

ESR Portal
Employee Self Service
User guide

Logging into ESR

ESR Hub

1. On the ESR Hub Page click 'Login to ESR'



2. Enter the username and password you have been given.

Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

[Log in via Username Password](#)

Log in with your Smartcard

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

1. If you are logging in for the first time you will be asked to create your own secure password. Please refer to the password guide below for more information.

NHS Electronic Staff Record
NHS Electronic Staff Record

Update Password

Update Password

Fields marked with an asterisk (*) are required fields.

Current Password*

New Password*

Confirm Password*

[Cancel](#) [Submit](#)

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Password Policy](#)

What makes a good password?

A good password should contain 8 characters or more, with at least three, preferably all, of the following:

- An uppercase letter,
- A lowercase letter,
- A number,

Why are passwords so important?

They are the first line of defence against attacks on your computer. If someone has or can guess your password, it gives them access to all your files and, potentially, all the files of other users of the same services. By choosing a good password you can help not just to protect your computer files but those of all other users.

Whilst changing password settings may feel like a burden, it is important to remember that passwords are one of the most integral elements used to ensure we keep our information safe and secure.

Please see the below table to ESR Remote Access passwords. Passwords must be 8 characters or more in length

Passwords must contain at least one letter and one number

Password does not contain your name (either first name or surname)

Password does not contain your username

Passwords may not be the same as previous passwords

Passwords may not contain repeating characters or sequential characters or numbers (such as 'ABCD' or '1234')

Certain words and terms are not permitted within passwords – names of people, places, countries, colours etc

Viewing your Payslip

1. From the main screen select the “view payslips” option in the top right corner

The screenshot shows the NHS Electronic Staff Record (ESR) main screen. The top navigation bar includes the NHS logo, 'Electronic Staff Record', and 'St Helens & Knowsley Teaching Hospitals NHS Trust'. A search bar and user profile (Admin, 357) are also visible. The left sidebar contains a 'My Role' section with 'My ESR' and a 'My Pages' section with various options. 'My Pay & Rewards' is highlighted with a red box. The main content area has an 'Announcements' section with a banner for 'Total Reward Statements' and a 'My Payslip' section on the right. The 'My Payslip' section contains a button labeled 'View Payslips', which is highlighted with a red box.

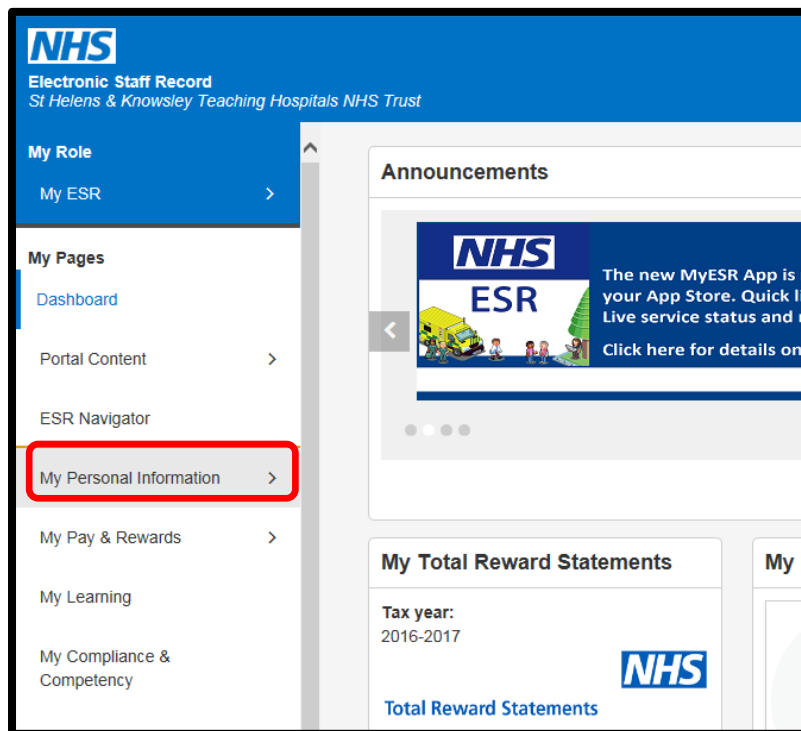
2. From the drop down options please select the year and payslip you wish to view and click on “View Payslip”

The screenshot shows the NHS ESR search interface. The top navigation bar includes the NHS logo, 'Home', 'Logout', and 'Portal'. A search bar is present. Below the search bar, there are several dropdown menus: 'Assignment Number' (10930807-4), 'Position Name', 'Year' (2017), and 'Payslip' (28-SEP-2017 - Assignment 10930807-4 - Run 1). A red box highlights the 'View Payslip' button.

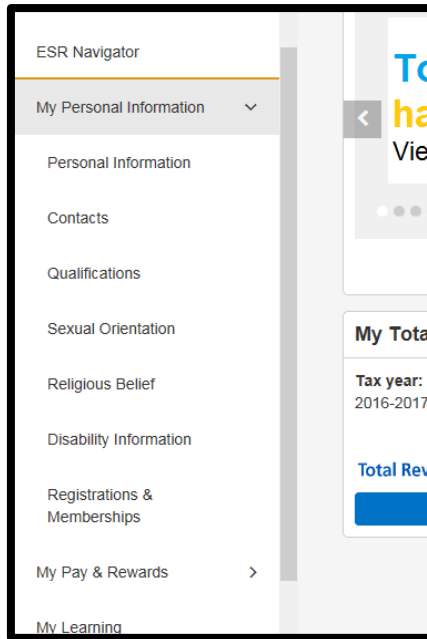
3. The system will now produce a PDF of your payslip

Updating Personal Information

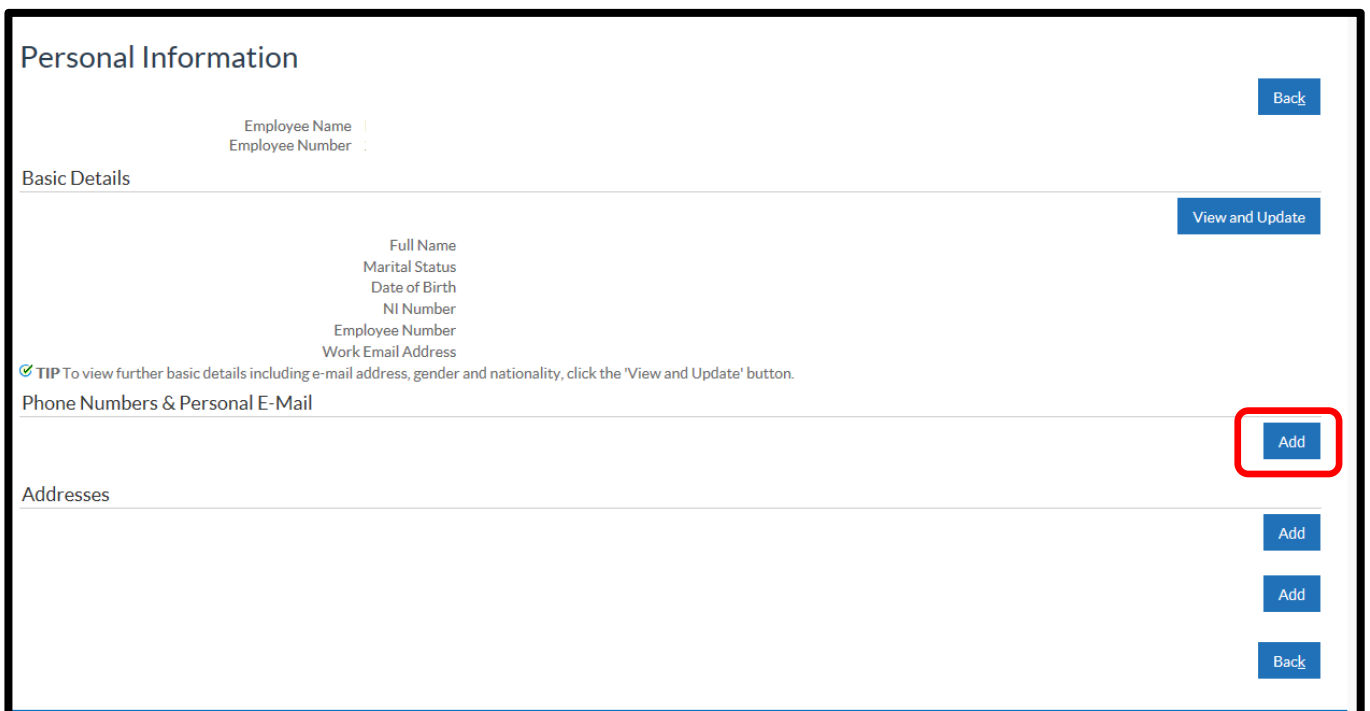
1. From the main menu click on the “my personal information” tab



2. From here you will be able to update your personal information (Phone number/address), emergency contact details, sexual orientation, religious belief and disability information.



3. To update your phone number, email address or home address select to personal information tab. Click on the add button next to the relevant field you wish to add/amend.




4. On the “type” drop down box select the category you wish to update, enter the information and click “next”.

Home Logout Help Portal

Phone Numbers: Enter and Maintain

Employee Name
Employee Number

Type	Number	Delete
Home		
Home Fax		
Home Secondary		
Home Tertiary		
Mobile		
Other		
Pager		
Personal E-Mail		
Work		
Work Fax		
Work Mobile		
Work Secondary		
Work Tertiary		

Cancel Next

Cancel Next

Home Logout Help

Switch to Mobile

Copyright (c) 2006, Oracle. All rights reserved.

5. The system will then take you to a summary page, if you are happy click on submit.