

Supervisor Self Service

Inputting Industrial Action Leave – Days

A Guide to using your MyESR

2 -4



Welcome to ESR



1. Logging into my ESR using a Smartcard

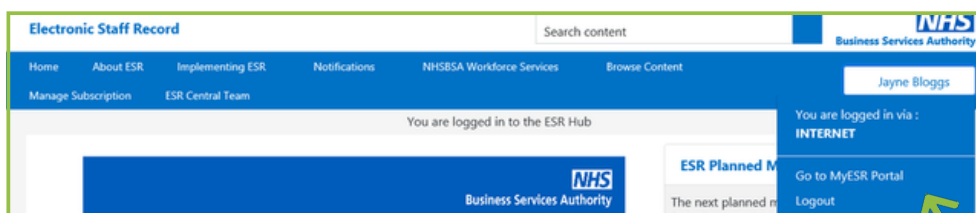
1. Log into the **MyESR** website: <https://my.esr.nhs.uk/>.
You will be presented with the ESR Hub landing page.



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

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

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.



2. Inputting Industrial Action Leave

1. Select **ESR Navigator**

The screenshot shows the NHS Electronic Staff Record (ESR) interface. On the left, a navigation menu includes 'My Role', 'My Pages', and 'ESR Navigator'. A green arrow points to 'ESR Navigator'. The main area displays 'Announcements' with a 'New look ESR' notice, 'My Total Reward Statements' for the tax year 2016-2017, and 'My Payslip' information for employee 25511615.

2. Select **Supervisor Self Service**

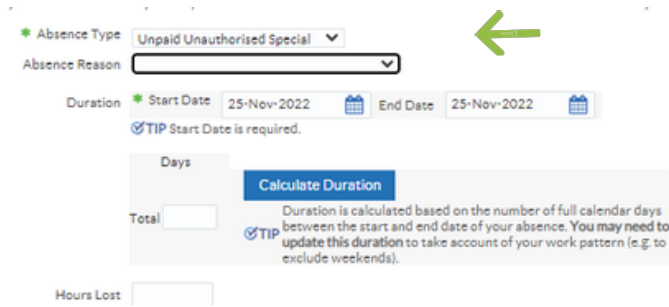
The screenshot shows the Oracle Applications Home Page. A green arrow points to the '096 Supervisor Self Service' link in the Navigator section. The page displays a notification for 354 open notifications and a 'Please select a responsibility' prompt.


3. Select **Absence**

The screenshot shows the Oracle Applications Home Page with the 'Absence' link selected in the 'My Team' section. A green arrow points to the 'Absence' link. The page displays a notification for 354 open notifications and a 'Please select a responsibility' prompt.

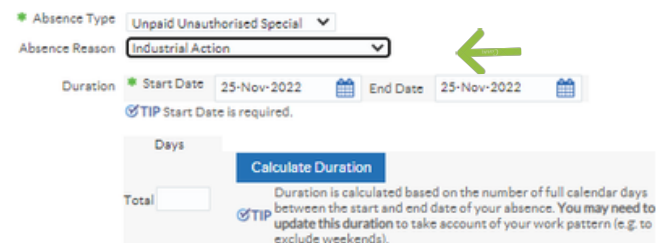



4. Select Absence Type **Unpaid Unauthorised Special**



* Absence Type: Unpaid Unauthorised Special
 Absence Reason: Unpaid Unauthorised Special 
 Duration * Start Date: 25-Nov-2022 End Date: 25-Nov-2022
 TIP Start Date is required.
 Days
 Calculate Duration
 Total:
 TIP Duration is calculated based on the number of full calendar days between the start and end date of your absence. You may need to update this duration to take account of your work pattern (e.g. to exclude weekends).
 Hours Lost:

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



* Absence Type: Unpaid Unauthorised Special
 Absence Reason: Industrial Action 
 Duration * Start Date: 25-Nov-2022 End Date: 25-Nov-2022
 TIP Start Date is required.
 Days
 Calculate Duration
 Total:
 TIP Duration is calculated based on the number of full calendar days between the start and end date of your absence. You may need to update this duration to take account of your work pattern (e.g. to exclude weekends).

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**

