

NHSBT Blood Donation - Pay Confirmation Sheet - October 2016 examples

Team name Example	Mobile Subs Allow Yes	Plan 09:00	Actual 09:00	Always enter the actual if different from plan - this is used to pay the hours worked for everyone unless amended against the individual (see examples below)	Signature to confirm changes to roster only
Date & Venue Example	Target	leave base time 09:00	09:00		
Team details	Beds	return base time 21:00	19:30		
Name Assignment number	Staff needed	break 01:00	00:45		
	Planned staff	elapsed time 12:00			
		paid day 11:00			
	Planned roster	Amended to;		MSA Exception	Tick if Absent
	working start finish break	start finish break			you must sign your own

If the hours actually worked on the day are different from those planned then enter the new session hours above.
 Where an individual's worked hours are different from the day hours above then these must be amended individually
 The actual day's hours (above right) will be applied to all those listed as working on the session unless they are individually amended as shown below
Examples of amendments for individuals are shown below (enter these against the individual's name on the PCS)

Working on session not originally rostered (same type of session i.e. mobile or DC)

These examples show where an individual's worked hours change from the roster because they move to a different session or work an unrostered session

1. Not originally rostered on this session (not an extra)	Y - Standard				09:00	19:30	00:45				Employee sig
2. Not originally rostered on this session (extra to be paid)	Extra				09:00	19:30	00:45				Employee sig
3. Not originally rostered on this session (extra toil)	Extra Toil				09:00	19:30	00:45				Employee sig
4. Worked on a different session (so not at this session)	Y - Standard day	09:00	21:00	01:00							Worked away

Individual worked hours

Where an individual's worked hours are different from the actual hours (above right) then these must be amended individually
 The examples below are indicative of the principles to follow. Use the same approach if an individual's working hours that day differ from the session hours
these examples show how to record worked hours against an individual who has worked hours different from the actual session hours (above right)

5. Driver with amended hours (due to early/late finish)	Y - Duty Driver	08:40	24:20	04:00	08:40	19:50	00:45				Employee sig
- this example is of individual hours for a driver and is based on a total 40 mins, with 20 mins before and 20 mins after, following an early return to base											
6. Change to worked hours for venue assessment	Y - Standard day	09:00	21:00	01:00	08:30	19:30	00:45				Employee sig
- this example is for an individual who undertakes a venue assessment and is based on arriving 30 mins before session											
7. Worked last part of session only - came in late	Y - Standard day	09:00	24:00	04:00	13:30	19:30	00:20				Employee sig
8. Different rostered hours as on planned BD training	Y - Standard day	09:00	17:00	00:30	09:00	17:00	00:30		late		Employee sig
9. Different rostered hours as on planned non BD training	Y - Standard day	09:00	17:00	00:30	09:00	17:00	00:30		none		Employee sig
n.b. if individual is attending non BD training no MSA is due - they claim meals 'with receipt' or AfC Subsistence via expenses system											

