St Helens and Knowsley Teaching Hospitals NHS Trust

Supervisor Self Service Inputting Industrial Action Leave -Days

A Guide to using your MyESR





2 - 4

<u>1. Logging into my ESR using a Smartcard</u>

1. Log into the **MyESR** website: <u>https://my.esr.nhs.uk/</u>. You will be presented with the ESR Hub landing page.



To login, click on the **Login to ESR** button.

🐣 Login to ESR

2. Log in with your **smartcard.**

Log in wit	h your credentials	
Fields with an a	asterisk (*) are required fields	
Username*		
	(Example: 999JSMITH01)	
Password*		
Forgotten F	Request Username/Password J Unlock Account	
	Log in via Username Password	
Log in wit	h your Smartcard	
Access ESR button	by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard'	
	Log in via Smartcard	bgub)

3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.

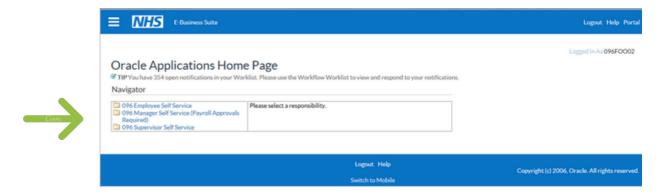
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Home	About ESR	Implementing ESR	Notifications	NHSBSA Workforce Services Browse	Content	Jayne Bloggs		
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				You are logged in to the ESR Hub	-	You are logged in via : INTERNET		
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				Business Services Authority	The next planned m	Logout		

2. Inputting Industrial Action Leave

1. Select ESR Navigator

	Electronic Staff Record St Helens & Knowsley Teach	ing Hospitals N	HS Trust			Search	Q 📟
	My Role My ESR	^ >	Announcements				My Payslip
	My Pages Dashboard		New look ESR Welcome to the new look ESR - User Gu shortly.	uides i	and Content Information will be upload	ed N	View or download your latest pay access ESR to view your full pay: • 25511615 - External Supervi Helens & Knowsley Hospita
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2. Select Supervisor Self Service

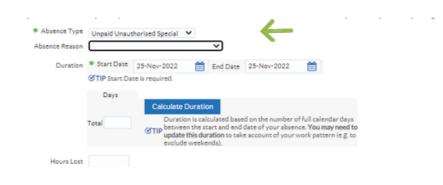


3. Select Absence

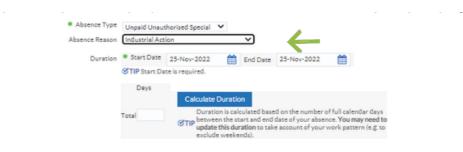
Oracle Applications Hom	e Page
	klist. Please use the Workflow Worklist to view and respond to your notifications.
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a 096 Employee Self Service	Supervisor
096 Manager Self Service (Payroll Approvals)	Notifications
Required) Control Cont	All Actions Awaiting Your Attention
	MyTeam
	Talent Profile
	My Team Personal Information
	Personal Information
	Contacts
	Absence Calendar
Canva	Absence
	Property Register



4. Select Absence Type Unpaid Unauthorised Special



5. Using the arrow next to **Absence Reason s**elect **Industrial Action**



- 6. Enter the Start Date of the Industrial Action
- 7. Enter the End Date of the Industrial Action
- 8. Select Calculate Duration
- 9. Select Submit

