


UN2881 1 of 3 27 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Open Absence Report (ESR Request)	
Purpose	To advise users a new Open Absence Report (ESR Request)	
Intended Audience	All HR, Absence and Workforce Teams	

SUBJECT

A new Open Absence Report (ESR Request) to support Absence Reporting within ESR will be available from Monday 30th March following Release 45, subject to successful deployment.

DETAIL

The exceptional circumstances facing Organisations in responding to the Coronavirus pandemic has placed additional pressure on the availability of up to date information relating to open absence. To help Organisations manage this whilst the ESR BI data is either unavailable or being refreshed, a new “real-time” 6i report will be made available during this period of exceptional absence reporting. This will be done via an ESR Request (submit request from the ESR navigator).

This is a National ESR Report and as such local ad-hoc changes will not be possible. The report is available to export to Excel. However, we ask users to be mindful of the wider user base who will wish to also use these functions and ask that they do not repeatedly export large files that may impact on wider performance. We will monitor the usage and performance of this report and make any interventions to ensure maximum efficiency of this report for all.

All absence types are included in the output and the following fields and parameters are available to help filter the output:


Report Parameters

Report Date
Report Effective Date
Payroll
Absence Type
Absence Reason
Absence Category
Related Reason

Report fields

Employee Name
Employee Number
Assignment Number
Absence Start Date
Absence Type
Absence Reason
Level 2 Sickness Reason

NOT PROTECTIVELY MARKED

UN2881 2 of 3 27 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Open Absence Report (ESR Request)	
Purpose	To advise users a new Open Absence Report (ESR Request)	
Intended Audience	All HR, Absence and Workforce Teams	

Absence Category
Related Reason
Organisation
Staff Group
Job Role
Position Name
Position Number
Supervisor
Supervisor Assignment Number

Running the Report

The report is designed to return all open absence only as at the Effective Date (default: Current Date) entered into the parameters. Users should make use of the additional parameters as required specifically when reporting on Coronavirus (COVID 19) absences.

Note: Where Payroll Name is left blank, all Payroll Names will be returned.

The report is available to the following User Responsibility Profiles under the menu option for Requests:

- xxx Absence Administration
- xxx Absence Data Entry
- xxx HR Administration
- xxx HR Data Entry
- xxx HR Management
- xxx Payroll Administration
- xxx Payroll Audit
- xxx Payroll Data Entry
- xxx Payroll Super Administration

This report is designed to support users with the increased pressure on live absence reporting during the current Coronavirus crisis. The ESRBI NHS Standard Dashboards should remain the primary source of Absence reporting in ESR.


ACTION REQUIRED

Organisations are encouraged to enter absence in ESR as soon as possible to ensure it is available within ESRBI and ESR Reports as soon as possible.

FURTHER INFORMATION

None

NOT PROTECTIVELY MARKED

UN2881 3 of 3 27 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Open Absence Report (ESR Request)	
Purpose	To advise users a new Open Absence Report (ESR Request)	
Intended Audience	All HR, Absence and Workforce Teams	

NEXT UPDATE

No further update is required.