

Employee Online / Medic Online



What is Employee Online?

Employee Online (EOL) enables staff to view their personal rosters online, submit their requests for annual leave and request duties or days off. It also allows staff to self-book bank shifts and record their bank availability. The system provides access to electronic timesheets so that staff can see details of enhancements, payment for bank duties etc.

<https://eol.qehkl.nhs.uk>

How do I get access if I am a new member of staff?

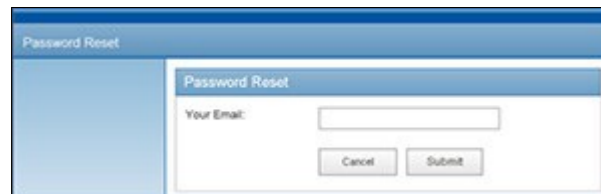
Please contact the e-Rostering team on 01553 214977 or 01553 214587.

What should I do if I forget my username or password?

If you have a Trust email address, you can click on the Forgotten Password link:



Enter your Trust email address and click 'Submit'



Your username and password will be emailed to you.

If you are on the nurse bank, you can contact the Central Resourcing Service (Bank Office) on 01553 613498 and ask them to reset your password.

Alternatively, you can contact the e-Rostering team on 01553 214977 or 01553 214587.

My account has been suspended, what do I do?

If you are on the nurse bank, you can contact the Central Resourcing Service (Bank Office) on 01553 613498 and ask them to reset your account. Alternatively, you can contact the e-Rostering team on 01553 214977 or 01553 214587.

Employee Self Service



What is Employee Self Service?

Employee Self-Service enables staff to view their personal details online via My ESR, to submit changes to their personal information such as bank accounts, address and contact telephone numbers and gives access to e-Learning content. The system provides staff with access to electronic pay slips, P60s and the annual Total Rewards Statement (which contains a NHS Pension Statement)

<https://my.esr.nhs.uk/>

How do I get access if I am a new member of staff?

You should receive your login credentials at your Trust Core Induction, if you further assistance please visit the Workforce Information office (Inspire Centre) or email workforce.information@qehkl.nhs.uk



What should I do if I forget my password or username?

If you have access to your Trust email address, you can click on the Forgotten | Request Username/Password | Unlock Account link For Password reset instructions, then enter your Username and Trust email address and click 'Forgot Password'

If you have forgotten your Username, enter your Trust email address and click 'Forgot Username'

Your login credentials will be emailed to you. Please note there is sometimes a brief delay as this is an automated function.

I can't access my account, what do I do?

Please ensure you are using the correct Username and Password for the system. Usernames will begin with 426 followed by your initial and up to 6 letters of your surname, ending with two numbers. ie. 426JBLOGGS01

If you are still experiencing issues, please email workforce.information@qehkl.nhs.uk or visit the Workforce Information office (Inspire Centre) for further advice.