

## Confirmation Fax - Initiating the e-KSF / ESR link

To: ESR/E-KSF Integration Team  
Fax: 0117 344 5004

Your Full Organisation Name:	
ESR organisation ID:	
Person overall accountable in the organisation for the link project. <b>This person should also sign this form.</b>	
(email/phone details in case of queries)	
Lead person for e-KSF	
Lead person for ESR	
Lead people for KSF	

Please read the section on employee identifiers here - <http://www.e-ksfnow.org/cleansingdata.html> - before answering the following question: What employee identification data do you plan to add to e-KSF, to help the manual matching process? (please tick one):

Legacy payroll number	<input type="checkbox"/>	ESR employee number	<input type="checkbox"/>
National Insurance number	<input type="checkbox"/>	ESR assignment number	<input type="checkbox"/>
Employee date of birth	<input type="checkbox"/>		

The data linking process will be **easier for you** if we delete any e-KSF users who have not yet used the system (and who have not yet been assigned a post outline) and replace these with new ESR data. However, we should not do this if you have already distributed usernames and passwords for these users, as replacing the data with new ESR data will result in new usernames and passwords. Please tick to tell us whether you would like us to:

a) delete any inactive users and replace them with ESR data	<input type="checkbox"/>
b) keep inactive users – the local e-KSF and ESR administrators may need to do some additional data matching before we switch on the link	<input type="checkbox"/>

One of the benefits of having the e-KSF/ESR link is that you save time and resource in updating employee data. However, you may wish to maintain some of your existing data on e-KSF rather than having replaced by ESR. By default, we'll replace the following e-KSF data with ESR data, unless you tell us otherwise:

Please <u>don't</u> overwrite my e-KSF department structure with ESR data	<input type="checkbox"/>
Please <u>don't</u> overwrite my e-KSF manager/staff relationships with ESR "supervisor" data	<input type="checkbox"/>

You can find your scheduled batch in the e-KSF / ESR roll-out schedule. Please read that, before completing the next stage of this form.

<b>Yes, I wish to go ahead with the e-KSF/ESR link in the batch listed in the roll-out schedule</b> (remember that you need to have completed any e-KSF data cleansing by the dates listed in the schedule document)	<input type="checkbox"/>
<b>No, I'd like to activate the link in a later batch</b> (remember that you can't move to an earlier batch than we have planned, but you can opt to move to a later one)	<input type="checkbox"/>

(enter preferred batch letter here)

**I have read and understood the "e-KSF / ESR Roll-out planning for your organisation" document, and the e-KSF / ESR roll-out schedule. I confirm that the information entered on this form is correct.**

Signed (by person overall accountable for the link)	
Name, Position	
Date	