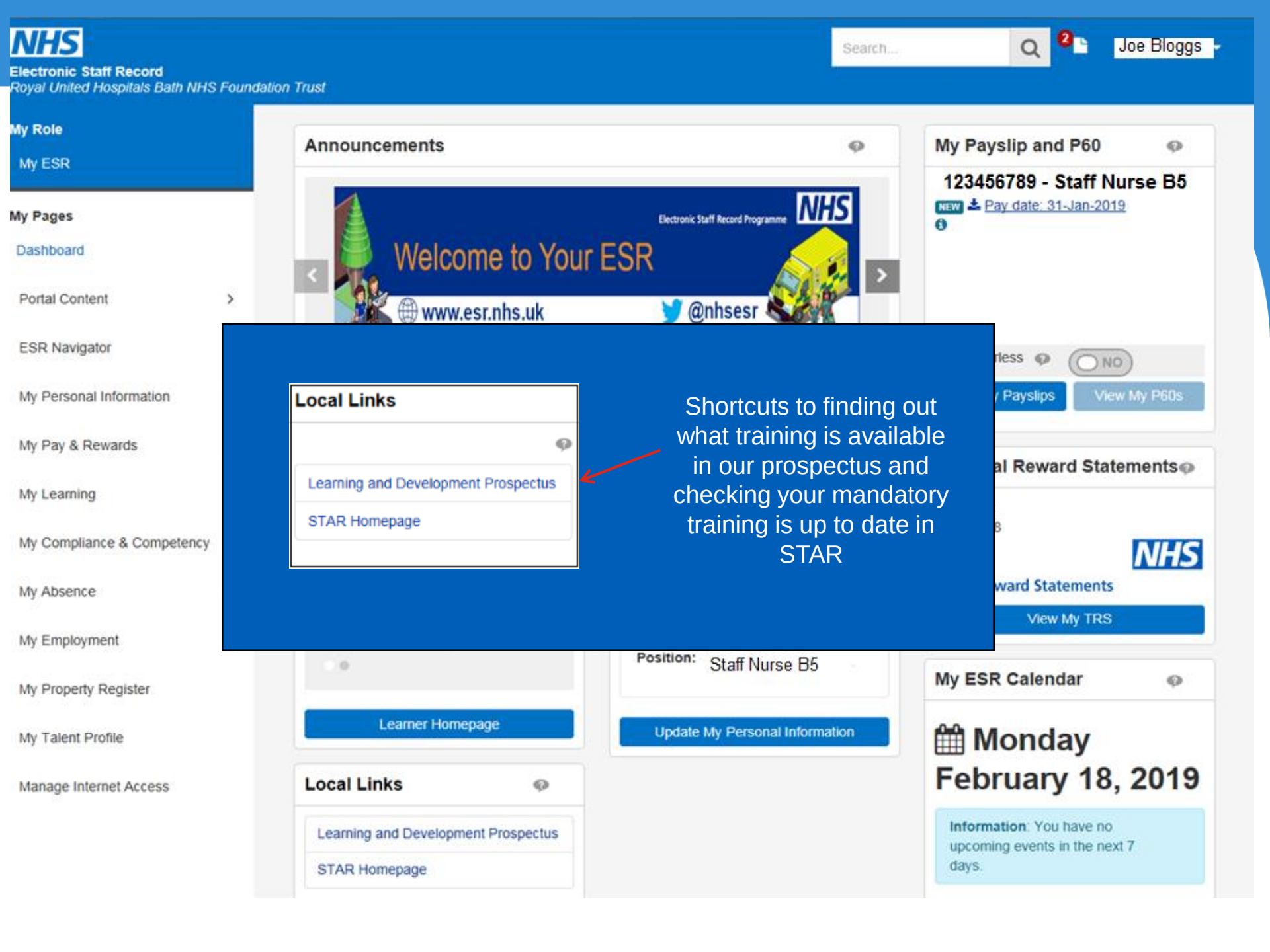
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@nhsesr
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123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
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View My P60s
Reward Statements
View My TRS
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STAR Homepage
Shortcuts to finding out what training is available in our prospectus and checking your mandatory training is up to date in STAR
Position:
Staff Nurse B5
Learner Homepage
Update My Personal Information
Local Links
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STAR Homepage
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Monday
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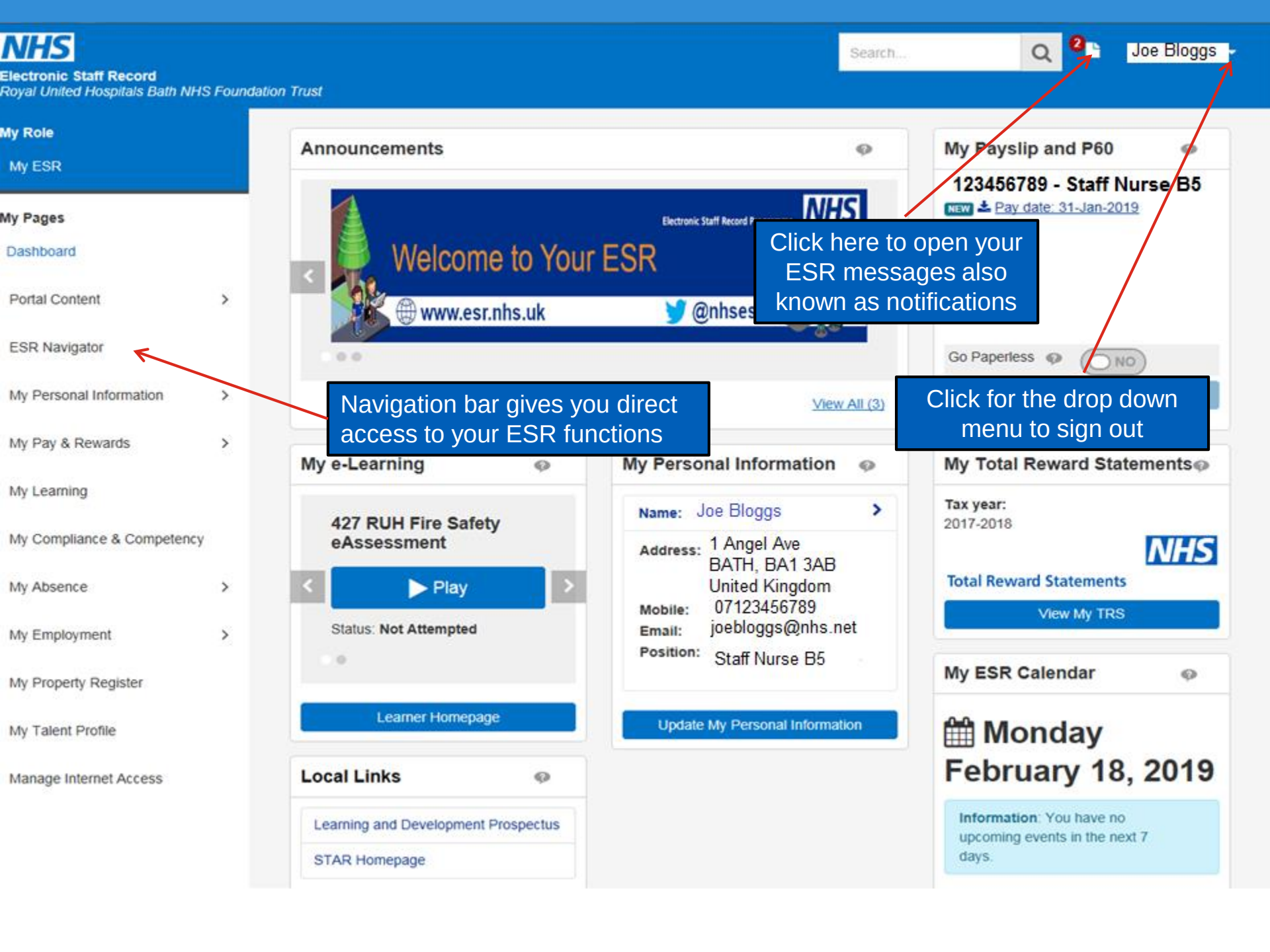
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www.esr.nhs.uk
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123456789 - Staff Nurse B5
NEW
Pay date: 31-Jan-2019
Go Paperless
NO
Click here to open your ESR messages also known as notifications
Navigation bar gives you direct access to your ESR functions
Click for the drop down menu to sign out
My e-Learning
427 RUH Fire Safety eAssessment
Play
Status: Not Attempted
Learner Homepage
My Personal Information
Name: Joe Bloggs
Address: 1 Angel Ave
BATH, BA1 3AB
United Kingdom
Mobile: 07123456789
Email: joebloggs@nhs.net
Position: Staff Nurse B5
Update My Personal Information
My Total Reward Statements
Tax year:
2017-2018
Total Reward Statements
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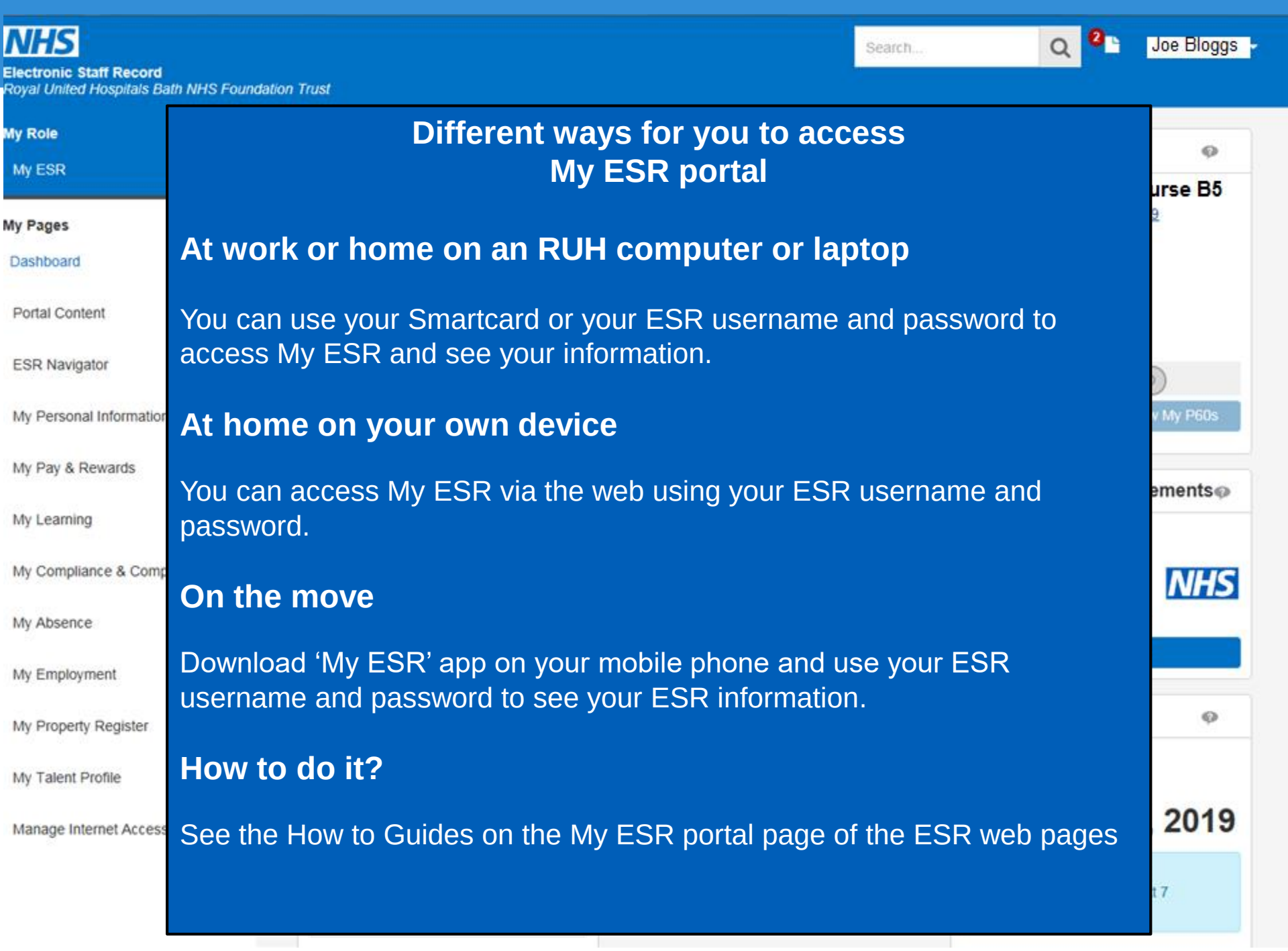
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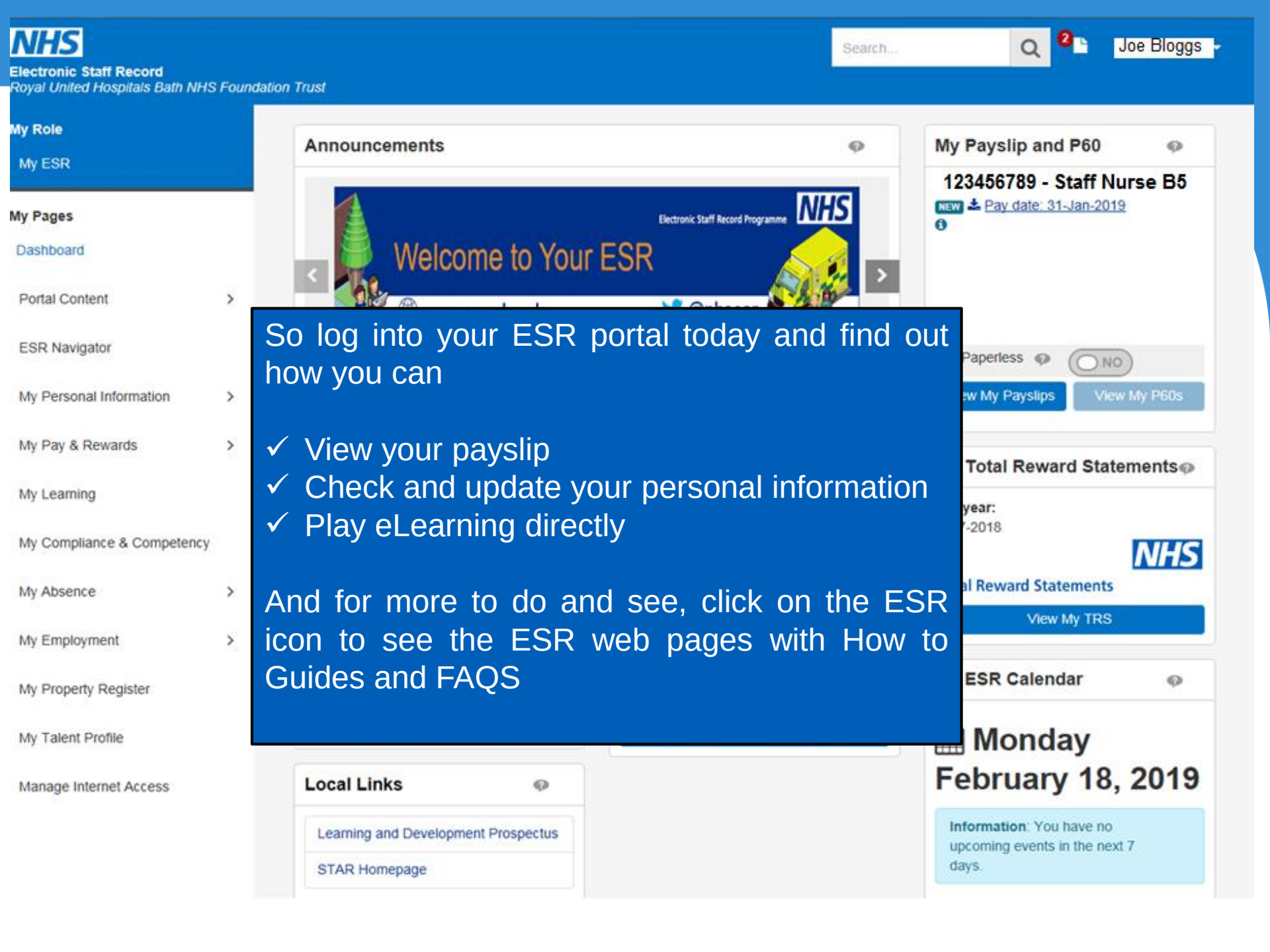
2019
Different ways for you to access
My ESR portal
At work or home on an RUH computer or laptop
You can use your Smartcard or your ESR username and password to access My ESR and see your information.
At home on your own device
You can access My ESR via the web using your ESR username and password.
On the move
Download ‘My ESR’ app on your mobile phone and use your ESR username and password to see your ESR information.
How to do it?
See the How to Guides on the My ESR portal page of the ESR web pages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STAR Homepage
So log into your ESR portal today and find out how you can
✓ View your payslip
✓ Check and update your personal information
✓ Play eLearning directly
And for more to do and see, click on the ESR icon to see the ESR web pages with How to Guides and FAQS