

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://qehkl.allocate-cloud.co.uk/EmployeeOnlineHealth/QEHKLLIVE/>

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

You should receive your login credentials on your @qehkl.nhs.uk email address. If you don't know details to your QEHLK email please contact the Digital team.

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

1. On EOL login page click on the 'Forgotten Password' link
2. Enter your QEHLK Trust email address
3. Click 'Submit'

Your username and password will be emailed to you.

My account has been suspended, what do I do?

Please follow the same steps as described above to reset your password.

If all of the above as failed, please email E-rostering@qehkl.nhs.uk or contact The Queen Elizabeth Hospital King's Lynn E-Rostering team on 01553 613660.

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 require further assistance please email ESR@qehkl.nhs.uk or visit the ESR Information Team's office (staff entrance corridor).

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 ESR@qehkl.nhs.uk or visit the ESR Information Team's office (staff entrance corridor) for further advice.