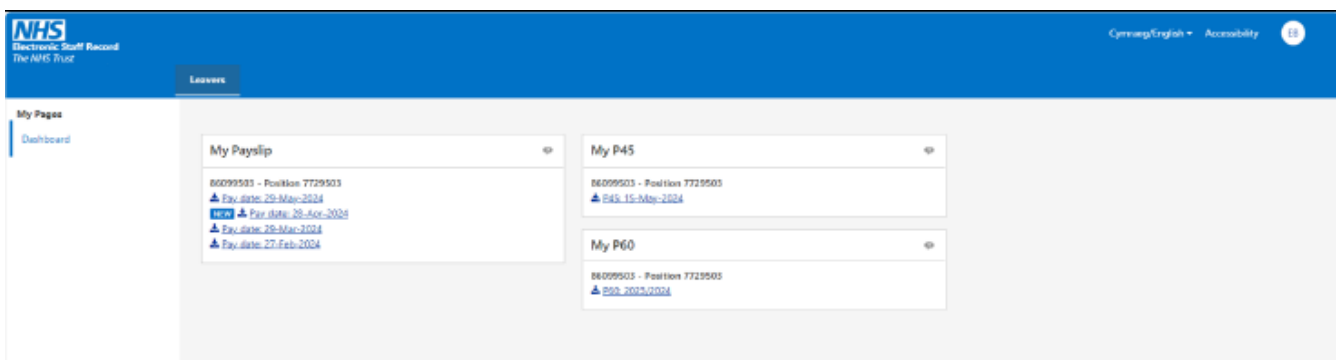


Leavers Dashboard

A Leavers Dashboard is now available to allow an ex-employee to access Payslips, P60s and P45s for a limited time after you have left your employment with us. This has been set at 90 days after your termination date.

On logging in as a Leaver you will be taken straight to the Leavers Dashboard and no other option will be available.

In the Dashboard you will see three portlets, My Payslip, My P45 and My P60 arranged as shown below.



In the Payslip region you will see the last 4 payslips for your most recent assignment and for any other assignments that have been active in the last 13 months.

Similarly, you should see the latest P60 and P45 for all assignments that have been active in the last 13 months.

The Dashboard will allow you to view and download these Pay Details locally.

Leaver and Applicant

If you are marked as a Leaver but also there is a current applicant in ESR, in this scenario you may have access to both the Applicant Dashboard and to the Leavers Dashboard at the same time.

In this case when you log in, you will automatically be taken to the Applicant Dashboard (as you are a current applicant) however there will also be a tab option to navigate to the Leavers Dashboard if you choose.

Leavers Access

Access to the Leavers Dashboard can be via username and password or smartcard but when you have left the trust your smartcard will no longer work.

Where access is by username and password, as you have already been granted internet access we encourage you to have already signed up for MFA (Multi Factor Authentication) access prior to leaving the trust.

While you do not need MFA to access the Leavers Dashboard, you may need it to access a request a password in the future as your associated work email address may no longer remain active.

MFA guides and resources [here](#).

Reset Password

To ensure that you can reset your password without the reliance on access to a work email address, the Forgotten | Request Username/Password |Unlock Account functionality has been updated to allow for a password reset using Multi-Factor Authentication (MFA).

This function will be available for any users who has already enabled MFA for their account.

Note: You will need to enable MFA to your account prior to leaving to access this functionality. You will not be able to update the registered device after leaving.

The form has been updated to make MFA the primary method for resetting passwords, the option to reset via email is unchanged.

NHS Electronic Staff Record

Reset Password via Multi-factor Authentication (MFA)

Enter the username associated with your account and your date of birth to reset your password via multi-factor authentication.

Username*

Date of Birth*
Date Month Year

[Reset Password](#)

Tip: If you have enabled Multi-factor Authentication for your account, you will be prompted to enter the 6-digit code from your Microsoft Authenticator App when you select 'Reset Password'. If you have not enabled Multi-factor Authentication, then please reset your password using the form below.

Forgotten | Request Username/Password | Unlock Account

Enter the email address associated with your account and your date of birth, your login details will then be emailed to you.

Email*
(Example : first.last@domain.com)

Date of Birth*
Date Month Year

Only required if you have more than one NHS Employer and wish to reset a specific account. If known, enter your ESR username to receive details for this account only.

Username

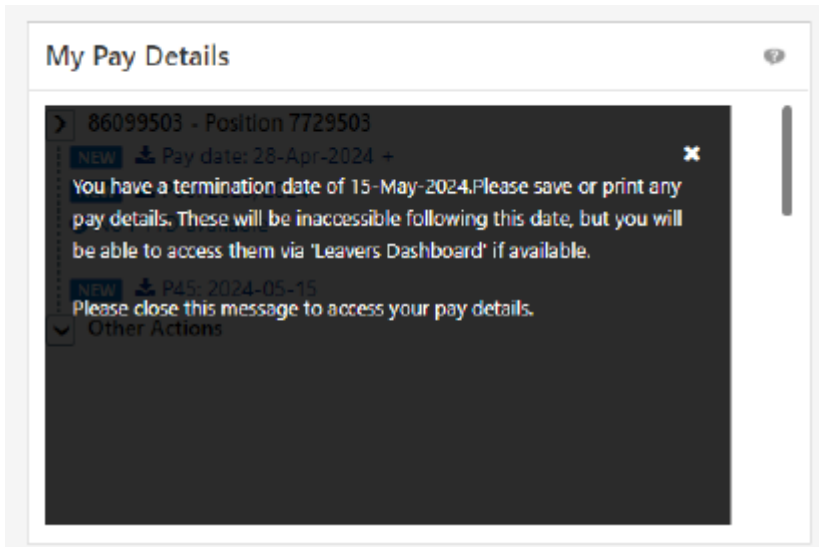
[Submit](#)

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.

[Terms and Conditions](#)

Termination Message

The termination message in the the My Pay Details portlet displayed where the current period of service for the person has a termination date set has been updated to advise that you may still have access to pay details via the Leavers Dashboard.



ESR Payslip Now Available Email

The wording of the Payslip Now Available email reminds users to download pay details from the portal prior to leaving.