

Core brief

Introduction

This issue brings you information on team progress dashboards on Turas and eESS will be unavailable on 20 February.

Team Progress Dashboards

Team Progress Dashboards are now available for those that have manager and/or reviewer access to Turas Appraisal. The dashboards give “real time” information on completed KSF reviews, PDP and Objectives for Agenda for Change staff.

The Team Progress Dashboards are accessed from your Turas Appraisal homepage. For managers this is next to the **My Team** button and for reviewers this is next to the **My Reviewees** button. Both dashboards give **live** information and will show:

Reviewers Dashboard

- Will show the percentage of **Appraisals** (reviews) signed off in the last 12 months from date dashboard opened for the staff that are assigned to you to review.
- Can drill down to see list of staff assigned to you as manager or reviewer. The list will show:
 - SWISS ID
 - Name of the member of staff
 - If they have had a review in the last 12 months and if so the date of the last review which will help plan the next one
 - If PDP and Objectives were recorded in the signed off appraisal
 - Status of **Current Appraisal** (review) i.e. started, not started, partially signed off
 - Action button which will take you to the member of staff’s appraisal
 - The list can be downloaded to Excel.
- A “To Do” list that will show any outstanding actions that you as manager or reviewer has to do.

In addition to the information, the dashboard will also show the percentage of the number of staff that had at least one PDP activity recorded in the signed off appraisal and the same for Objectives.

Line Managers Dashboard

The line managers dashboard will show all of the above and can be run for all staff assigned to you on your line manager page or by selecting an individual reviewer that you may have assigned members of staff to for them to review for you.

Click [here](#) to access the user guides on our Turas Appraisal User Guides pages on HRConnect.

Keeping your Turas Appraisal Account Up-To-Date

Both dashboards will include all of the staff that are assigned to you as a manager and/or a reviewer therefore it is important to keep your Turas Appraisal account up-to-date with any changes to your staff to ensure they are included in your reports.

Click [here](#) for information you require to do this.

eESS (Electronic Employee Support System)

eESS will be **unavailable** for all boards from **1600** on **Thursday 20 February** until **0800** on **Wednesday 26 February** (3 operational days) in order to migrate NHS Lothian onto eESS.

Payroll and SSTS will also be suspended during this period and once restarted the queued transactions will continue as normal for all Boards.

Please ensure all transactions required for **February** payroll are completed and approved on time for **payroll cut off** on **17 February 2020**.

Require Assistance?

- Mon to Fri: 10:00 am - 2:00 pm - Telephone: **0141 278 2700 Option 5**
- Email - eESS@ggc.scot.nhs.uk
- Manager and Employee Self Service Standard Operating Procedures (SOPs) - <https://www.eess.nhs.scot/mss/>

Are your contact details up-to-date? [Click here](#) to check