

NHS Blood and Transplant

NHSBT Pay Support

Guidance for completion and submission of;

ESR-FRM-101

Appointment of a New Employee

Effective 1st September 2018

Updated – 4th October 2018

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 following flexible retirement; or to honorary 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.

Faxes and/or scanned/electronic submission of New Starter forms will not be accepted as physical employee and authorised manager's signatures are required for Personal data security, financial control and audit purposes.

If any of the details supplied during the recruitment process have changed a Personal Changes Form on People First should be completed by the employee confirming the changes to be made to the personal data already held on ESR

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
- Job title
- Position number
- Department
- Location
- Date of Birth
- 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 his/her 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. **Supervisor's name:** Enter the name of the person who is authorised to approve expenses and/or other pay claims.
6. **Supervisor's assignment number:** Enter the assignment number of the person who is authorised to approve expenses and/or other pay claims.
7. **Salary:** Enter the whole-time starting salary agreed. If the employee is to be paid above the minimum, remember to attach the supporting authority (please tick the box). For part-time staff this will be paid pro-rata.
8. **Term time only/Job share:** Tick one of the boxes if the contact is either term-time only or job share.
9. **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.
10. **Whole time/part time:** Tick one of the boxes depending on whether the contract is whole or part time.

11. **Annual leave – confirm entitlement:** Click whether 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 AfC to receive High Cost Area
- Shift/enhanced pay; i.e. AfC enhancements / 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 his/her 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 NHS Shared Business Services – Payroll and Pensions requirements

Please ensure that the following supporting documentation is provided direct to NHS Shared Business Services;

- ✓ SBS Payroll Form (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)

Please indicate the employer is 918 - NHS Blood and Transplant when sending any documents to SBS Payroll.

Please do **NOT** send a copy of the new starter form to SBS – this should **ONLY** be sent to NHSBT Pay Support in Newcastle.

The postal address for NHS SBS is:-

918 – NHSBT Payroll Team
NHS SBS Payroll Department

Waterside House
Town Quay
Southampton
Hampshire
SO14 2AQ

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.

3.6 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.

3.7 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 should be sent with relevant attachments (listed in part 6 above) to: -

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

Documentation as listed in 3.4 above should be sent to: -

918 – NHSBT Payroll Team
NHS Shared Business Services
Waterside House
Town Quay
Southampton
SO14 2AQ

within 1 working day of commencement.