

# Supporting Sponsorship Responsibilities in ESR

## Electronic Staff Record



# Introduction

- In the Electronic Staff Record (ESR) system, the Sponsorship details can be recorded on the Employment Checklist form to help NHS organisations manage sponsored workers This is in addition to other Employment Checks that organisations may record on ESR.
- Organisations can also record where their employees have Sponsorship from other organisations.

# Employer Certificate of Sponsorship

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'EU Status', 'Employment Checklist Details', 'Fit and Proper Person Test', 'Flexible Working', 'Illegal Working Checklist', and 'Details'. The 'Details' section is expanded, showing a table with one row containing the text '|||||||20-FEB-2019||||218-JC-MED-1'. The main area of the screen is a form titled 'Extra Person Information'. The form contains the following fields: 'Residency Status' (with a dropdown arrow), 'Sponsorship Required' (checkbox), 'Certificate of Sponsorship Number' (text box), 'Certificate of Sponsorship Expiry Date' (text box), 'Primary Sponsor Organisation Name' (text box), 'Date Sponsorship Requested' (text box), 'Date Sponsorship Received' (text box), 'Date of Illegal Working Document Check' (text box), 'Visa Type' (text box), 'Visa Reference Number' (text box), 'Visa Issue Date' (text box), 'Visa Expiry Date' (text box), 'Limited Leave to Enter Date' (text box), 'Limited Leave to Remain Expiry' (text box), 'Date of Medical' (text box), and 'Date of Medical Clearance' (text box). At the bottom of the form are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Employers have the ability to record the Sponsorship details on the Employment Checklist Details form.

The following fields are available to record information.

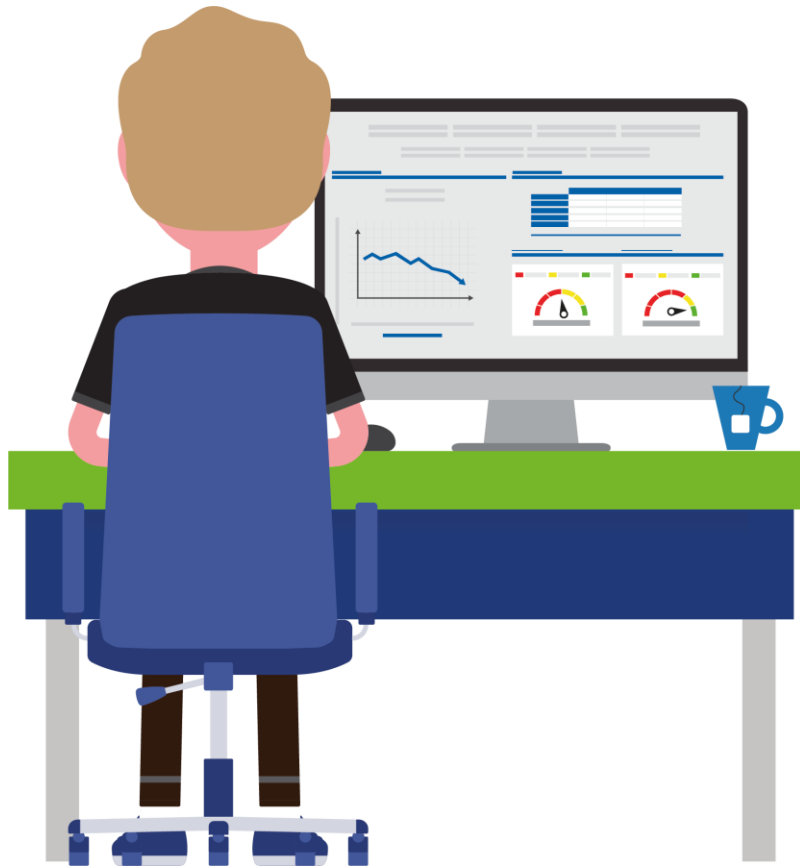
- Sponsorship Required
- Certificate of Sponsorship Number
- Certificate of Sponsorship Expiry Date
- Primary Sponsorship Organisation Name
- Date Sponsorship Requested
- Date Sponsorship Received

# ESR Business Intelligence Reports

## Electronic Staff Record



# National Standard Reports



A number of national standard BI reports exist to support organisations to monitor compliance.

The reports are designed to provide an overview of the data which can be found within the Employee Checklist Detail form.

We have introduced a sponsorship requirements page to the NHS Employment Checklist Dashboards. It highlights where employees may require further investigation based on criteria like Absence, Terminations or Workforce Movements.

The analyses for employees working 20 hours in a secondary employment are also available for organisations to access from within the Data Quality Dashboard.

NHS Employment Checklist Dashboard

DBS

Prof Reg, Qual, Visa, Illegal Working

Medical

EU Status

Checklist Summary

Checklist Detail

Fit and Proper Person Checks

Sponsorship Requirements

Organisation(s)

(All Column Values)

Staff Group(s)

Add Prof Scientific a

Assignment Category

(All Column Values)

Assignment Status

NULL;Acting Up;Acti

Person Type(s)

(All Column Values)

Employee Person Type(s)

(All Column Values)

Primary Assignments Only

--Select

Occupation Code

(All Column Values)

Employee Number(s)

--Select Value--

Change Reason(s)

--Select Value--

Last Updated Date

Between

-

Last Updated By

(All Column Values)

Change Date From

01/02/2025

Change Date To/Effective Date

12/03/2025

Visa Type

(All Column Values)

Actual Termination Date

Between

12/03/2025

-

31/05/2025

Next

Apply

Reset

\* Absence Type

Unpaid Authorised S

Absence Category

(All Column Values)

Absence Reason

(All Column Values)

Continuous Absence > X Days

10.0

Show Continuous Absences from X Months

3.0

Total Absence Days in Calendar Year

>=

20.0

Apply

Reset

Absence

**Note:** the below absence analyses report absences and assignment information as at the current date.

Absences Greater Than 10 Days

Employee Number	Employee Name	Work Permit/Sship Required	Visa Type	Absence Start Date	Absence End Date	Absence Category	Absence Type	Absence Reason	Absence Days
12345678	Blogs, Mr. Joe	No	Residence (Indefinite Leave to remain)	01/05/2024	30/04/2025	Special Leave	Unpaid Authorised Special	Career Break	365
12345678	Blogs, Mr. Joe	No		01/04/2024	30/09/2024	Special Leave	Unpaid Authorised Special	Career Break	183
12345678	Blogs, Mr. Joe	No		01/04/2024	31/03/2025	Special Leave	Unpaid Authorised Special	Career Break	365
12345678	Blogs, Mr. Joe		Residence (Indefinite Leave to remain)	01/05/2024	30/04/2025	Special Leave	Unpaid Authorised Special	Career Break	365

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Absence Total Greater Than 4 Weeks

Employee Number	Employee Name	Work Permit/Sship Required	Visa Type	Absence Start Date	Absence End Date	Absence Category	Absence Type	Absence Reason	Absence Days (Since Absence Start)	Absence Days (Since 1 January)
12345678	Blogs, Mr. Joe	No	Residence (Indefinite Leave to remain)	01/05/2024	30/04/2025	Special Leave	Unpaid Authorised Special	Career Break	365	78
12345678	Blogs, Mr. Joe	No		01/04/2024	30/09/2024	Special Leave	Unpaid Authorised Special	Career Break	183	108
12345678	Blogs, Mr. Joe	No		01/04/2024	31/03/2025	Special Leave	Unpaid Authorised Special	Career Break	365	216
12345678	Blogs, Mr. Joe		Residence (Indefinite Leave to remain)	01/05/2024	30/04/2025	Special Leave	Unpaid Authorised Special	Career Break	365	78

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Employees

Upcoming Terminations

Organisation Name	Employee Name	Employee Number	Assignment Number	Position Name	Assignment Category	Work Permit/Sship Required	Visa Type	Leaving Reason	Actual Termination Date
000 NHS Organisation	Blogs, Mr. Joe	12345678	12345678	000000 Business Analyst A2B Analyst	Permanent	No	Other	Voluntary Resignation - Relocation	26/07/2024
000 NHS Organisation	Blogs, Mr. Joe	12345678	12345678	000000 Business Analyst A2B Analyst	Permanent	No		Voluntary Resignation - Relocation	28/07/2024
000 NHS Organisation	Blogs, Mr. Joe	12345678	12345678	000000 Business Analyst A2B Analyst	Permanent	No		Voluntary Resignation - Relocation	04/08/2024
000 NHS Organisation	Blogs, Mr. Joe	12345678	12345678	000000 Business Analyst A2B Analyst	Permanent			Voluntary Resignation - Relocation	04/08/2024

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This page is designed to help organisations report on the various requirements of sponsored employees. The reports are designed to help organisations identify where they may need to take action in line with the government requirements for sponsor duties and compliance

# Data Quality Reports

## Employee Working > 20 Hours in Secondary Employment

Employee Number	Employee Name ▲ ▼	Work Permit/Sship Required	Visa Type	Primary Sponsor Organisation Name	Contract Hours
56882708	ADEPOJU, Dr KWAN KI JASON	Yes	Skilled Worker	NHS England	37.5
56353892	AIGBOTSUA, Miss Amritha	Yes	Skilled Worker	Somerset NHS Foundation Trust	37.5
56368570	AKHTR, Miss Abadah	Yes	Skilled Worker	NHS England	40.0
86195685	Ade-Odunlade, Mr. Wade	Yes	Skilled Worker	HHFT	37.5
86057555	Adekitan Martin, Mr. Syed Sumair	Yes	Skilled Worker	NHS Blood and Transplant	37.5
26268349	Adelumola, Mrs. Ezhil	No	Skilled Worker	CHFT	37.5
56281989	Adewuni, Dr Jofel Franz	Yes	Skilled Worker	NHS England	34.3
56447174	Adeyemi-Bello, Dr Lexson	Yes	Skilled Worker	Medway NHS Foundation Trust	40.0
56318533	Anbazhahan, Mrs. Ingrid	Yes	Skilled Worker	CHFT	37.5
36031101	Aomy, Dr Sattayaraj S	Yes	Skilled Worker	Kettering General Hospital	40.0

## Employees Working > 20 Hours on Student Visa

Employee Number	Employee Name ▲ ▼	Visa Type	Contract Hours
56238249	Abdulkalam, Mr. Naqaash	Student	37.5
56923163	Adobe-Mensah, Miss Esther Ha Gyeong	Tier 4	37.5
56952227	Basnett-jones, Mrs. Ansu	Student	37.5
36038006	Chandratillake, Ms. Florence Monica	Student	37.5
36033064	Dapliyan, Miss Nikolaos Manetas	Student	37.5
36936566	Kisaakye, Mr. John Roy J	Tier 4	37.5
36039364	Koloth, Mr. Adetola Ogunnubi A	Student	37.5
56222958	Mata Rita Cristo Dende, Ms. Aasifa	Student	37.5

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# Pulse Questions

**Given the risks associated with non-compliance could supporting monitoring tools be developed for the new version of ESR?**

We already have reports available in ESR, plus core ESR functionality such as notifications available to role holders.

With regards to the Future Workforce Solution.

In the collation of the requirements for the future NHS workforce solution an extensive discovery exercise was undertaken which included relevant user and strategic stakeholders in the process. Requirements were documented across the associated function areas - with right to work and monitoring NHS employment checks standards included alongside other Core HR capabilities.



## Pulse Questions

**Is it not possible to link ESR and SMS so that we do not have to keep reporting every time our nurses move their place of work or band? It is very tedious and challenging to run reports from ESR to get the exact information every month.**

No it is not possible, we would need further information as to what reports are being run. If there are changes that can be made to the reports, then a Service Request can be raised to investigate.

# Pulse Questions

## **Can ESR alerts be sent to more than one person?**

The ESR BI Alert functionality enables users to deliver alerts to the ESR BI Homepage/Dashboard and (or) directly to an employee's email address. An ESR BI Agent can be designed to deliver alerts which can be used to monitor changes

Yes, alerts can be sent to individual users or to groups of users based on their access rights (defined by User Responsibility Profile (URP)).

## **Can you advise where I can find support when running the sponsorship report. When I pull the report it is generally blank and I am not sure if that is because I am selecting the wrong options.**

Please raise a Service Request with the ESR Service Desk, would need examples to enable a full investigation.

# Pulse Questions

**Clarity and advice around reporting and generating internal reporting to be able to identify individuals who need migrant activity reporting.**

We have introduced a sponsorship requirements page to the NHS Employment Checklist Dashboards. It highlights where employees may require further investigation based on criteria like Absence, Terminations or Workforce Movements.

<http://www.esrsupport.co.uk/ESRBI/guide/v2/Employment%20Checklist%20Dashboard/#sponsorship-requirements-tab>

# Further Information



## Find us at the following...

ESR Hub	<a href="https://my.esr.nhs.uk/">https://my.esr.nhs.uk/</a>
ESR News Subscriptions	<a href="http://www.esrnews.nhs.uk/subscribe">http://www.esrnews.nhs.uk/subscribe</a> <i>also available on the ESR Hub (ESR News)</i>
ESR BI Updates	Enter your e-mail address on the NHS Introduction to BI Dashboard
Contacts	<a href="#">Find your local ESR Team</a>

# Questions



**ESR - A Workforce Service delivered by the NHSBSA**