

NHS Blood and Transplant

NHSBT Pay Support

Guidance for completion and submission of;

ESR-FRM-101

Appointment of a New Employee

Effective 1st December 2018

Updated – December 2022

1.0 Introduction

The Notification of Appointment of New Employee Form ESR-FRM-101 is to be used when a new employee joins NHS Blood and Transplant through the recruitment process. It is not used for existing employees.

The ESR-FRM-101 is issued by the Recruitment and Resourcing Department by email to the recruiting manager prior to the start date agreed with the new employee. It is pre-populated with details supplied during the recruitment process.

The ESR-FRM-101 must be completed and submitted to NHSBT Pay Support within 1 working day of the date of commencement. The ESR-FRM-101 is not available other than via the recruitment process.

Appointments to honorary, Bank Employees or Specialist Registrar positions should be made using form ESR-FRM-121 New Starter (Direct hire). This is available on request from the Recruitment and Resourcing Department and should only be completed once the new appointment has actually started.

The form should be completed electronically as far as possible – this will enable built in validation of fields and assist legibility. Forms MUST be printed and signed, in person, by the employee on pages 1 and 2 and by the manager on page 1 only. Managers are reminded that they should only authorise and initiate an employee record if this is within their authority for that cost centre.

It is essential that the form is fully and correctly completed as any errors will result in delayed payment. The employee and manager are responsible for making sure that all details on the form are correct.

Please ensure that the pre-populated data is checked as well. Please write or print clearly, using black or blue ink, so that the form can be read easily.

The completed form should be scanned and sent by email to: Pay Support - New Starters PaySupport-NewStarters@nhsbt.nhs.uk from the authorising manager's email box. The email is confirmation that the employee has commenced. Pay Support cannot accept forms that are sent directly from the scanner.

If any of the personal details supplied during the recruitment process have changed, the employee can log into their MyEsr account to amend their record, after they have been advised of their Log-in details.

2.0 Pre-populated data items

The following data items will be pre-populated from information provided during the application and already held on ESR.

Please check this data carefully; any changes must be separately notified.

- Full name and title
- Planned start date
- Job title
- Position number
- Department
- Location
- Payscale/band

The following data items will be pre-populated by Recruitment.

- Contract sessions/hours and frequency
- Contract type

The form will be protected so you will not be able to change these details.

3.0 Data items for completion

3.1 Part 1

1. **Previous Surname:** Enter the surname by which the employee may previously have been known e.g. Maiden name, or where changed by deed poll.
2. **Preferred name:** Complete this when the employee wishes to be known by a name different to the first forename shown.
3. **Actual start date:** Date employee starts work, if different from planned start date.
4. **National Insurance Number:** Enter the National Insurance number issued to the employee by the DWP at the beginning of their working life. This is unique to the employee and never changes. It consists of two alpha characters, six numeric and one alpha, e.g. BM 64 65 63 A
5. **Term time only/Job share:** Tick one of the boxes if the contract is either term-time only or job share.
6. **Fixed term contracts:** enter the initial planned end date and pick the reason for a fixed term contract. Valid fixed term contract reasons are: - Covering maternity leave, Covering other absence, Covering sickness, Limited term project, Organisational change, Short term funding, Training contract, Visa or Work permit.
7. **Whole time/part time:** Tick one of the boxes depending on whether the contract is whole or part time.
8. **Annual leave – confirm entitlement:** Tick one of the boxes depending on whether annual leave is including or excluding bank holidays.

3.2 Part 2

Permanent additional allowances: Please consider the additional pay allowances the employee is due to receive. These might include: -

- High Cost Area Supplement – if based in an area defined under NHS Terms & Conditions 2018 to receive High Cost Area
- Shift/enhanced pay; i.e. AfC enhancements or Predictable– Conditions are defined in NHSBT's Unsocial Hours Remuneration Agreement.

Available at:

<http://nhsbandt.nhs.sitekit.net/People%20First%20-%20Document%20Library/Pay/Document%20-%20Unsocial%20Hours%20Agreement.pdf>

- Blood Supply - BD driving allowance – enter type and rate due.

NHSBT Pay Support will assess the ESR pay element(s) due based on the information you provide.

3.3 Part 3

The authorising manager must complete their full name, assignment number, job title and contact extension number.

The authorising manager and the employee should sign and date part 3 of the form.

3.4 Payroll and Pensions requirements

Please ensure that the following supporting documentation is provided direct to Pay Support – New Starters by email.

- ✓ ESR-FRM-125
- ✓ NHS Pensions – New Employee Questionnaire - in all cases except honorary contracts
- ✓ SD502 - if not joining NHS Pension Scheme only

You must not issue the new starter with an SD502. The new starter may obtain an SD502 if they wish to opt-out from;- <http://www.nhsbsa.nhs.uk/Pensions/2668.aspx>

- ✓ NI Certificate (age/reduced) - if applicable
- ✓ Any other pension related forms or information (E.g. equal opportunities monitoring form)

3.5 Part 4

The following data items will be pre-populated from information held about the successful applicant on ESR. The form will be protected so you will not be able to change them.

Please check this data carefully; any changes must be separately notified.

- Full name and title
- Ethnic group

Data items for completion

1. **Marital Status:** Enter the marital status of the employee.
2. **Country of Birth:** Enter the name of the country where the employee was born.
3. **Nationality:** Enter the nationality the employee legally holds.

4. **Telephone** (home and mobile):
5. **Emergency Contact:** Enter the name, relationship, address, postcode, telephone and mobile number of the person to be contacted on the employee's behalf in case of an emergency. The emergency contact does not have to be a relative; it may be that the employee would prefer to nominate a partner or friend for this purpose.

3.5 Part 5

1. **Previous service details:** Please supply the full name and address of the most recent NHS employer.
2. **Post/grade:** Please supply details of the post/grade and dates of employment so we can ensure that the service is correctly linked in ESR. This is needed for annual leave, sick pay and Pension Scheme purposes.
3. **Reserve forces or public duties:** Please state if a member of reserve forces or undertake public duties (Yes or No). If Yes, please provide details.

3.6 Part 6

1. **Copy payslip:** A copy payslip may be provided (please tick the box), this will be used for service and pay verification purposes only.

The employee must sign and date the form to certify that all details are correct.

For NHSBT Pay Support Use Only

Please leave blank.

4.0 Submitting the form

The form can be posted with relevant attachments (listed in 3.3 above) to:

NHSBT Pay Support
Newcastle Blood Centre
Holland Drive
Newcastle-upon-Tyne
NE2 4NQ

Or they can be sent electronically (scanned) and attached to an e-mail to :

Pay Support - New Starters PaySupport-NewStarters@nhsbt.nhs.uk

within 1 working day of commencement.