



ELECTRONIC STAFF RECORD

RN441 Guide to Enhancements and Changes Release 46.1.1.0

Information classification: PUBLIC

Revision Date: JULY 2020

Contents

1 Introduction3

ABSENCE

2 Changes to Sickness Recording – Covid-194

3 Additional Absence Related Reasons – Covid-19.....6

1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 46.1.1.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.

Please note all Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

2 Changes to Sickness Recording – Covid-19

Changes have been made to how sickness is recorded to ensure that staff on COVID-19 sickness continue to get paid at the full rate throughout the sickness and to ensure that previous COVID-19 sickness is not counted as used entitlement when a subsequent non-COVID sickness is entered later.

New National Emergency OSP Scheme

A new national OSP scheme has been setup as follows:

Length of Service (Months)		Entitlement		Effective Start Date	Effective End Date
From	To	Full Days	Half Days		
0		365	0	01-JAN-2018	

This scheme should be selected for new sickness absences that are COVID-19 related to ensure all days are paid as full days.

Each new COVID-19 sickness absence assigned to this scheme will get the full 365 day entitlement, regardless of any other sickness absences (COVID-19 or non COVID-19) in the previous 365 days.

Rolling 365 Day Entitlement

Previously when any new sickness absence is entered, the scheme entitlement is reduced by the amount of sickness absence already taken in the previous 365 days.

As part of this change this calculation has been updated to take account of COVID-19 related sickness absences.

A sickness absence will be considered as being COVID-19 related where the value 'Coronavirus (COVID-19)' has been selected in the Related Reason field on the absence DFF.

Where any subsequent non COVID-19 sickness absence is entered, the rolling 365 day entitlement calculation will now only take non COVID-19 related sickness into account when calculating the remaining entitlement.

All sickness absences that are already in the system and have already been marked as COVID-19 related will now not be counted as used entitlement for subsequent non COVID-19 sickness absences entered after this release.

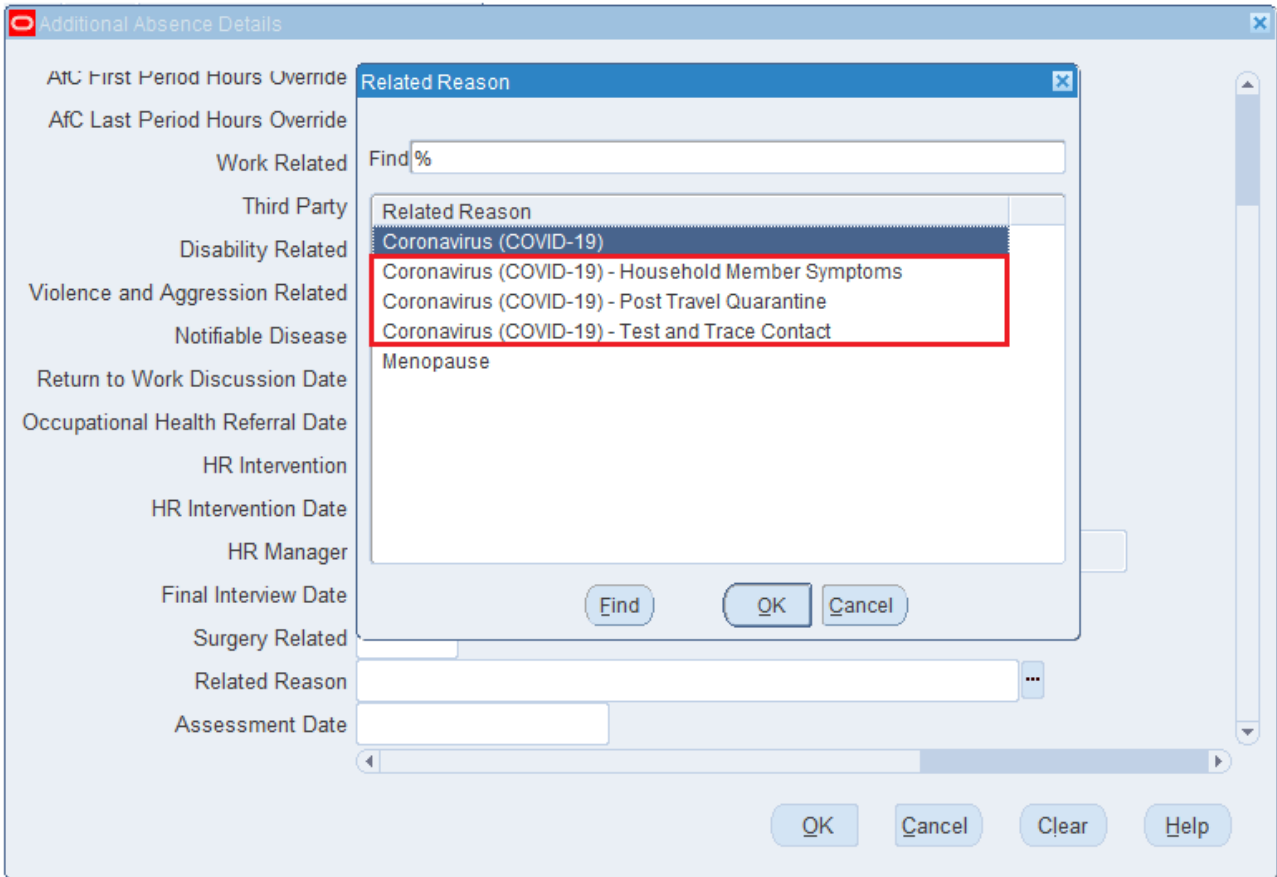
Where users wish to update the entitlement for an existing sickness absence (COVID-19 or non COVID-19) this remains a manual process.

PLEASE NOTE that the Related Reasons detailed in the next section must NOT be used for sickness absence.

3 Additional Absence Related Reasons – Covid-19

The following new values have been added to the 'Related Reason' field within the Absence DFF:

- Coronavirus (COVID-19) - Household Member Symptoms
- Coronavirus (COVID-19) - Post Travel Quarantine
- Coronavirus (COVID-19) - Test and Trace Contact



These are available for reporting within ESR BI and the Data Warehouse.

NOTE: These values should only be used in conjunction with Non-Sickness Absence Types.

Please see UN2915 for further guidance.