Streamlining: ESR Inter Authority Process (IAT)

Detailing the end to end process
ESR Inter Authority Transfer (IAT) Process
Pre-Requisites activities - checklist

Tasks to be completed by ESR Systems admin lead:
• Automated IAT is enabled
• Employee checklist - role allocated
• Auto account creation set up with ‘Employee SSHR (Employee Self Service HR) (limited access) - no approval required for remote access’ as a minimum
• Set an automatic internet access option at VPD (Virtual Private Database) level (available from July 2018)*
• Auto user account details role allocated
• Recruitment and applicant enrolment URP (User Responsibility Profile) allocated
• HR administration URP allocated
• Learning administration URP allocated
• Inter authority transfer initiation URP allocated
• Inter authority transfer approval URP allocated
• Occupational health URP allocated
• Inter Authority Transfer approver role allocated
• Inter Authority Transfer initiator role allocated
• Statutory & Mandatory competencies Ntf role (notification role) allocated and a robust process in place to manage competency matching

Occupational Health admin role allocated tasks to be completed by ESR Work structures Lead:
• ‘Eligible for OH processing’ field checked against all relevant positions

Tasks to be completed by recruitment:
• Privacy notice to be included in offer letter (GDPR May 2018)
• Email address entered against the employee record for the user in the ‘office tab’ to receive email for re-setting of passwords or reminders for pending notifications

Tasks to be completed by Learning and Development (ESR OLM –Oracle Learning Management Systems Lead):
• Create eLearning certifications and attach relevant CSTF competencies
• Define competency requirements using ESR CSTF competencies
• Ensure competencies are considered as part of any changes to work structures (i.e. new positions are created)

*ESR Release 39, on 29th June 2018: The ability for an organisation to set an automatic internet access option at VPD level will be provided. This will be a new trust level setting, which will not be set by default and will require an organisation to choose to set it. This will only work where there is no smart card requirement for ESS, ESSLA, and External Learner URPs. It will work in conjunction with the existing auto user account creation process.
<table>
<thead>
<tr>
<th>Automated IAT process</th>
<th>Conditional Offer to Unconditional Offer</th>
<th>Offer Accepted to Start Date</th>
<th>Start Date to Process Finalisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment (IAT initiator)</td>
<td>- Change applicant ESR assignment status to ‘offered post conditional’&lt;br&gt;- Perform Pre-hire IAT search on person initiation form, click on ‘Auto Match Person’&lt;br&gt;- ‘Automated IAT person matching’ form details appear&lt;br&gt;- ‘Requested IAT person confirmation form’ appears Click ‘Yes’ to approve&lt;br&gt;- Receive approval notification and summary data</td>
<td>- Change applicants ESR assignment status to ‘offered post unconditional’&lt;br&gt;Clearances received</td>
<td>‘Hire applicant’ in ESR to transfer ESR record from applicant to employee status&lt;br&gt;Complete Portable Data Set (PDS)</td>
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<td>Occupational Health (Destination/recruiting trust)</td>
<td>‘Occupational Health Admin’ role holder will receives immunisation detail for applicant including the option to import EPP (Exposure Prone Procedure) data from last employer</td>
<td>Occupational Health examine details for suitability for medical clearance</td>
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<tr>
<td>Source / sending trust</td>
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<td>Completion notification sent to source trust</td>
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<tr>
<td>Learning and Development (Destination/recruiting trust)</td>
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<td>Ability to monitor training compliance on employee record</td>
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<tr>
<td>Applicant/Employee</td>
<td>Competences that have been amended or accepted are transferred to the applicant ESR record</td>
<td>Ability to monitor training competencies achieved on applicant record</td>
<td>Employee has the ability to view compliance and complete any outstanding training</td>
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* To include privacy notice as per GDPR regulations May 2018 for further information visit NHS Employers National Resource Hub
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