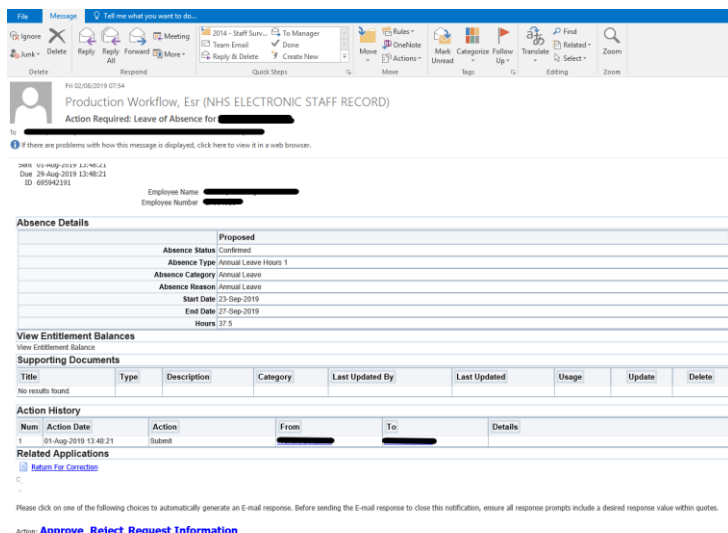


## How to manage your ESR supervisor self-service notifications

A notification is an ESR system delivered message entitled Production Workflow, ESR (NHS ELECTRONIC STAFF RECORD) <esr.wfmprod@nhs.net>ESR

If your NHS mail address is recorded in ESR then you will receive a notification email directly to your inbox. The email may be For Your Action (FYA) or For Your Information (FYI).

If you receive FYA then you can approve, reject or request further information directly from the email notification without logging in to ESR.



You can also access your notifications directly when in ESR. Click on the notifications icon in the top right hand corner of the dash board and you will see a list of all open notifications.\*

\*Emails received regarding FYI notifications will also need to be acknowledged within ESR notifications area in order to remove them from the list of open notifications.

### Expiry notifications will be sent at 1 month and 3 months (change from Sept 2020)

1 month expiry notification will be sent on the 1st of the month. This means one email per expiry type (eg appraisal) will be sent listing all direct reports with expiry dates in the following calendar month. This notification will be referred to as the 'Next Month' notification, (previously this was known as the 1 Month notification).

3 month notification for each expiry type (eg appraisal) will be sent on the 1st of the month and will show dates for staff with expiry dates in 3 calendar months' time. For example a notification sent on the 1st June will list all staff with expiry dates in September.

Below is a list of notifications that will be generated for you with supervisor self-service.

Notification Type	Frequency	Response Required
Appraisal Reminder	3 months & 1 month prior to appraisal due date	<p>These notifications are <b>for your information</b> only.</p> <p>To clear them you will need to acknowledge them within the ESR notifications area.</p>
Fixed Term Contract	3 months & 1 month prior to fixed term end date	
Professional Registration Reminder	3 months & 1 month prior to registration expiry date	
Revalidation Reminder	3 months prior to revalidation date "Short Notice" prior to revalidation date*	
Pay Progression Reminder	3 months & 1 month prior to incremental date	
Right to Work	3 months & 1 month prior to visa expiry date	
Competence (mandatory training) renewal reminder	3 months & 1 month prior to expiry date  Please refer to STAR for accurate mandatory training renewal dates as we do not fully use this functionality in ESR	
Course booking.	Informs supervisor that staff member has booked onto a training course	
Absence Triggers – Return to Work	+7 days at absence end date where no Return to Work date is recorded	
Absence Triggers – Absence end date	+8 days where no absence end date is recorded +28 days where no absence end date is recorded +10 months where no absence end date is recorded	<p>This notification is <b>for your Information</b> only.</p> <p>As previously you will need to acknowledge this within the ESR notifications area to clear it.</p>

*\*Update to revalidation which results in revalidation being less than 3 months from current date & new employee with NMC registration with revalidation date being less than 3 months from latest start date*