

Recording and reporting of staff in Hosted Organisations or whose Workplace is not within their Employing Organisation

For the purposes of the Workforce Census, and possibly other reports, it is necessary to identify those staff who are contractually employed by one organisation but need to be counted separately or reallocated to another organisation.

There are two main groups of people that need recording and reporting in this way:

1. Where a person's Workplace Organisation is different to their Employing Organisation

The presence of the Workplace Org Code field satisfies the Workforce Census requirement to be able to report on a person's actual Workplace Organisation as distinct from their Employing Organisation.

The following screenshot shows that the Workplace Organisation is recorded against the Position in ESR:

The screenshot displays the Oracle Applications ESR interface. The main window shows the 'Additional Position Details' for a position named '231995|01 Staff Nurse Band 6|N2C|Maternity|'. The 'Workplace Org Code' field is highlighted with a red circle and a red arrow pointing to a search window. The search window lists various Workplace Org Codes and their descriptions. The 'Additional Position Details' window also shows fields for Management Cost, CRB Disclosure Type, POCA Check Requested, POVA Check Requested, Contract Type, Suitable for International Recruitment, and Welsh Position Translation.

These fields are held in both ESR and DW:

ESR	DW
Workplace Org Code	Pos Workplace Org Code
Workplace Org Code Description	Pos Workplace Org Name

2. Where a person works in a Hosted Organisation

Employees in 'Hosted' organisations, which would otherwise appear in the Census return of the 'Host', should be addressed by use of the 'Hosted Organisation'.

The following screenshot shows that the 'Hosted Organisation' is recorded against the Organisation in ESR:

Oracle Applications - TPL1 - ESR Release 5.6.1.2A (with DM V24.0C/LOC V1.43)

File Edit View Folder Tools Window Help

Organization

Name **104 A & E** Type **Department**

Dates

From **01-JAN-2008** To

Location **104 ESR Hospital** Internal or External **Internal**

Location Address **ESR Hospital.55 High Street..WARWICK..CV34 4AT.United Kingdom..**

Internal Address

Organization Classifications

Name

HR Organization

Training Center

Add1 Org. Unit Details

Organisation End Date Reason

Welsh Organisation Translation

Agenda for Change Effective Date

Hosted Organisation

CRS Organisation NACS Code

Department Manager

Payroll Approval Role

OK Cancel Clear

Hosted Organisation

Find %

Hosted Organisation

No

Yes

Find OK Cancel

These fields are held in both ESR and DW:

ESR	DW
Hosted Organisation	Asg Hosted Org

Within the DW the Hosted Org info is cascaded down to Assignment level for those it applies to.

In order to separately identify each Hosted Organisation it is also necessary to use the 'Location' and/or 'Site' details. Such Hosted records can then be counted separately from the Host's total which might otherwise appear inflated. (e.g. Yorkshire & Humber SHA host a number of organisations including ESR.)

The following screenshot shows that the Site Code is recorded against the Location in ESR:

Oracle Applications - TPL1 - ESR Release 5.6.1.2A (with DM V24.0C/LOC V1.43)

File Edit View Folder Tools Window Help

Location

Scope: Global Local

Name: 104 ESR Hospital

Description: ESR Hospital

Inactive Date: Legal Address: ☐

Address Details Shipping Details Other Details

Address Style: United Kingdom

Address: ESR Hospital.55 High Street..WARWICK..CV34 4AT.U

Timezone: GMT

Extra Inform...

Open

Additional Location Details

Payslip Delivery Point ? ☐

Site Code: 71

Welsh Location Translation

Welsh Address Line 1

Welsh Address Line 2

Welsh Address Line 3

Welsh Town Translation

OK Cancel Clear Help

No

These fields are held in both ESR and DW:

ESR	DW
Site Code	Site Code
Location Name	Site Name
Location Description	Site Description

Within the DW the Site Description can then be used to include/exclude records as required:

Page Items: Trust Name: VELINDRE NHS TRUST Site Description:

ture Of Contract	Pos Workplace Org Code	Pos Workplace Org Name	S
	NULL	NULL	W

Page 1 of 1

Non Medical and Dental Medical and Dental Consultant

Opening http://esrdw.mhapp.nhs.uk:8000/plus_files/oracle/disco/image/

- Breast Test Wales - 16 Cathedral Road
- Breast Test Wales - 16 Cathedral Road
- Breast Test Wales - 24 Alexandra Road
- Breast Test Wales - Maes Ddu Road
- Cardiff LPHT
- Cervical Screening Wales - 16 Cathedral Road
- Cervical Screening Wales - Mamhilad House
- Health Solutions Wales - Brunel House
- LPHT Powys
- Merthyr Tydfil LPHT
- NPHS - Communicable Disease Surveillance Centre
- NPHS - Gwent
- NPHS - Microbiology Cardiff
- NPHS - Microbiology Swansea
- NPHS - North Wales
- Newport LPHT
- Temple of Peace & Health
- Trust HQ
- Vale LPHT
- Velindre Hospital
- Welsh Blood Service Ely Valley
- Welsh Cancer Intelligence & Surveillance Unit
- <All>

Organisation Types

The Organisation Types 'NHS Direct' and 'Prison Staff', 'Hospice' and 'GP Practice' enable the identification and separation/exclusion of these groups of staff as required for the Workforce Census.

It is important that all appropriate staff are assigned to Organisations of these types where this applies. This action will allow users to report correctly in the application and in extracts which are sent to the DoH.

The screenshot shows the Oracle Applications 'Organization' form. The main form has the following fields: Name (104 A & E), Type (Department), Dates (From 01-JAN-2008), Location (104 ESR Hospital), Location Address (ESR Hospital, 55 High Street, WARWICK, CV34 4A), Internal Address, and Organization Classifications (HR Organization, Training Center). A pop-up window titled 'Organization Types' is open, showing a list of organization types: Area, Bank, Board, Clinic, Community, Core, Department, Directorate, Division, Executive, GP Practice (highlighted), Health Centre, Hospice, Local Health Board, Locality, Medical School, Mental Health Centre, NHS Direct, Patches, Post Graduate Centre, and Primary Care Trust. The pop-up window has 'Find', 'OK', and 'Cancel' buttons.

These fields are held in both ESR and DW:

ESR	DW
Organisation Type	Organisation Type
	Asg Organisation Type

Other scenarios:

A number of other scenarios exist where an organisation may wish to record details of people it does not employ (e.g. Seconded, Honorary post holders, External Supervisors, etc.). The following guidance explains the actions required:

Secondments

An employee of Trust A is to be seconded to Trust B. In Trust A the employee's record should be updated, from the date of secondment, to have an Assignment Status of either:

- 1) Out on External Secondment – Paid
- 2) Out on External Secondment – Unpaid

Choose the appropriate status to reflect the secondment agreement.

Trust B has two options, depending on the option selected above:

- 1) Trust B is not paying the secondee so can set up a new record on ESR using a Person Type of Secondee (Non Paid from External Body). The Trust must ensure that if any assignment details are captured that the Payroll field remains blank. This stops any payments being made. The Assignment Status of Active Assignment will apply.
- 2) Trust B is to pay the employee. Create a new employee record using the Person Type of Employee. Complete the appropriate assignment details ensuring that the Payroll field is completed. Assignment Status will be Active Assignment.

Other scenarios requiring an ESR record

Other scenarios exist where a Trust wishes to record an employee's details, but they are not intending to make payments, or will only pay expenses. Various Person Types exist to capture these people (e.g. Honorary, External Supervisor, etc.). Use of these Person Types will vary depending on local agreements. In such cases if no payments are to be made the Payroll field on the Assignment should be left blank, whereas if expenses (e.g. Travel and Subsistence) are to be paid then the Payroll field should be completed as normal.

The screenshot displays the Oracle Applications - TPL1 - ESR Release 5.6.1.2A (with DM V24.0C/OC V1.43) interface. The main window shows assignment details for '504 Ward 9' with fields for Organization, Job, Grade, Location, Group, Position, Payroll, and Status. A 'Statuses' dialog box is open, showing a list of statuses with 'Out on External Secondment - Unpaid' selected. The dialog also includes a search bar and buttons for Find, OK, and Cancel.

Scenarios *not* requiring an ESR record

- If a person is self-employed (e.g. a Trainer) then you simply pay the person's invoice via Finance.
- If a person is self-employed by another Trust then a re-charge payment should be set up by Finance.

Should you encounter any different scenarios and require specific guidance then please raise a Remedy call.