

# Leaver Portal

Employee Self Service

## How to access the Leaver Portal on MyESR

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# Welcome to ESR



On leaving the Trust you will be granted access to ESR for **90 days** to obtain your Payslips (Final Four Payslips), P60s and P45s. Please ensure before leaving you download all other previous payslips as this access is restricted to the last 4 only..

When logging in as a leaver you will be taken straight to the leaver dashboard and no other options will be available.

Follow the steps below to obtain and download your Payslips, P60s and P45s

1. Navigate to <https://my.esr.nhs.uk/>. You will be presented with the ESR Hub landing page.



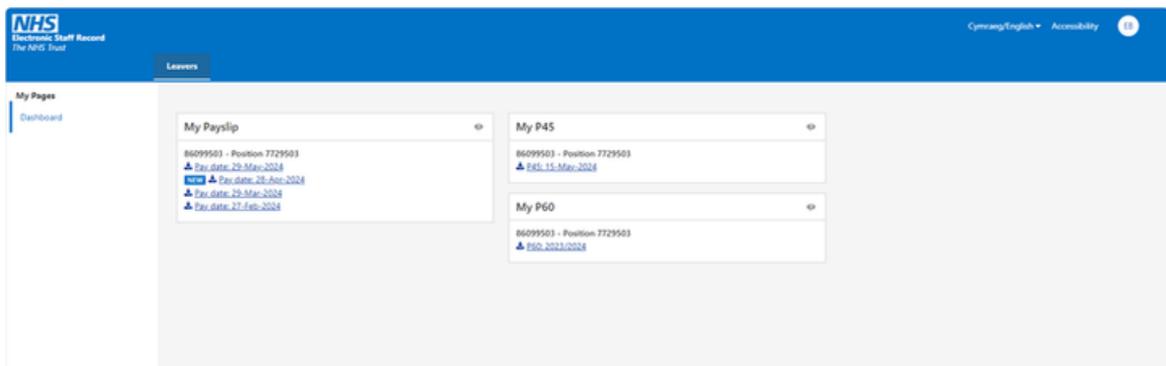
2. To login, click on the **Login to ESR** button.

3. Log in via your existing username and password or Smartcard.

If you have any issues using your existing username and password please contact the Workforce Systems and Information team on: [ESR.Helpdesk@sthk.nhs.uk](mailto:ESR.Helpdesk@sthk.nhs.uk)

Please note If you have set up Multi-Factor Authentication (MFA), you will continue using this for secure access.

4. Once you have logged into the system you will be presented with the below screen enabling you to download your last 4 payslips you should also see the latest P60 and P45 for your record.



**Note:** If you are presented with an alternative screen showing an Applicant Dashboard please select “Leaver” as per the below:

