

Ref: FOI/GS/ID 7443

Please reply to:
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Trust Management
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Email: mtw-tr.foiadmin@nhs.net
www.mtw.nhs.uk

29 June 2022

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to internal guidance, policies or SOPs that the Trust has for the use of ESR.

You asked:

Please provide me with copy of all internal guidance, policies or SOPs that the Trust has for the use of ESR.

ESR is the payroll database commissioned by the Department of Health and Social Care that NHS organisations are entitled to use free of charge and manages payroll.

Trust response:

Please see the following documentation which is linked below and also attached to this email.



Employee Self Service for new joiners



Self Service - guide for non-smartcard users



Self Service - guide for smartcard users