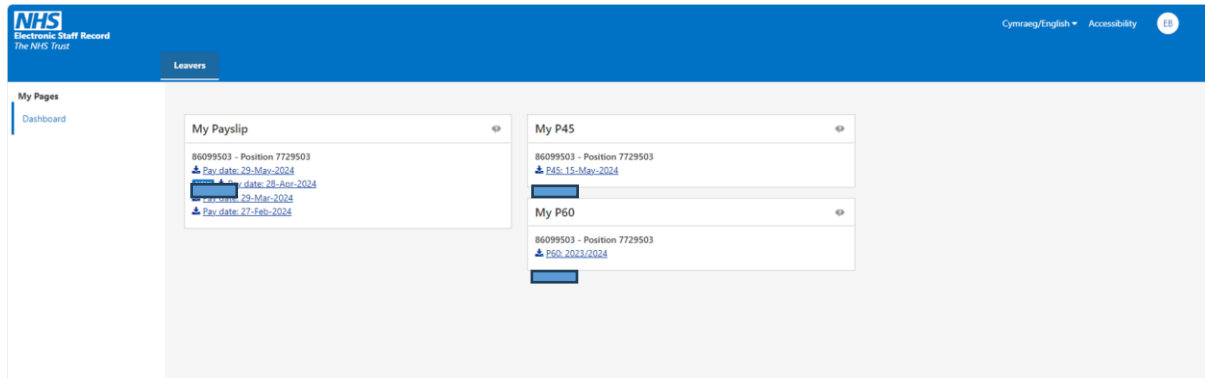


No more paper payslips, P60 or P45's – action required prior to leaving ELFT

From 1st September 2024 IBM are removing the facility to enable us to print payslips, P60's and P45's - therefore if you are leaving the Trust after this date, you will not receive a final paper payslip or P45.

However, a new “Leaver” dashboard will be added to ESR. The dashboard will contain three portlets, My Payslip, My P45 and My P60 arranged as shown below.



In the Payslip region you will see the last 4 payslips for your most recent assignment and for any other assignments that have been active in the last 13 months.

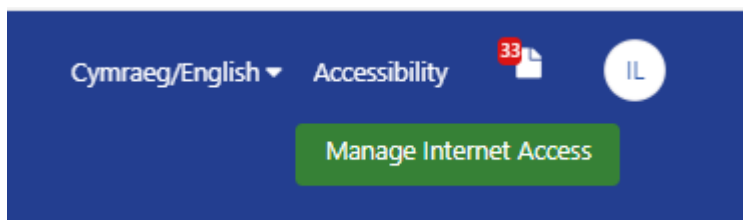
Similarly, you should see the latest P60 and P45 for all assignments that have been active in the last 13 months. **These will be available for 90 days after leaving the Trust.**

Access to the Leavers Dashboard can be via username and password or Smartcard but because you are leaving the Trust your smartcard will not still be active.

ACTION YOU NEED TO TAKE BEFORE LEAVING ELFT

Where access is by username and password alone then it is recommended that you should sign up for Multi Factor Authentication (MFA) access prior to leaving the Trust. (The preferred app is Microsoft Authenticator)

- 1). Download the app Microsoft Authenticator
- 2). Insert smartcard, log into ESR and click the GREEN button to Manage Internet Access



3). Confirm personal mobile telephone number

Manage Internet Access

Your request for Internet Access:

ESR Username: 363JGRIMSEY02

Status: **Approve**

[Change Password](#)

To enable upgraded access to ESR on the internet your request for internet access must be approved and your mobile number must be set.

Your mobile number: **To be set**

Enter your mobile number and a code will be sent to you:

+44

[Confirm Mobile Number](#)

This should be personal mobile telephone

4). Enter the 6 digit code which had been texted to your personal mobile number

Confirm your number

We have sent a code to your mobile number ending: xxxxxxx609

Enter the code you received:

6553 - [Confirm Code](#)

Code Not Received?

If you need the code to be resent please go back and retry or update your number before retrying.

Tip: If you want to update your previously saved number please navigate to 'Manage Internet Access' in Portal header or from the ESR Navigator.

[Go Back](#)

Success

Your mobile number has been set.

When you next login to the ESR Portal using the internet you will see an "Upgrade Access" option which will allow you to access further ESR functions.

Tip: If you want to update your previously saved number please navigate to 'Manage Internet Access' in the ESR portal header or from the ESR Navigator

[Continue to My ESR Dashboard](#)

5). Open Microsoft Authenticator and scan the QR code and enter the number from the Microsoft Authenticator (MFA)

Multi-factor Authentication Registration (MFA)

Step 1: Download and install Microsoft Authenticator App on your Mobile device from Google Play or iOS App Store.

For more information about enabling multi-factor authentication on your mobile device, please select the help icon. 

Step 2: Scan the QR code below with the Microsoft Authenticator App on your Mobile Device.



**Scan QR
CODE**

Please select 'Show Key' and enter the code shown manually in the Microsoft Authenticator App.

Show Key

Step 3: After scanning the QR code, the Microsoft Authenticator App will display a 6-digit code. Enter the 6-digit code below and select 'Enable Multi-factor Authentication'.

Enter the 6 digit code

Enable Multi-factor Authentication

Please note that once you have enabled the Multi-factor Authentication, you will not be able to disable it.

Go Back

Should you have queries regarding this please e-mail elft.HR@nhs.net