



# **NHSBT Pay Support**

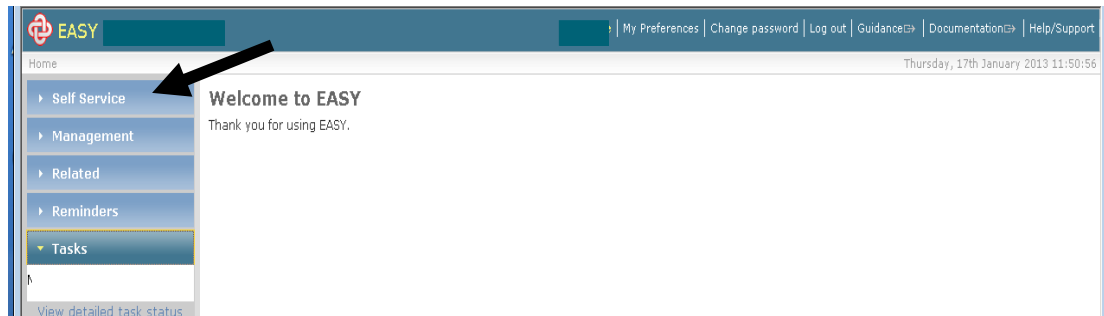
## **EASY – Entering your claim Guide**

System for the entry of Timesheet and  
Outside Normal Hours information.

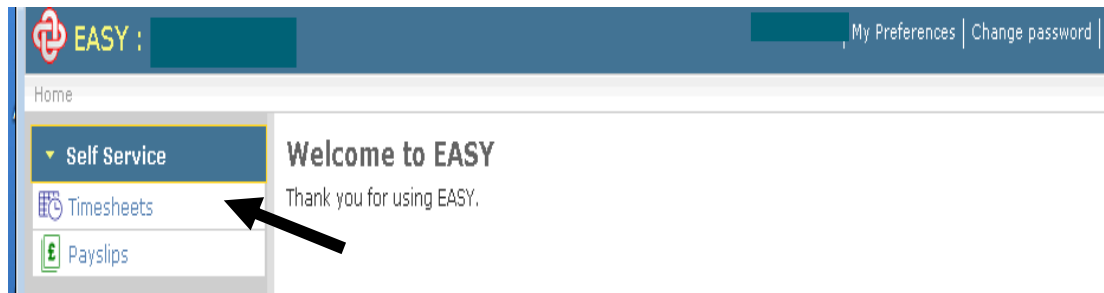
The EASY system will allow you to enter your Timesheet and Emergency Cover information at any time either all at once, weekly or daily and will save your entries. You can enter, submit, un-submit to make amendments and re-submit your information up until the last date for submission or until your manager has authorised your claim.

## 1. Attendance information

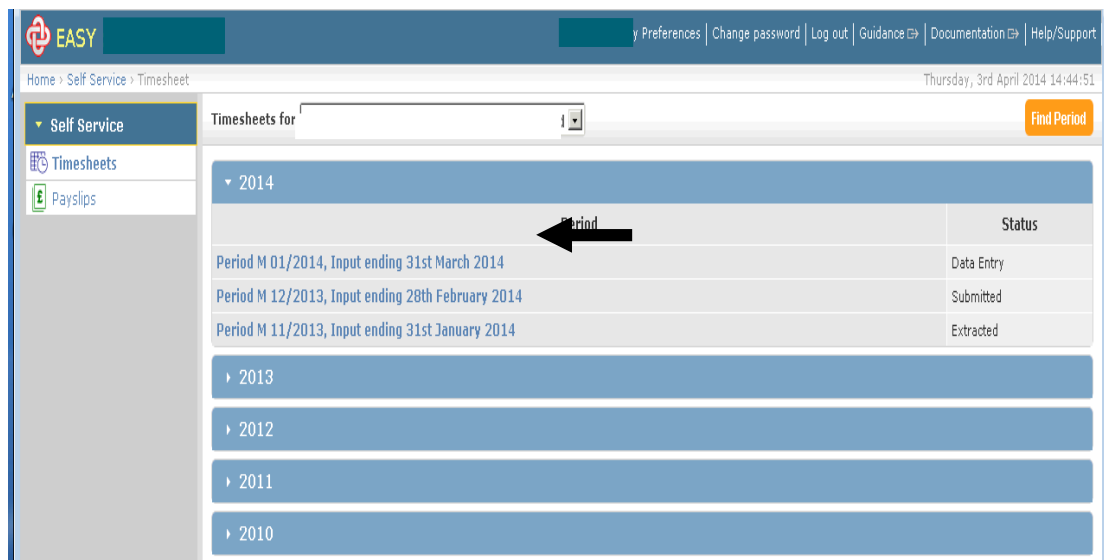
Once you have logged in and are in the home screen – you will see on the left hand side of the screen **the Menu bar**.



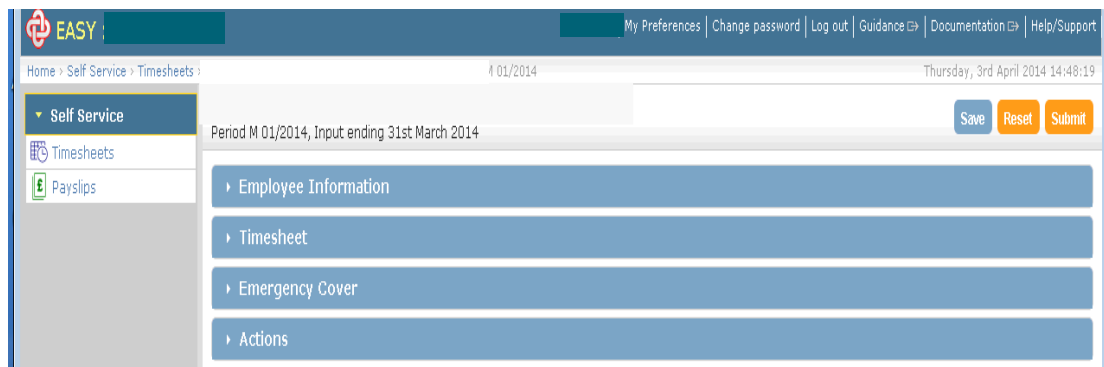
Click on **Self Service**. This will open the self service menu. Click on **Timesheets**. This will take you to the timesheet/emergency cover screens.



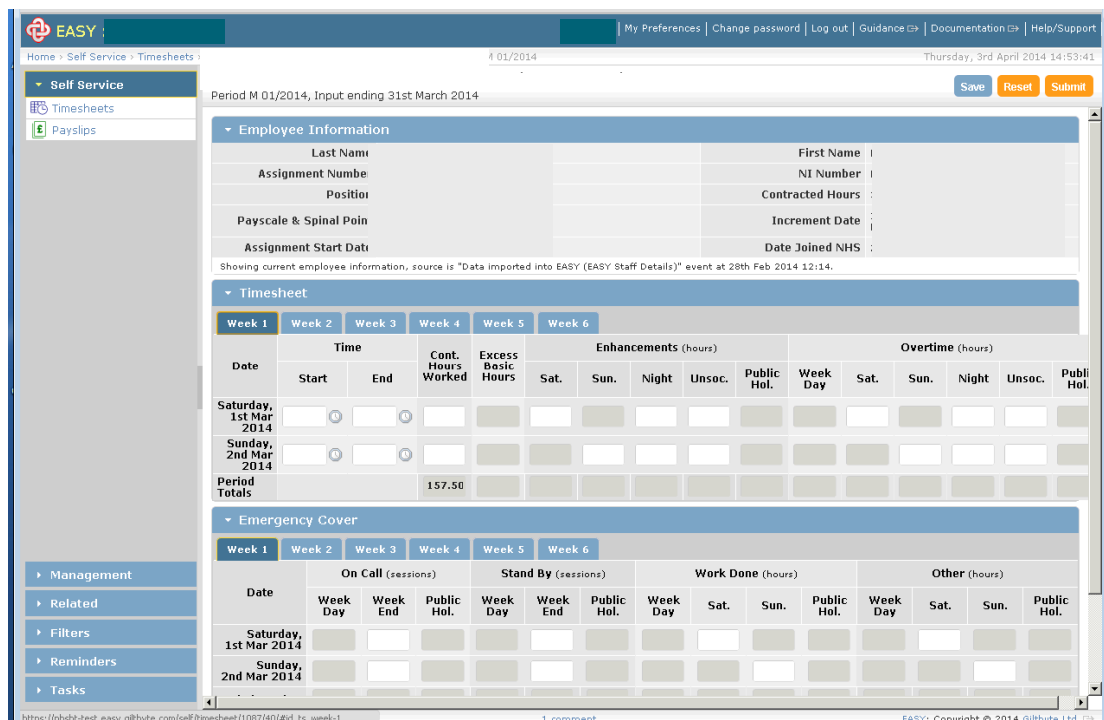
Click on the year banner to expand the period available for input, select period required.



You will now be in the timesheet. In this screen there are sections for Employee Information, Timesheet, Emergency Cover and actions.



You can close (minimise) and open (maximise) sections by clicking on the blue banner wording.



You will be able to view your personal information under Employee Information. If any of the information is incorrect please contact your line manager or the NHSBT Pay Support Helpline either by telephone on 0191 202 4455 (f/net 54455) or by e-mail to the Pay Support Helpline e-mail box.

To move between fields press the **Tab** button rather than enter - as enter will **save** your entry and therefore take more time. The tab button allows you to make multiple entries to the same record before saving the record.

### Timesheet section

The calendar month is broken into the appropriate number of weeks (under tabs week 1 to 5) ending on a Sunday with the date being shown against each days entry.

This also shows the total amounts claimed for the whole month in the bottom line (Period Totals). Click on the appropriate week tab to enter information.

Timesheet														
		Week 1		Week 2		Week 3		Week 4		Week 5				
Date	Time		Cont. Hrs Worked	Excess Basic Hrs	Enhancements					Overtime				
	Start	End			Sat.	Sun.	Night	Uns.	Public Hol.	Week Day	Sat.	Sun.	Night	Uns.
Monday, 11th Jun 2012	9:00	17:00	7.50											
Tuesday, 12th Jun 2012	15:00	22:00	7.00				2.00							
Wednesday, 13th Jun 2012														
Thursday, 14th Jun 2012		<input type="button" value="Close"/>												
Friday, 15th Jun 2012														
Saturday, 16th Jun 2012	9:00	12:00	4.00								4.00			
Sunday, 17th Jun 2012														
Period Totals			18.50				2.00				4.00			

You will not be able to make any entries in the greyed out boxes.

Time is entered into the start and end fields in 24 hour format (you can use the clock icons to the right of the fields) in hours and minutes.

Hours are entered as a decimal in the other boxes in this section. For example: 7 hours and 30 minutes should be entered as '7.50'.

If you prefer to enter your Hours entries as Hours and Minutes make your entry using a 'h' in between the hours and minutes so that the system knows that you are entering hours and minutes and not a decimal value. The system will automatically convert your entry into a decimal when you press the Tab key on the keyboard.

For example: 6 hours and 45 minutes should be entered as '6h45' (**press tab key**). The system will then convert this to a decimal. Note that if the entry is for less than an hour enter with the 'h' first so for example the entry for 45 minutes only would be 'h45' again the system will convert to a decimal.

Please remember:

- **Enhancements and Overtime cannot be claimed for the same hours**
- **You should claim Public Holiday Enhancement if the shift you work is a shift you would have worked if the day had not been a public holiday.**
- **If you are part time then any hours worked between your contracted hours and full time (37.5 hours a week or 75 hours per fortnight for Blood Donation) should be claimed in the Excess Basic Hrs column and any hours over full time should be claimed in the appropriate overtime column.**
- **You should claim either Saturday or Sunday Enhancement and not unsocial if the shift worked is on a weekend.**
- **You should claim Bank Holiday Overtime if the shift you work is an extra shift above full-time (37.5 hours per week or 75 hours per fortnight for Blood Donation) and is NOT a shift you would have worked if the day had not been a public holiday.**

## Emergency Cover section

Again the calendar month is broken into the appropriate number of weeks ending on a Sunday with the date being shown against each day's entry. This also shows the totals for the whole month in the bottom line (Period Totals).

Emergency Cover																	
	Week 1	Week 2	Week 3	Week 4	Week 5	On Call			Stand By			Work Done			Other		
Date	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.			
Monday, 18th Jun 2012	12						5h30j										
Tuesday, 19th Jun 2012	12										2.75						
Wednesday, 20th Jun 2012																	
Thursday, 21st Jun 2012																	
Friday, 22nd Jun 2012																	
Saturday, 23rd Jun 2012																	
Sunday, 24th Jun 2012																	
Period Totals	24										2.75						

You will not be able to make any entries in the greyed out boxes.

**On-call hours** are entered in the **On call** and **Stand by** fields (depending upon which on-call rate you receive) as complete hours.

**Call out hours** are entered in the **Work done** and **Other** (telephone calls) fields (depending upon the type of call out) as a decimal.

If you prefer to enter your Hours entries as Hours and Minutes make your entry using a 'h' in between the hours and minutes so that the system knows that you are entering hours and minutes and not a decimal value. The system will automatically convert your entry into a decimal when you press the Tab key on the keyboard.

Please remember:

- **Work done / Other hours can only be claimed if you are on-call**
- **You cannot be on-call if you are off sick or on annual leave.**

**For Blood Donation Nurses who claim MSA (Mobile Subsistence Allowance)** the Emergency Cover section includes a 'Special allowances' section for claiming MSA payments.

Emergency Cover																				
	Week 1	Week 2	Week 3	Week 4	Week 5	On Call (sessions)			Stand By (sessions)			Work Done (hours)			Other (hours)			Special Allowances (sessions)		
Date	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	AfB Duty/MSA Early	AfB Hourly/MSA Late	Shift Change			
Thursday, 1st Dec 2016															1					
Friday, 2nd Dec 2016																1				
Saturday, 3rd Dec 2016																				
Sunday, 4th Dec 2016																				
Period Totals															2	2				

Enter MSA payment due. For Sessions planned to finish before 19:00 pm input 1 in MSA Early column. For Sessions planned to finish after 19:00 pm input 1 in MSA Late column.

The system will only allow you to enter information in sections and fields set up for your Terms and Conditions.

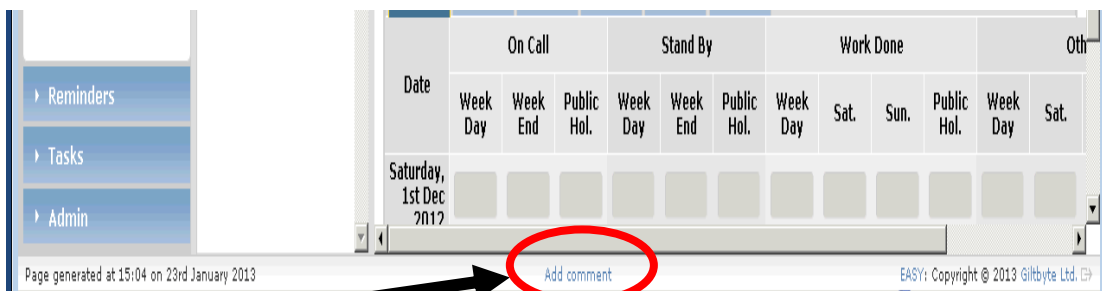
If you make an entry into a field in either the timesheet or emergency cover sections which is not allowed, the box will be outlined in red and a red warning circle will appear next to your entry. These entries must be deleted.

Click in the field, delete the entry and re-enter in the correct field.

Emergency Cover												
	Week 1	Week 2	Week 3	Week 4	Week 5							
Date	On Call			Stand By			Work Done		Sleep In			
	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	WDay Sat.	Sun. P. Hol	Week Day	Sat.	Sun.	Public Hol.
Friday, 1st Apr 2011	1											
Saturday, 2nd Apr 2011												
Sunday, 3rd Apr 2011												

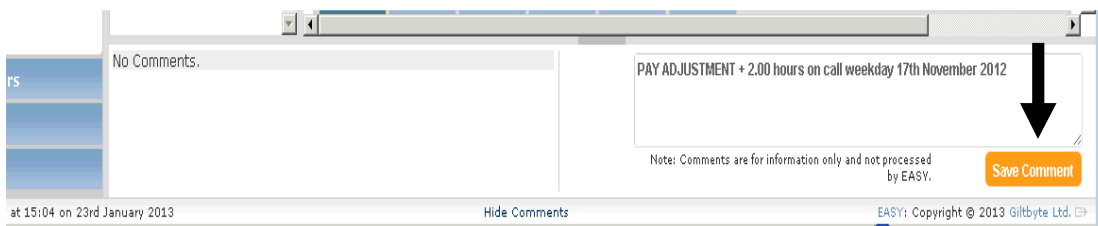
### Comments section

At the bottom of the screen there is a section for adding comments. Comments **will not** be processed automatically by the EASY system. Click on the Add comment words and the Comments section will appear.



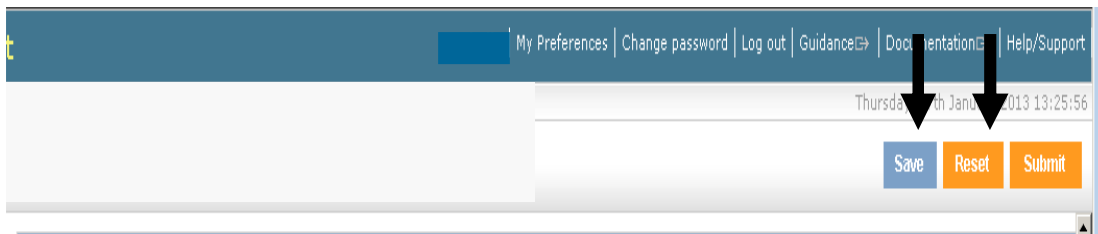
Type your comments in the box provided. For adjustments to pay you must start your sentence with '**PAY ADJUSTMENT**' so comments which need manual action to generate a payment can be easily identified.

Click on **Save Comment**. Your comment will then be transferred to the adjacent box on the left.

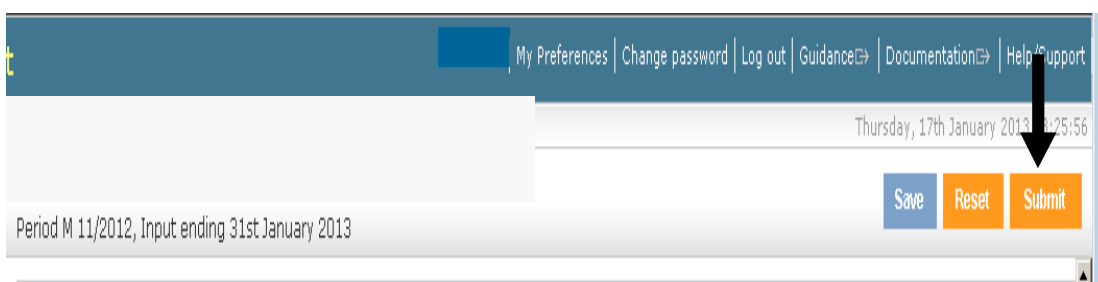


### Saving and submitting your entries

Clicking on the **Save** button or the enter key will save entries (using enter may take longer to save). The **Reset** button will set your input back to zero.

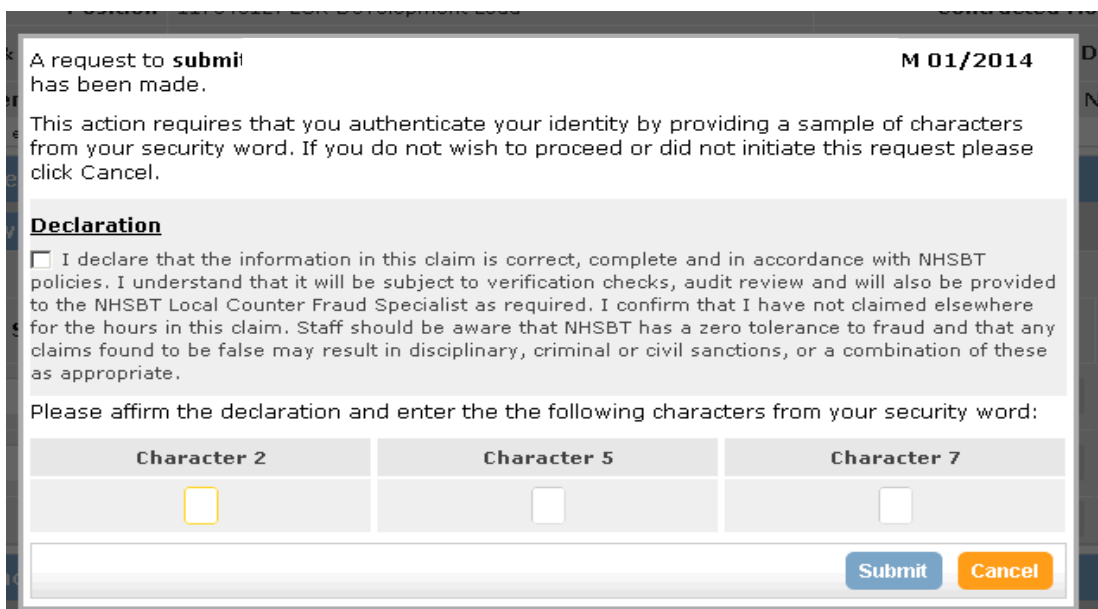


Click on the **Submit** button to submit your timesheet to your manager once you have completed your timesheet, emergency cover entries and any comments.



To submit your information you will be required to tick the declaration box and then enter 3 characters from your security word.

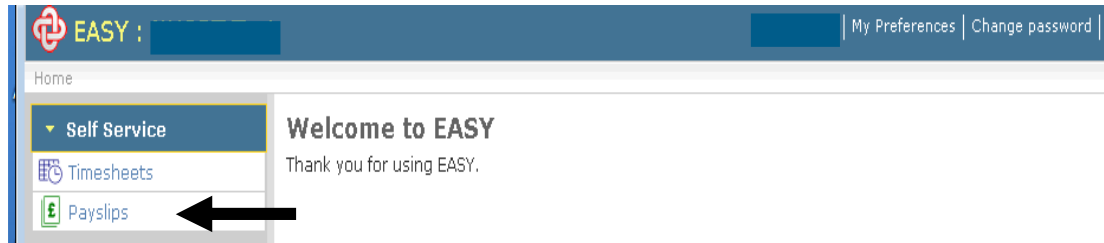
If you forget to tick the declaration you will receive a message and your submission will have failed.



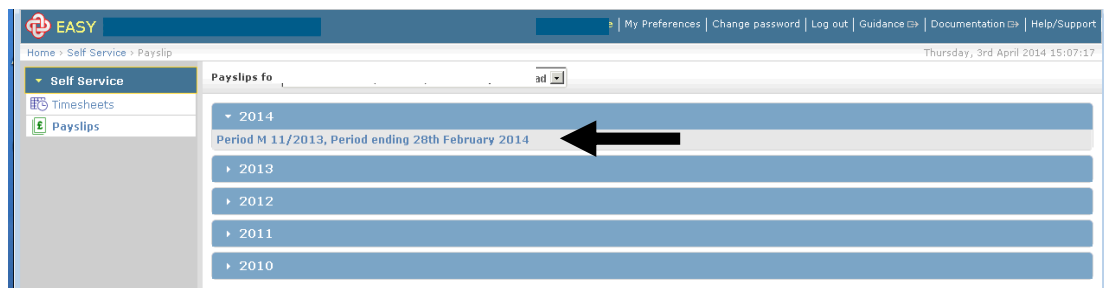
If you have forgotten your security word contact the NHSBT Pay Support Helpline either by telephone on 0191 202 4455 (f/net 54455) or by e-mail to the Pay Support Helpline e-mail box.

## 2. Payslip Information

A feature of the EASY system is the ability to view an on-line copy of your current and historic ESR payslips. Once you have logged in and are in the Navigation menu - click on **Payslips**.



This will take you to the payslip screen. Click on the year and payslip for the month you wish to view.

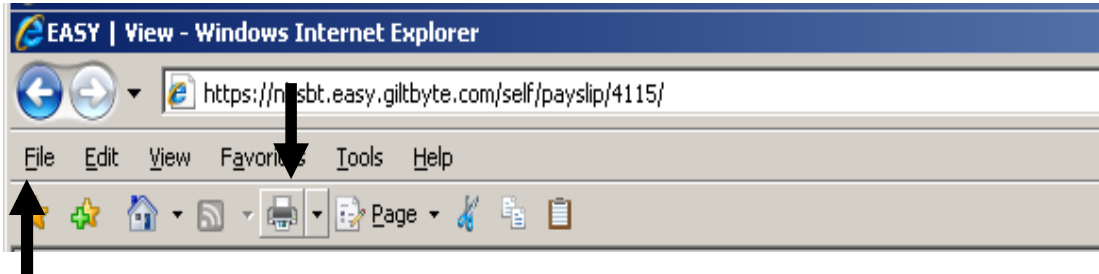


Your payslip information will be displayed

Employee No.		Pay Frequency	Tax Period	Job Title			
Payscale Description		Salary/Wage		Department			
Inc. Date	Std. Hours	P/T Salary/Wage		Location			
Payroll		Paypoint					
Payment Details							
Pay and Allowances					Deductions		
Description	Wkd/Earned	Paid/Due	Rate	Amount	Description	Amount	
Basic Pay					PAYE	}	
Expenses NP NT NNI					NI D	}	
Misc Travel NP NT					Pension	}	
Business Miles NT					INISON	}	
Total Pay and Allowances					Total Deductions		
Net Pay							
Cumulative Figures							
Year To Date				This Period			
Gross Pay		Tax Paid		Taxable Pay		Pay Frequency	Tax Period
Prev. Taxable Pay		Prev. Tax Paid		Non Taxable Pay		Tax Office	Tax Ref.
NI Pay		NI Conts		Pensionable Pay		SD No.	NI No.
Other NI Pay		Other NI Conts		Payslip Ref.		Payment Method	
Pensionable Pay		Pension Conts		Payment Date			

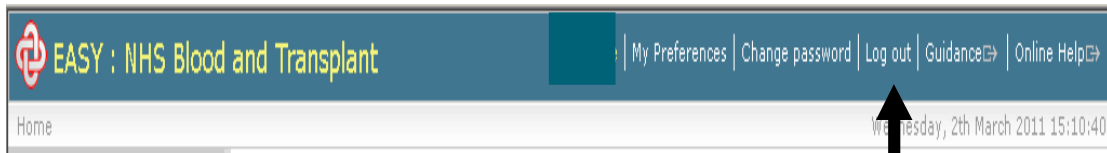


If you wish to print out a copy of the payslip use either the File icon or the Printer icon located on the toolbar. Remember to take care of your own confidentiality when you are printing out this personal information. Only you have access to your payslip data on EASY.

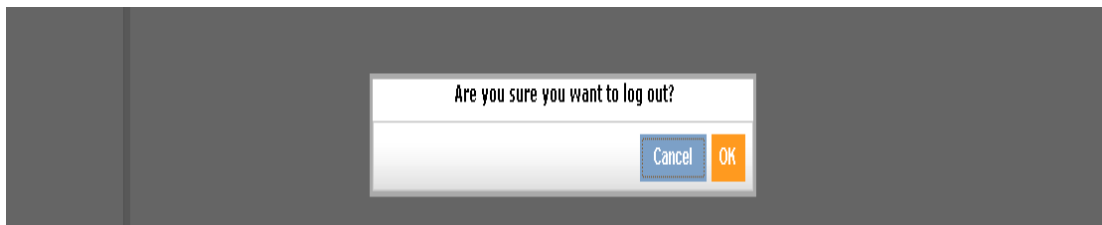


### 3. Logging out of the system

Once you have finished in the system always log out of the system or your session will still be live - click on **Log out**.



Click on OK to exit the system.



You will then be taken back to the Login screen.