

Electronic Staff Record Programme

Supporting Corporate Teams - Recruitment

As organisations across the NHS respond to the increased demands on services caused by the COVID-19 pandemic, the Department of Health and Social Care (DHSC), NHS England and NHS Improvement, Public Health England (PHE), Health Education England and NHS Employers have collated the latest workforce advice into one central resource for workforce leaders in the NHS. Click [here](#) for more information.



COVID-19 means increasing numbers of NHS staff now have to work or self-isolate at home and many NHS staff are having to cover their colleagues' workload. ESR workforce teams are not exempt from this scenario and their potential absence from work can have an adverse effect on an organisation's ability to recruit and induct returning front line NHS staff to hit the ground running as quickly as possible. Knowledge and experience of using ESR is often limited to a few key members of staff in various departments such as HR, L&D and Payroll.



In these unprecedented times organisations may need to bring inexperienced administrative staff to support and/or cover for their ESR colleagues. It is critical that these staff members know how to hire returning front line workers and other new starters to ensure that they are cleared to work and are paid correctly and on time.

This factsheet provides key guidance and instructions on how to hire staff onto ESR and does not replace any existing local guidance already in place.



IMPORTANT NOTE: The ability to undertake these tasks requires that the person hiring employees in ESR requires a smartcard and the appropriate Recruitment, HR and Payroll User Responsibility Profiles (URP) assigned to them.

Hiring an Applicant via Recruitment

Use this for where an individual person has been through the recruitment process and their record may have been downloaded via the e-recruitment interface and will therefore have a skeleton record created ready to be hired. Please note there are multiple scenarios for this, scroll through the instructions [here](#) to determine the right scenario for the employee and follow the step by step guide. For re-hiring an ex-employee please read the ESR-NHS0331 ESR Guide to Rehiring Ex-Employees [here](#) prior to hiring.

Ensure that you follow the NHS Employers current guidance [here](#) on undertaking the relevant employment checks on all new starters and record these checks in ESR. Refer to the following instructions [here](#) (HSCN/N3 access required) on how to record employment checks in ESR.

To meet local and national reporting requirements, please ensure you record the correct Recruitment Source for all new starters that relate to COVID-19, options are 'Return to NHS – COVID-19' or 'Students – COVID-19'

Once staff have had their HR record created in ESR by hiring the applicant via the relevant HR User Responsibility Profile (URP), the next stage is for the payroll team to complete the process to ensure that they are correctly assigned to the right payroll, the correct payroll elements and pay is input into the system. Please see the payroll actions overleaf.





Direct Hire (No Recruitment Online Process)

Use this for where a person has not been through the traditional online recruitment process and is being directly hired via another process, for instance as part of the 'Bringing Back Staff (BBS)' campaign, being run by NHS England & NHS Improvement.

This is likely to be the most common scenario for returning NHS front line staff to support the COVID-19 pandemic.

In this scenario, returners may have previously worked in the hiring organisation and will therefore have an ex-employee record against them. People returning can be rehired on their previous employee number, the exception being where aggregation may need to be changed prior to the start of the Tax Year. Refer to [User Notice 2878](#) for Information regarding the rehiring of ex-employees and click [here](#) for the ESR-NHS0331 ESR Guide to Rehiring Ex-Employees.

To undertake this process, locate the previous employee record, date track to the new start date and select '**Hire**' in the action button on the record and add the new relevant assignment information. Rehiring has the added benefit of maintaining all previous assignment and training history for the employee.

To meet local and national reporting requirements, please ensure you record the correct Recruitment Source for all new starters that relate to COVID-19, options are 'Return to NHS – COVID-19' or 'Students – COVID-19'

Click [here](#) (HSCN/N3 access required) for step-by-step guidance on how to perform a direct hire in ESR.

Where a rehire is not possible due to a change in aggregation being required, then a new employee record should be created and the direct hire process above should be followed.

Payroll Actions

Once the employee record has been created, the payroll team must complete the process to ensure the employee is correctly assigned to the right payroll, the correct payroll elements and pay is input into the system.

Some of the key information required to be entered by payroll is, (links require HSCN/N3 access):

- Adding bank account details if missing
- Tax and NI information – click [here](#) (Tax) click [here](#) (NI)
- Pension information – click [here](#)



Pension Considerations

A key task is to determine whether the new employee/returner is to remain in the NHS Pension scheme as they will be auto enrolled as part of the new hire process. See further information on the Pensions Auto Enrolment guidance [here](#).

Refer to the [ESR User Manual](#) for further information on 'Types of Pay & Deductions' and the 'End to End Payroll Cycle Management'



Where can I obtain further support and guidance?



Contact your regional [NHS ESR Functional Account Manager](#)