NHS Total Reward Statements – ESR employer branding and local benefits guidance

The purpose of this document is to detail the activities that must be undertaken within ESR and the TRS website in order to apply employer branding and local benefits to Total Rewards Statements. The activities that must be completed are listed below:

1. Assign the 'xxx TRS Employer Access' User Responsibility Profile (URP).
2. Access the TRS website (as the ERS employer).
3. Define contact details for employee queries in relation to the employment section of the Total Rewards Statement.
4. Apply branding and local benefits information to be displayed on each employee's Total Reward Statement.

Subsequent sections of this document explain each of the activities in further detail.

1. Assign the 'xxx TRS Employer Access' URP

ESR employers are required to access the TRS website vie the **'xxx TRS Employer Access'** URP. The URP can be assigned via an ESR user with the 'xxx Local HRMS Systems and User Administrration URP' (as per other ESR URPs).

The **'xxx TRS Employer Access'** URP can be used to apply branding / local benefits information, and also to view individual employee statements in order to respond to any queries that may be received. **It is recommended that branding and local benefits information is applied within the TRS website prior to statements being made available to employees.**

Note: ESR Employers (and employees) will be unable to view or search for Total Reward Statements until their statements have been uploaded. The NHSBSA TRS website provides further details regarding the timeframes for the rollout of Total Rewards Statements.

2. Access the TRS website

In order to access the TRS website, the ESR user that has been assigned the 'xxx TRS Employer Access' URP must select:

xxx TRS Employer Access – Total Reward Statement
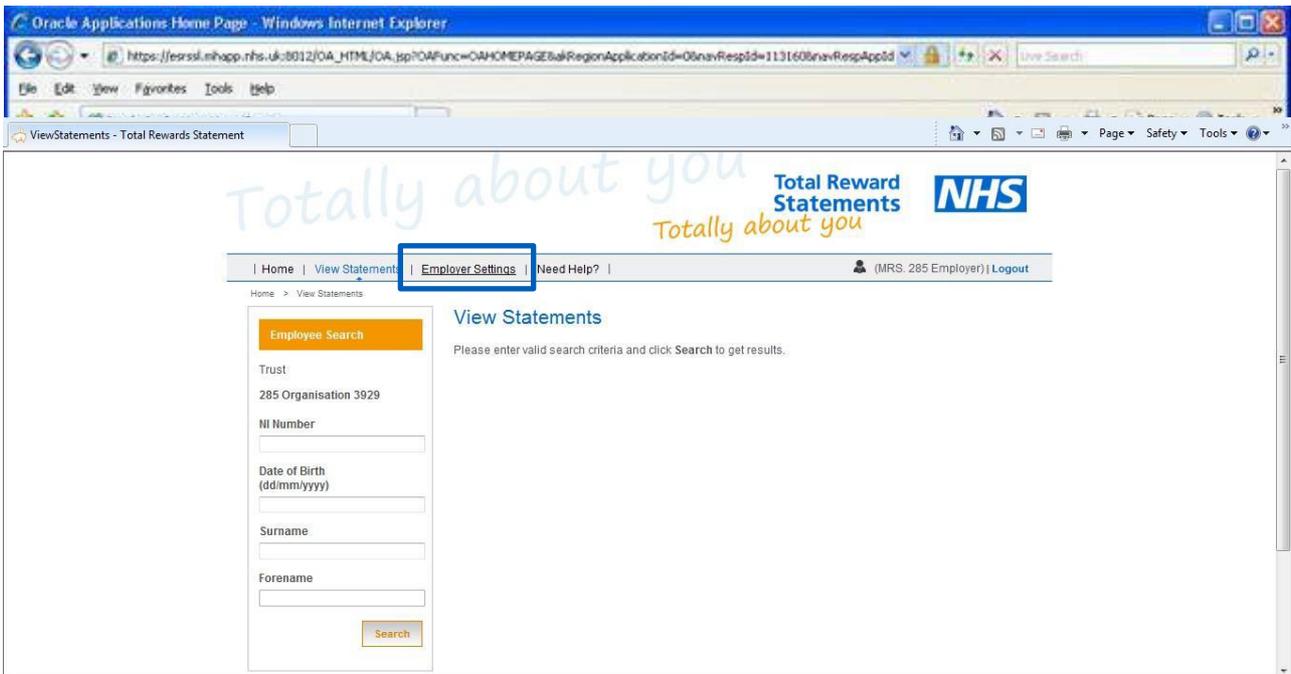
The TRS website will then be launched in a separate window and the user will be presented with the following web page. Select **'Employer Settings'**,

The ESR employer name and VPD will then be displayed as illustrated below:
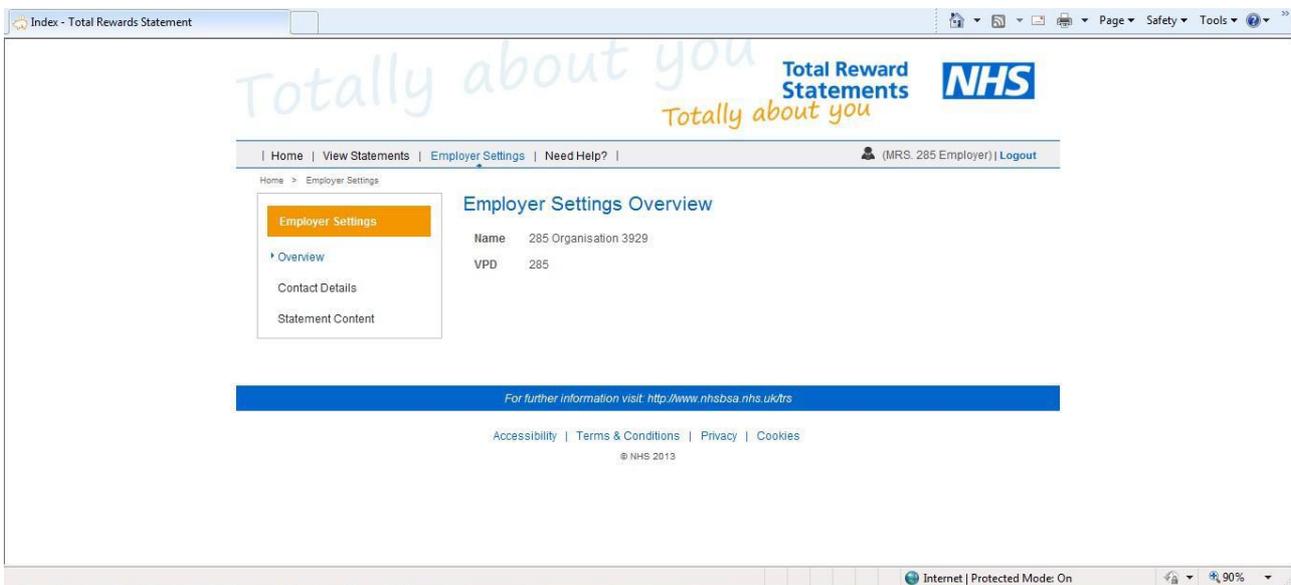
3. Define contact details for employee queries

Select the 'Contact Details' link in the Employer Setting area.
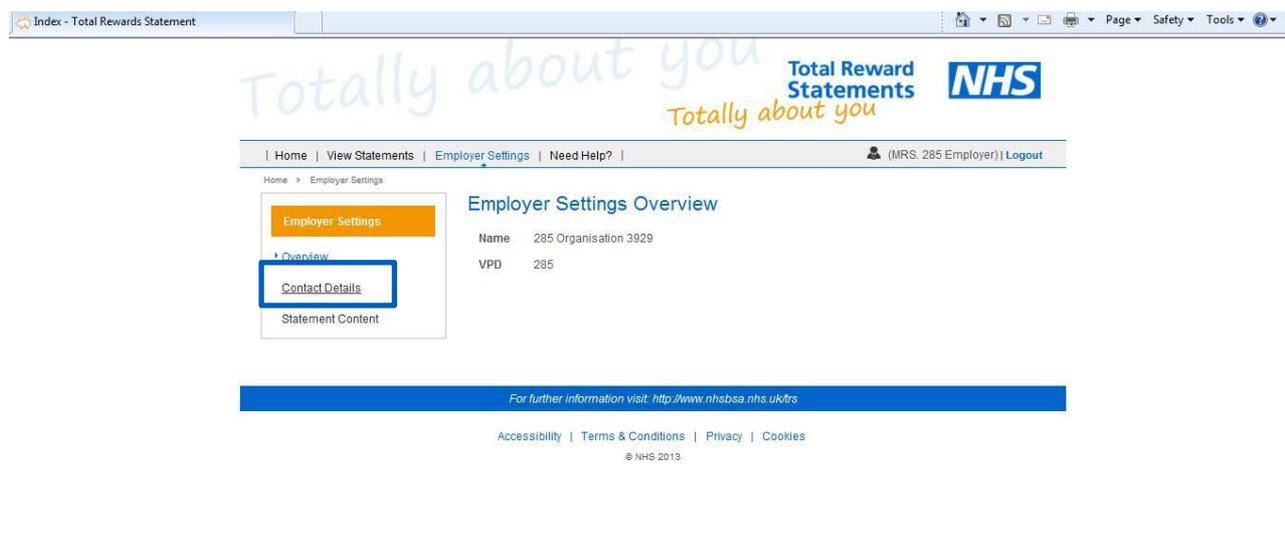
The contact details for the Organisation will then be displayed and can be amended as appropriate. **These details are displayed to employees if a query is raised in relation to the employment section of the Total Reward Statement.**
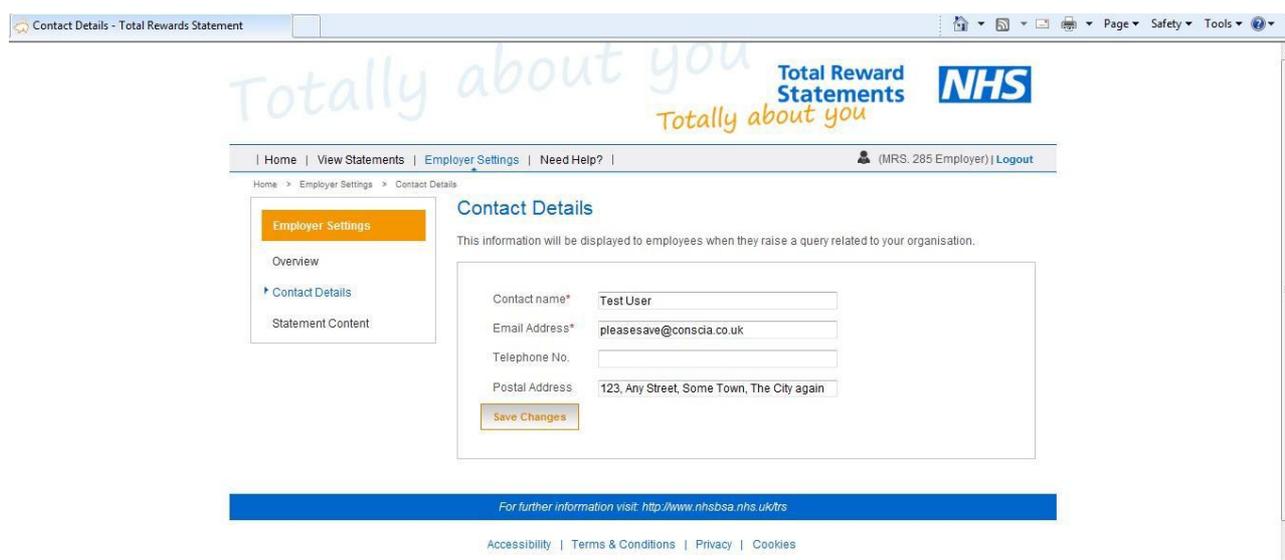
The following steps should be completed:

1. **Contact Name** – enter the contact name to be displayed. This is a mandatory field. This could be a generic name, e.g. Pensions Department.

2. **Email Address** – enter the email address to which employee queries in relation to the employment section of the Total Reward Statement should be directed. This is a mandatory field and could be a generic email address e.g. TRSqueries@xxx.xxx.

3. **Telephone No.** – enter a telephone number that employees can call for any queries regarding the employment section of their Total Reward Statement. An entry in this field is optional.

4. **Postal Address** – enter a postal address for employees to reference when making enquiries about the employment section of their Total Reward Statement. And entry in this field is optional.

5. **Save Changes**.

Note: The information entered above will be displayed to employees if they submit a query via the TRS website in relation to the employment section of their Total Reward Statement (please refer to the image below for an example).

4. Apply branding and local benefits

Select the 'Statement Content' link in the Employer Settings area.

The following page will be displayed and provides ESR employers with the capability to apply branding and local benefits information to Total Reward Statements. This information will be displayed on each employee's Total Reward Statement when viewed via the website or viewed / printed in PDF format.

Clicking on the thumbnail image highlighted above provides an example of the type of local branding that can be applied by employers.

Note: The above web page may not display correctly in certain versions of internet explorer 9 (ie9). If the web page does not display correctly, please check the compatibility view.

The following steps should be completed:

1. **Employing organisation logo** – this is displayed on each employee's statement. You can add a logo via the browse button, navigate to the image to be uploaded and select the image.

2. **Organisation name** – this will be prepopulated as per the details held in ESR. If the organisation name is incorrect, this can be amended as appropriate. This will be displayed on each employee's statement and has a limit of 240 characters.

3. **Organisation overview** – select this option and add text to be displayed regarding the organisation. This will be displayed on each employee's statement underneath the organisation logo. This field has a limit of 500 characters. The text can be formatted as required.

4. **Local benefits logo** – this is displayed at the bottom of each employment statement within an employee's Total Reward Statement. You can add a logo via the browse button, navigate to the image to be uploaded and select the image.

5. **Employment benefits** – add text to be displayed detailing local benefits available to staff. This will be displayed at the bottom of each employment statement within an employee's Total Reward Statement below the local benefits logo. This field has a recommended limit of 4,000 characters.

6. **Annual leave entitlement** – this can be used to amend the display of annual leave entitlement within each employment statement:

   - Select 'enable display' and the annual leave entitlement as held in the ESR will be displayed within each employee's employment statement.
   - Select 'disable display' and the annual leave entitlement section will not be displayed within each employee's statement.
   - Select 'disable display' and enter text into the box provided in order to replace the annual leave entitlement with the text of your choice within each employment statement. The text that can be entered is limited to 400 characters.

7. Select the **Preview** button to view the details entered (refer to image on following page).

8. **Save the changes** before exiting.

9. The updated branding and local benefits information will be presented each time that an employee or employer views the statement or generates a pdf.

Preview X

The Organisation Name as held in ESR will be displayed here.

NHS

Organisation overview text to be entered here.

Job Title: Director of Health

This statement was generated using information available at the end of the **financial year 2011/2012**.

? Job title	**Director of Health (Whole-Time)**
? Basic whole time salary	**£16,005.00**
? Pay scale	**Super Band 55**
? Annual leave entitlement	**Annual leave text can be entered here.**

Annual progression ?

? Grade increment date	25/11/2019
? Anticipated whole time salary	£18,500.00
? Spot salary review date	25/06/2016

Payment breakdown

This summarises the payments you have received and any pension contributions made by your employer for the financial year 2011/2012.

The names used to describe the individual payment types are the same as those on your payslip. If you do not understand the meaning of a payment name, please refer to the NHS TRS Information website or contact your employer.

Allowance	Benefit
Basic Pay	£16,005.00
Overtime	£2048.25

Your employer contribution towards your NHS pension for the financial year was £1605.26

Address ?
Address Line 1
Address Line 2
Address Line 3
Town
County
Postcode

NHS

Employment benefits text to be entered here.

PREVIEW

The following guidance is available via the TRS information website:

- Guidance / advice regarding the suggested content of the 'organisation overview' and 'employment benefits' information.
- An example Total Reward Statement.

Any queries regarding this guidance should be directed to the NHS ESR Central Team via esr.trs@nhs.net.