



INTERFACES

Top tips for a successful implementation

You need to consider the following now, in anticipation of the implementation of ESR in your organisation.

■ E-Recruitment

If you are not already a user of NHS Jobs then register an interest on the NHS Jobs website (www.jobs.nhs.uk) in order to receive information and training.

■ NHS Pensions Agency

Prior to cutover to ESR, you will be sent details of mismatches between pension related data on your current system and that on the Pensions Agency system. These must be resolved.

■ General Ledger

During the ESR implementation process, the GL Interface and local Chart of Accounts should be tested against the versions required for ESR go live. If you are considering changing either during the ESR Implementation period, you should discuss the implications with your Account Manager at the earliest opportunity.

■ Other local systems

Decide how these are to interface to ESR, and ensure that the data formats and communications methods are suitable in each direction. Requirements should be discussed with your ESR Account Manager.

These are actions relevant to the Interfaces function of ESR. Other factsheets in this series describe actions to be considered with regards to other capabilities.

For further information relating to ESR, please contact your local Account Manager or visit the ESR website on www.esrsolution.co.uk

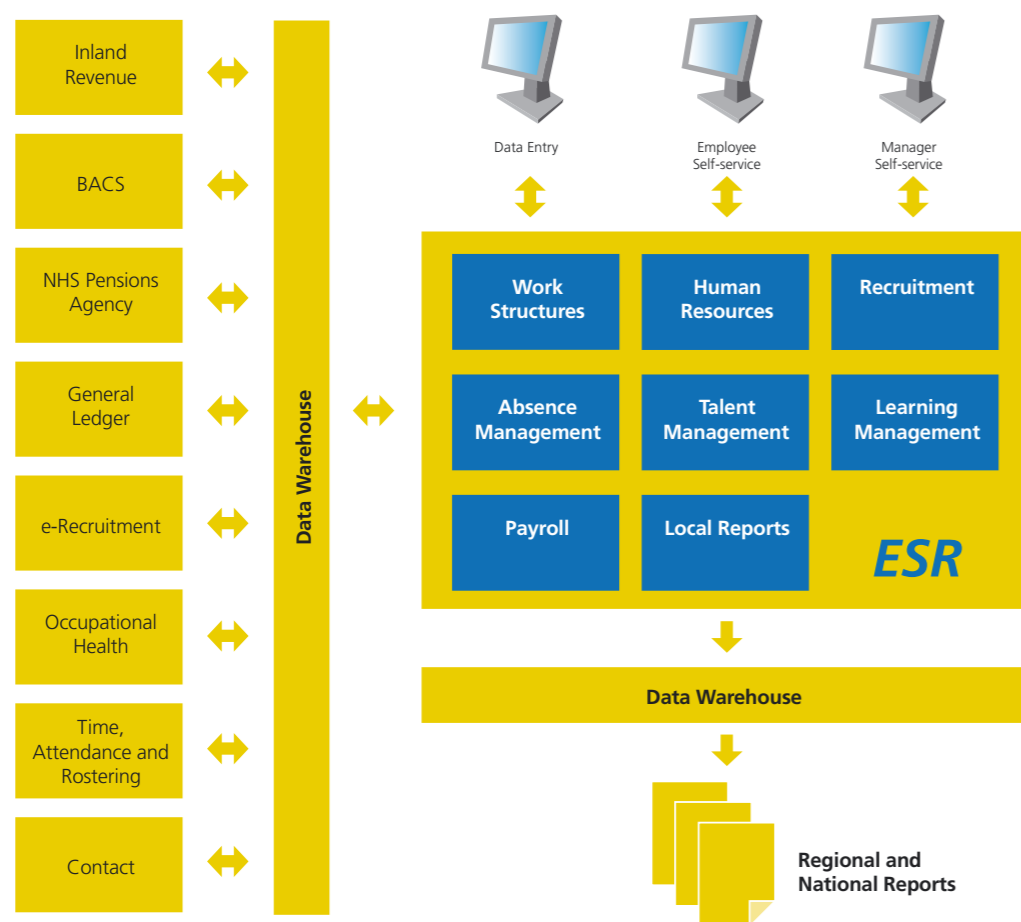


ESR **eliminates** the need for manual effort when sending information to and receiving information from other systems and organisations, thereby improving **accuracy** and **reducing the time** spent in processing queries

OVERVIEW

ESR provides interfaces that send information to and from other NHS organisations, external bodies and local systems. This all happens 'behind the scenes', either when an individual action takes place, or in batches, typically overnight. In many cases, these interfaces automate transactions that were previously collated manually, which decreases the potential for error and hence reduces the time taken in processing queries and making corrections. Because ESR provides consistent interfaces, the external applications can run more efficiently and produce reports that are consistent both regionally and nationally.

All the interfaces are shown in the diagram below. Note that some are two-way and others one-way.



Interface Descriptions

Inland Revenue

This interface allows Works Number updates and P14s to be sent to the Inland Revenue. In the other direction, P6 and P9 details are provided to ESR. Future developments will include the transmission of P45 and P46 details.

This reduces the effort required to manage Inland Revenue returns and the generation of standard forms.

BACS

This interface sends information from ESR to the Banker's Automated Clearing System (BACS) in order that the pay of NHS Employees can be credited to their bank accounts on a weekly or monthly basis.

This reduces the potential for errors and provides improved audit control because there is visibility of the trail from calculation to payment.

NHS Pensions Agency

This interface sends details of new joiners and leavers, and changes in pension terms and conditions to the Agency's system, as well as a year end return, allowing it to report up-to-date and accurate employee details. In the other direction, ESR receives National Insurance (NI) and Superannuation Division (SD) details from the Agency system.

This eliminates the manual effort for returns to the Pensions Agency and reduces the number of queries resulting from manual calculations. There is an improvement in the quality of data that results in increased accuracy of pension payments.

General Ledger

This is a one-way interface from ESR to an NHS organisation's General

Ledger and Financial Reporting Systems. It delivers payroll-related financial information in the format and structure required by the local system, including local account codes. ESR provides five standard interfaces, but if none of these meet the needs of the local financial systems then a specialist team is in place to develop the appropriate software.

This improves the quality and consistency of financial information. The effort needed to produce Board Reports and to reconcile differences is greatly reduced.

e-Recruitment

This interface allows information about a vacancy to be posted onto NHS jobs from ESR, and application data received through e-Recruitment to be passed into ESR, where it forms the basis of the employee record. NHS organisations are able to post job vacancy advertisements directly onto the NHS jobs website, allowing prospective applicants to view job details and apply for the post. The applications can be short-listed on e-Recruitment before their details are forwarded to ESR's Recruitment module.

This significantly reduces the manual data entry needed when staff join an organisation, as well as decreasing the effort needed to manage the recruitment cycle.

Occupational Health

This interface allows ESR to update an NHS organisation's local Occupational Health system. ESR provides details on new joiners and existing staff relating to assignments, contacts,

sickness, maternity absences and professional registrations.

This improves data quality and increases the accuracy of reports.

Time, Attendance and Rostering

This provides generic interface to external Time and Attendance and/or Rostering systems. Such systems may provide details on payroll Elements such as on-call, overtime, enhancements and bonuses to an employee Assignment within ESR (see the Payroll factsheet for an explanation of these terms). In addition, absence information can be uploaded to ESR directly from a spreadsheet or suitable file, using a web-based utility. In the other direction, the external system can be kept up-to-date with new joiners, leavers and other relevant changes made on ESR.

This yields significant reductions in the amount of manual data entry and calculation for each payroll run.

Contact

Contact, formerly NHS Directory, provides a web-accessible electronic directory of the NHS organisations, together with key employee contact information. ESR will deliver an interface to Contact that will provide relevant data that is held and maintained in ESR. E-mail and telephone number changes recorded in Contact will be automatically interfaced to ESR via the inbound interface.

This provides single point access to all organisation and individual contact details. Contact has a strategic value in enabling improvements in collaborative working.