

Add an ESR Assignment to an Employee

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Permissions

You will require an Access Role with the following permissions:

- (User Management) Employees

Note: This guide explains how to manually add an ESR Assignment to an employee record in Assure Expenses. For best practice, assignment details should be added via ESR.

1. Navigate from the homepage to **Administrative Settings | User Management | Employees**.
2. Search for an employee and then click .
3. Click on the **Work** tab to set the employee's Line Manager or, for NHS organisations, the employee's ESR Assignment and Assignment Supervisor. This could be dependent on how your organisation has configured their Signoff Groups.
4. To add an ESR Assignment, click **Add ESR Assignment**.

NHS Details

Trust

NHS Unique Id

ESR Assignment Numbers

[Add ESR Assignment](#)

			Assignment Number ▲	Assignment Start Date	Active	Primary Assignment	Effective Start Date	Effective End Date
There are not currently any assignments associated								

5. Complete the **General Details**:

General Details

Assignment Number*

Active Primary Assignment

Earliest Assignment Start Date* Final Assignment End Date

Supervisor

Fields	Description
Assignment Number*	Enter the unique assignment number for the employee.
Active	Select the check box to make the assignment active.
Primary Assignment	Select the check box to make this assignment primary if the employee has more than one assignment and this is the primary.
Earliest Assignment Start Date*	Enter a start date for the assignment.
Final Assignment End Date	Enter an end date for the assignment.
Supervisor	Begin typing to display a list of employees, teams and budget holders and then select a supervisor from that list.

6. Click **Save** to confirm and return back to the Work tab.

7. Click **Save** to confirm your changes.
