



## An Introduction to the e-KSF ESR Link



***Purpose: Introduce and describe the plans for an e-KSF/ESR link***

***Document target audiences: ESR leads, e-KSF administrators, KSF leads.***

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### **Why are you building a link between e-KSF and ESR? What are the benefits for NHS organisations?**

ESR and e-KSF are both centrally-procured national systems (ESR in England and Wales, e-KSF across the UK), and both of these systems hold information about NHS employees and their development. It makes sense to link the two systems so that individual NHS organisations do not have to re-enter data. For example, once this link is in place, when a new employee is added to the ESR system, their basic details will be added automatically to e-KSF. We anticipate that the link will save the NHS over £1m per year – as well as reduce data entry errors. It will improve the efficiency of staff review and development processes in general.

### **Does our organisation have to pay anything for this link?**

No. The work to link the two systems is being funded and carried out centrally – there is no local cost to this.

### **So, what will I need to use each system for?**

In linked systems, it's important to be clear about which system "owns" each piece of employee data. In summary:

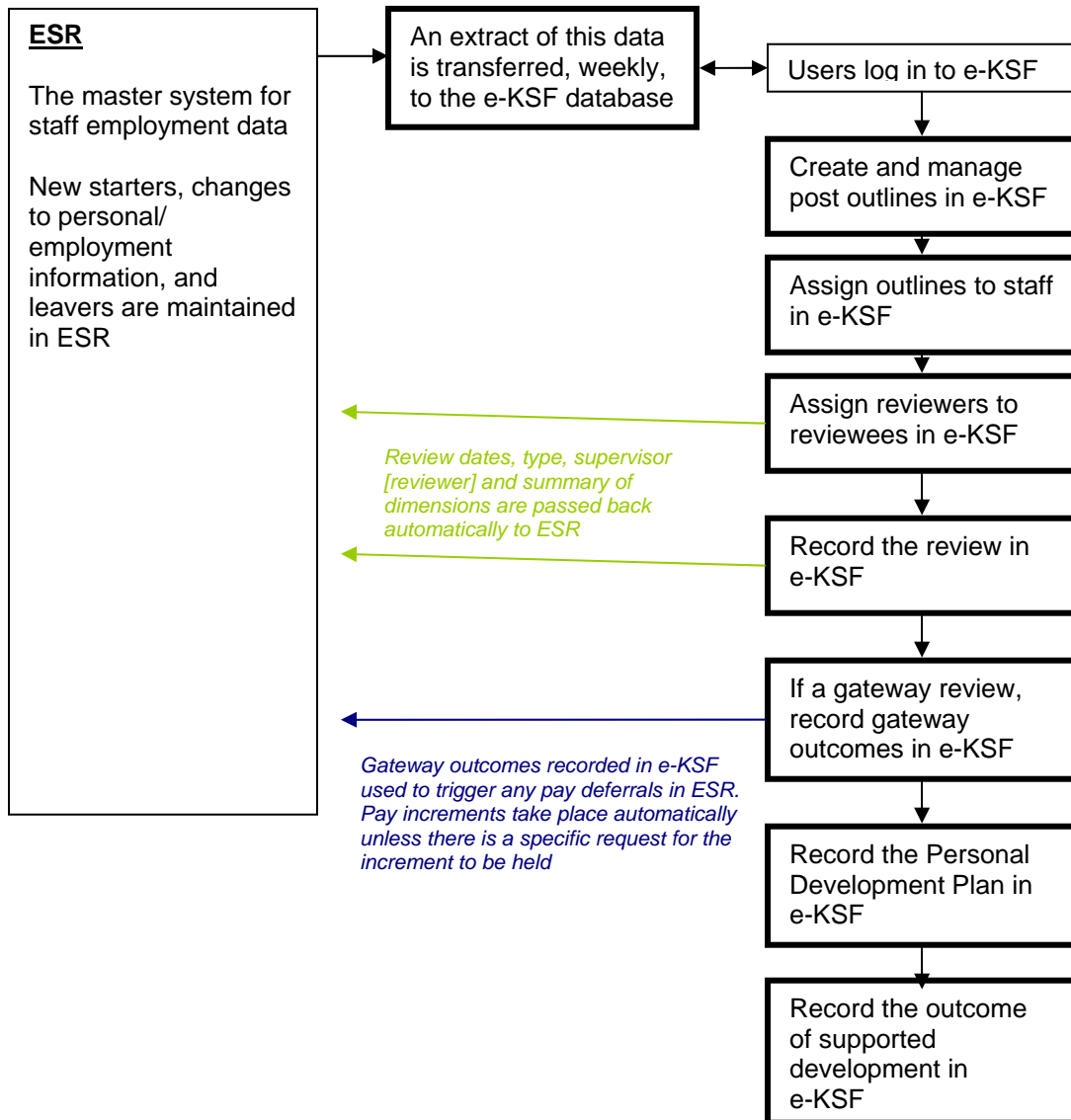
- ESR is the master system for all details about an individual's employment – for example their name, pay band and pay point, department, and equal opportunities monitoring data.
- e-KSF is the master system for recording KSF reviews, recording gateway outcomes, and recording the personal development plan. e-KSF is also the master system for creating and managing KSF post outlines.

Note that e-KSF is built as a purely self-service system – the vision is for all employees (and certainly all managers and reviewers of staff paid on Agenda for Change bands) to use e-KSF themselves to record KSF reviews and PDPs. ESR has Manager and

Employee Self Service functionality allowing Managers to update employees assignment information, such as changing hours, and enabling Employees to maintain their own personal information.

### How will it all work in practice?

A high-level picture of how you would use each system, and what happens to the data, is shown below.



**Does this mean that e-KSF is becoming a payroll system?**

No. ESR will always be the master system for pay data. Information about pay bands, pay points and increments will be securely transferred to e-KSF solely in order to work out where gateway reviews should take place.

**It seems strange that, if ESR is our payroll system, e-KSF will be used to manage gateways and pay progression deferrals**

Gateway decisions are not made by e-KSF they are only recorded on it. Decisions to defer a pay gateway would be made by a reviewer and a reviewee during a development review meeting. If you record, on e-KSF, that a gateway review is due, then e-KSF will prompt you for the outcomes of this review. Once both reviewer and reviewee agree in partnership about the review outcomes, e-KSF will send this outcome decision to ESR. If the outcome is that pay progression is deferred, then the payroll data on ESR will be updated to reflect this. It will be impossible to “accidentally” defer someone’s pay progression – there are a series of prompts on the e-KSF system before this can happen. ESR also automatically updates incremental pay points (within pay bands) unless told on a case-by-case basis not to.

**So does this mean I can do all of the KSF process directly through the ESR?**

No. You will still need to use the eKSF for the development of KSF post outlines, recording development reviews etc.

**Can I use ESR to record my organisation’s PDPs?**

Our advice is that you use e-KSF to record both KSF development reviews and PDPs. This is because the e-KSF tool exactly reflects the language and principles of the Knowledge and Skills Framework. e-KSF is also the key reporting tool used by the NHS Staff Council for monitoring KSF progress.

**We’re using ESR “OLM” module for managing training bookings – will this link to e-KSF?**

No. We realise the importance of getting the basic e-KSF/ESR link in place to exchange data about staff, reviews and gateways. For this reason, we’ve kept the scope of the initial link as tight as possible so that we can launch this in 2006.

## **How will the two systems work out how to match up data about employees?**

Both e-KSF and ESR already hold details of hundreds of thousands of NHS employees. We need to be able to work out, for example, that Jane Doe in Organisation A on ESR is the same Jane Doe in Organisation A in e-KSF.

We can't rely on names to do this – there will often be two or more people in the organisation with the same name. So, we need some other way of matching people up.

There are a range of ways we can do this. The most likely approach is to use what's called the "legacy payroll number". This is the full payroll number that would have been allocated to employees in the HR/payroll systems that were in use before ESR. We've selected this reference because it's something that can be added to both e-KSF and ESR systems, and it's a good balance between accurate identification whilst maintaining confidentiality and data protection principles.

In order for this approach to work, we need to make sure that this number is accurately entered in both e-KSF and ESR systems. There will be a structured plan in place over the next few months to ensure that individual organisations have this accurate data entered on both systems. *This will involve some local work to check that the existing data is correct, and/or to update any missing payroll numbers. We'll let you know what needs to be done, in more detail, via usual KSF/e-KSF communication channels.*

## **What systems do you have in place to make sure that we don't lose any organisational data when this link is put in place?**

The two teams (ESR and e-KSF) have been working together to identify:

- the data in the two systems where there should be an exact match (e.g. legacy payroll information, first and last name,)
- the data in ESR which should take precedence (e.g. pay point and increment date)
- the data in e-KSF which should take precedence (e.g. details of post outlines, whether the person has a PDP)
- where reports need to be generated if information conflicts so that this can be checked on a case-by-case basis.

We will then run some trials to see how well this works and make the necessary adjustments for the system to run smoothly before we go live for any real organisation and its data.

When we first switch on a link at local level, e-KSF and ESR will compare the data held in specific data fields and match it. Where there is an exact match against an individual employee, the necessary data will be exchanged between the two systems. Where there is missing data in e-KSF which is held on ESR and which is needed for the two systems to link together effectively in the longer term, this will be exchanged. Similarly with the ESR with data from the e-KSF.

If the systems can't decide what to do with data, then the local e-KSF or ESR administrator will receive an "exception report" asking for their input and action. In this way, we'll always have a local expert view on what data to change, ignore or delete. The "Switching on the transfer for your organisation" section of this document gives more detail about how this will work.

**What do NHS organisations need to do?**

*This section of the document has been superseded by advice in the “e-KSF / ESR roll-out planning document”. Please see that document, available at [www.e-ksfnow.org](http://www.e-ksfnow.org), for more information about what individual organisations need to do, to activate the link.*

**We're not implementing ESR until 2007 or 2008 – how will this affect us?**

You can continue to use e-KSF as normal – you will of course have to maintain your user data directly in e-KSF through the existing “add/edit/delete user data” or local HR/payroll integration. It is important that you also maintain payroll numbers for employees on e-KSF, so that when you do implement ESR we can match up your data easily. Note also that implementing e-KSF will help you with data cleansing for ESR – make sure that when you start your ESR project, your local ESR team knows that you have e-KSF data, as this will make their task easier.

**We haven't implemented e-KSF yet – does this matter?**

No. We will still be able to transfer data from ESR to e-KSF. When your organisation is ready to implement e-KSF, all of your employees will already be registered on e-KSF. This will make your e-KSF implementation even easier.

**Does this mean that e-KSF is now a mandatory system?**

The decision to implement the e-KSF is for local agreement in England and Wales due to the way the NHS is structured (the e-KSF is mandatory in Scotland and Northern Ireland).

The KSF itself is mandatory for all Agenda for Change Staff, and the e-KSF has been commissioned and funded by the Department of Health specifically to manage and monitor the KSF. If organisations do not use the e-KSF they will need to find an alternative method of recording and monitoring the KSF, and will have to meet the costs of this themselves.

Of course any additional costs incurred will be auditable and it will be difficult for Trusts to justify, particularly given the e-KSF has been procured centrally to deliver this aspect of Agenda for Change.

**Does this all mean that I have to get all my staff registered on e-KSF before October 2006?**

No. There is no need to register all staff on e-KSF before the link. When we switch on the link, any staff registered on ESR will automatically be added to e-KSF. In the meantime please continue to add new users to e-KSF as you see fit, Don't worry about adding extra people just for this linking exercise as we can do this for you as explained above.

**What will happen next?**

If you are a ESR project lead or e-KSF administrator, you will receive more detailed instructions on how to prepare for the link shortly.

We plan to switch on the link organisation-by-organisation. This phased approach gives us time to support organisations through the data transfer period, and also avoids overloading the two systems with oversized data transfers. We will of course let you know when we plan to switch on the link for your organisation.

**What do I do if I have questions about this project?**

Please in the first instance contact either your e-KSF or ESR account manager. If you feel that the account managers cannot answer your questions, please contact either **Vanda Clarke**, National Initiatives Manager for the ESR team, **Gill Rose**, KSF lead for England at NHS Employers, or **Deb Lomasney**, KSF lead for Wales.