ESR Employee Self Service at
Guy’s and St Thomas’ NHS Trust -
Everything you need to know.

What you can do with the service, the benefits and
how to access ESS.

What is ESR?
Electronic Staff Record (ESR) is the national HR and Payroll system
used by the NHS which records your personal and employment
details and which Payroll use to process your pay entitlements.

What is Employee Self Service?
Employee Self Service allows employees to access their own
personal data in ESR. Employees are able to view or update a variety
of information relating to their personal and employment details
without the need for manager approval.

Why is the Trust using this tool?
The trust will be moving to electronic payslips in 2019 in an attempt to
‘Go Green’ and reduce paper consumption. Please look out for
further communications later in the year.

We want our employees to be in control of their personal information.
You will be able to view your information including payslips and P60’s
at home and on your mobile devices.

How will Employee Self Service benefit me?
The system allows you to update your personal details
confidentially and in real time. It removes the need to complete
personal detail changes in the HR Portal to update your records
and will give you access to:-

- View and amend some personal information including
  home address, phone number, e-mail and next of kin
- View employment details including continuous service
dates
- View all payslips
- View P60’s
- View and amend bank details and add an extra account
  If you choose to
- View your Total Reward Statement which details all
  employment benefits relating to pay, pensions, staff
  benefits and discounts including who to contact in one
  place
- View your payslips anywhere and anytime on your mobile
devices
- Save your payslips and P60’s directly to your home PC
  removing the need to keep paper copies or request copies
  from Payroll for mortgage or other financial applications
### Which information can I view or amend?

<table>
<thead>
<tr>
<th>Information</th>
<th>Update</th>
<th>Read Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information – Basic Details e.g. Marital Status</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Phone and Personal email details</td>
<td>✔</td>
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<tr>
<td>Home address</td>
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<td>Emergency Contacts and dependents</td>
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<td>Religious Belief</td>
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<td>Sexual Orientation</td>
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<td>Bank Accounts</td>
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<td>Disability Information</td>
<td>✔</td>
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<tr>
<td>Request Internet Access</td>
<td>✔</td>
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<tr>
<td>On-line Payslips &amp; P60</td>
<td>✔</td>
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<tr>
<td>Employment Information</td>
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<tr>
<td>Registrations and Memberships</td>
<td>✔</td>
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<tr>
<td>Qualifications</td>
<td>✔</td>
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<tr>
<td>Total Reward Statement</td>
<td>✔</td>
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</tbody>
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### How do I access ESR and Employee Self Service?

Access to ESS is available at work and from your internet at home at [https://my.esr.nhs.uk](https://my.esr.nhs.uk) or from your mobile device by downloading the ‘My ESR’ App.

Some employees will have a Smartcard to access ESR at work. Those without a Smartcard can easily set up their own login details by following the ‘How to Set up ESS’ guidance document located on the HR Portal Employee Self Service page.

Once you have your login details, you can access Employee Self Service using a link in located on the HR Portal home page or from home at [https://my.esr.nhs.uk](https://my.esr.nhs.uk)

### Do I need training to use Employee Self Service?

Employee Self Service is a secure and easy to use system that requires no training. A full user manual and quick ‘how to’ links can be located on the HR Portal under the Employee Self-Service (ESS) page.

### Who do I contact if I have a problem logging into ESR?

If you have difficulty logging into ESR and receive an error message, you will need to raise a Service Request with IT via the IT Service Centre.