

NHS ESR – Self Service HR ESS/MSS

Course Objectives

The objectives of this course is to take each user through Self Service from a Manager and Employee responsibility. Day one covers all the Employee Self Service (ESS) Functions and Day two looks at all the Manager Self Service (MSS) Functions.

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 – ESS

Employee Self Service Overview & Terminology

This will involve the navigation of each screen and developing a foundation knowledge for standard functionality

Notifications

Viewing and management of notifications received and sent.

All Actions Saved for Later

When an action has been paused part way through, it is saved with this area of Self Service, in this session we will explore the managing of all saved items

Personal Information

The viewing and updating of Name, Address and Next of Kin

Update Bank Details

The viewing and updating of bank details

Viewing Payslips

This will involve the viewing and talk through of the content within the online payslip

Employment Information

The viewing of Employment Information such as Number of Hours, Position Name and Organisation.

Competence Profile

Viewing and Adding of Competencies

Qualifications

The Viewing and Adding of Qualification, both internal and external.

Registrations and Memberships

The Management of Registrations and Memberships

Learning

Is a comprehensive screen allowing the management of learning paths and assigned courses.

Learning Evaluation

The completion of Post Evaluations Forms for attended learning

Appraisals

The viewing if Appraisal Data



Course Contents – MSS

Employee Self Service Overview & Terminology

This will involve the navigation of each screen and the developing of a foundation knowledge for standard functionality

Notifications

Viewing and management of notifications received and sent.

All Actions Saved for Later

When an action has been paused part way through, it is saved with this area of Self Service, in this session we will explore the managing of all saved items

Personal Information

The viewing and updating of Name, Address and Next of Kin

Employment Information

The viewing of Employment Information such as Number of Hours, Position Name, Organisation, Absence and Training

Property Register

Viewing the property Register for the your staff

Assignment

Viewing and Maintaining Assignments

Hours

The Management of Contract Hours

Supervisor

Viewing and Maintaining of Supervisor Information

Location

Viewing and Maintaining of Assignment Location Information

Absence

The Management of Absence for Sickness, Annual etc

End Employment

The Terminating of Employees

Learning

The Viewing of learning paths for the a managers team

External Learning

The viewing of staffs External Learning Attendance and Achievements

Suitability

Being able to view all information in a format that supports succession planning and the matching of staff to vacancies

Competencies

The viewing of competencies achieved by team members.

Qualifications

The viewing of qualifications achieved by the team

Registrations and Memberships

The viewing and management of team registrations and memberships

Reviews and Development

The management of staff annual or six monthly reviews and the viewing supporting data

Manage Hires

The management of New Hires

Reports

Viewing and Managing of available reports