

# Quick Start Guide to ESR Self Service

## A. Login to the system

1) In order to log on to ESR Self Service, you need a username and password. This will have been sent to your Trust e-mail address. Once you have your login details, follow these steps:

2) Access the login screen by visiting the below address:

[https://esr.mhapp.nhs.uk/OA\\_HTML/AppsLogin](https://esr.mhapp.nhs.uk/OA_HTML/AppsLogin)

3) Enter your login details & click Login.

4) The first time you log in you will be asked to update your password. Please choose and enter your new password.

It must be at least 6 characters long and contain one numeric character. Repeating characters cannot be used. **Your password gives access to all your personal data in one place, be sure to keep it very secure. Do not share it with anyone**

## B. Navigate

1) Once you have logged in, you will see this link on the left side of the page



Click on it to open up the next menu

2) You will then be able to access your personal information via the following list of links:



3) If you wish to return to this list at any time during your session, please use the "Home" link near the top right hand side of the window



## C. View/Update Your Information

1) Limited Access ESR Self Service enables you to view your personal information which is held on the ESR HR & Payroll System

2) You will be able to view your current and previous pay slips aswell as your Total Reward Statement

3) Some of the information is read only, but if necessary you can update your details where you see the **Add** or **Update** buttons

4) If you change your bank details, please do take care with entering your account numbers as mistakes will cause a delay to your pay. We advise to make this change towards the beginning of the month to avoid potential confusion with payroll dates.

### PLEASE NOTE:

- Annual Leave is not currently recorded on ESR so will not appear on the Absence Calendar.
- The information shown in the dimensions below is not currently up to date.



The Trust is using alternative systems for any training data you may see in Self Service. **You do not need to contact us to make us aware that it is not current**

Please access WIRED for information about your mandatory training status:

<http://wired/Reports/Pages/Folder.aspx>

See the intranet page for further guidance: [SS Info Page](#)