

NHS ESR - HR

Course Objectives

This courses takes candidates through the life cycle of the employee using ESR.

Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"> • Sales Consultants • Support Engineer • Functional Implementer • End users 	<ul style="list-style-type: none"> • Basic PC Skills 	2 Days

Course Contents

Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

Direct Hire

- Create a new employee record for an employee that has no come through Oracle recruitment.

External Applicant

- Create an employee record from an Applicant record that has been through Oracle Recruitment.

Internal Applicant

- Hire an Internal Applicant in to their new role.

Special Information

- Completion of all special information types

Emergency Contacts

- Inputting next of Kin Details

Grade Steps

- Entering and Maintaining Grade Steps

Elements

- Attaching non-payroll elements to an employee record

Spot Salary

- Entering and Maintaining Spot Salary 's

Multiple Assignments

- Creating Secondary Assignments and managing payroll aggregation.

Terminating Secondary Assignments

- Switching the priorities of each assignment between primary and secondary
- Terminating a Secondary Assignment

Assignment Changes

- Changing Standard Conditions
- Internal Transfer – Promotion, Demotion and Parallel Transfer
- Assignment Status changes and their impacts

Date Track History

- Viewing date track history

Terminating

- Terminate and Employee
- Reverse Termination
- Terminate and Rehire

Folders

- Creating Folders
- Managing and Exporting Folders