


UN2868 1 of 2 18 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Absence reporting relating to the Coronavirus (COVID-19)	
Purpose	To inform users of the reporting support for Coronavirus and impact of planned downtime on BI.	
Intended Audience	All ESR Users	

SUBJECT

ESR Reporting on Coronavirus (COVID-19).

DETAIL

Further to User Notice 2864, users are advised that the ability to record absence related to Coronavirus (COVID-19) is now available in ESR by using the Related Reason field held against the absence. This can be added via Self Service or core user entry forms.

This is intended to meet any local and national data requirements.

To support wider awareness of this update a national portal announcement, targeted to all users where Sickness and Special Leave Absence can be recorded (excluding Employee Self Service Users), is planned within the next few hours. This will detail the change and advise users to be aware of local guidance and policies relating to its utilisation.

Reporting is available through the ESR BI reporting solution – with data that is refreshed overnight. Real-time reporting on this information is not available for local organisations.

Please note: The field in ESR BI will retain the name “DH Monitoring” until Release 45 at the end of March. After this release, it will be consistent with the naming in core ESR.


To assist organisations with their reporting, a number of changes are being planned to the standard BI Dashboards within the NHS Absence Dashboard. All Pages within this dashboard will have the DH Monitoring field added as a parameter to help filter the reports accordingly. The field will also be added as a new column within the summary analyses:

- Occurrences
- FTE Lost

In addition, a new analysis is being planned which will provide a basic staff listing showing all employees - including any current absences and the Related Reason field. This will provide a single report of all employees in and out of work in one place.

Work on these changes is already underway and subject to the usual testing and deployments processes, communications later this week will be issued to advise on their availability through the BI Updates Email and Introduction to ESR Business Intelligence Dashboard.

The DH Monitoring field is already included on the NHS Absence Detail report and Individual Absence Record reports within the NHS Absence Dashboard.

UN2868 2 of 2 18 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Absence reporting relating to the Coronavirus (COVID-19)	
Purpose	To inform users of the reporting support for Coronavirus and impact of planned downtime on BI.	
Intended Audience	All ESR Users	

Reporting will also be made available through the ESR Data Warehouse for national use. The data will be refreshed on a monthly basis as per the load schedule for 2020 (UNdw268).

ACTION REQUIRED

Employing organisations should ensure that managers and staff are made aware of the ability to record and report on absences associated with the Coronavirus (COVID-19).

Local policies and procedures should continue to be followed with regard to the notifying, recording and reporting of all absences.

FURTHER INFORMATION

The ESR Programme is entering into the normal busy period of upgrades to ESR to support year end and pay awards. These activities and the associated downtime are essential to the continued operation of ESR and ensuring that user organisations are able to process payroll correctly and on time.

As communicated in UN2839 (Advance Notification of Downtime) these essential activities will have an impact on the refresh period for the data in ESRBI. We understand that this will impact on local reporting at a time when there is increased focus on absence reporting from ESR. We cannot mitigate against the impact that these essential upgrades will have on ESRBI completely but we will ensure that they conclude as quickly as possible to ensure as little impact as possible on the refresh of data within ESRBI.

NEXT UPDATE

Details of the planned BI refresh schedule will be shared as part of the normal release weekend communications.