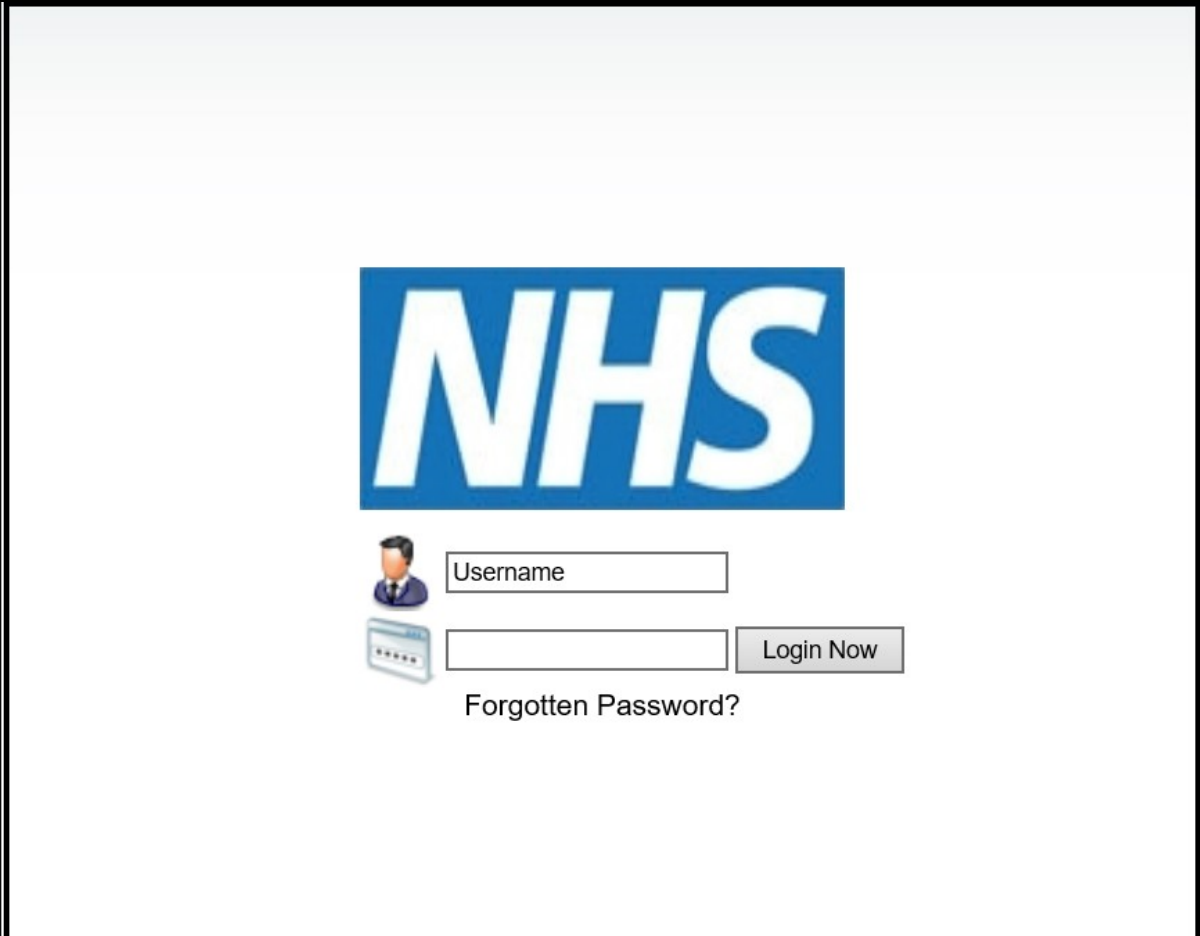


Logon to Nextra Employee Calculation sheets

The URL below should be copied in to your Browser:

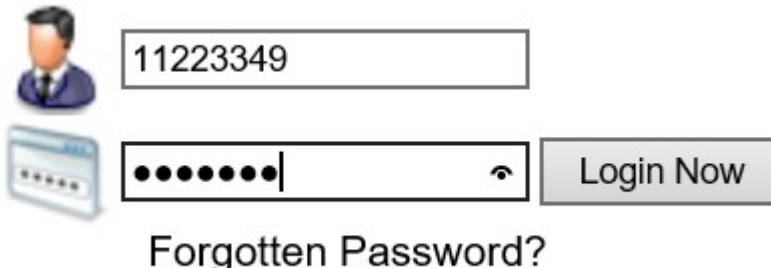
<https://secure.nextracloud.com/nhsbtlive/login>

*** Why not add this to your favourites so it will be there every time you log on***



The screenshot shows the NHS login interface. At the top center is the NHS logo, consisting of the letters 'NHS' in white on a blue rectangular background. Below the logo, there is a small icon of a person in a blue suit. To the right of this icon is a text input field labeled 'Username'. Below the person icon is another small icon of a computer screen with a password field. To the right of this icon is a text input field for the password. To the right of the password field is a grey button labeled 'Login Now'. Below the password field is a link that says 'Forgotten Password?'.


You will need to enter your Username and Password



This screenshot shows the same NHS login interface as the previous one, but with the fields filled. The 'Username' field contains the number '11223349'. The password field contains seven black dots, and there is a small eye icon to its right, indicating that the password is hidden. The 'Login Now' button is still present to the right of the password field, and the 'Forgotten Password?' link is below it.

Once you have successfully logged on, you should reset your password to something meaningful, you will remember.

Below shows the tile where you would do this:



Change Password

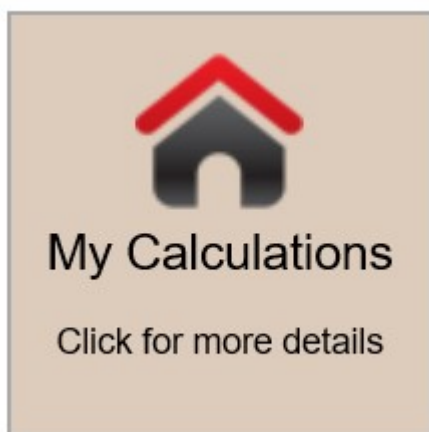
Old Password

New Password

Re-enter Password

You may have to log out and back again to do this.

To access your Employee calculation you need to click / tap on the icon below:



My Calculations

Period

From the drop down box, you would choose the relevant month and press the GO button.

My Calculations

Period

15/01/2018 (Pay Month 23-Mar-18)
18/12/2017 (Pay Month 23-Feb-18)
20/11/2017 (Pay Month 23-Jan-18)
23/10/2017 (Pay Month 22-Dec-17)
25/09/2017 (Pay Month 23-Nov-17)
14/08/2017 (Pay Month 23-Oct-17)
17/07/2017 (Pay Month 22-Sep-17)
19/06/2017 (Pay Month 23-Aug-17)
22/05/2017 (Pay Month 21-Jul-17)
24/04/2017 (Pay Month 23-June-17)
27/03/2017 (Pay Month 23-May-17)
13/02/2017 (Pay Month 21-Apr-17)
16/01/2017 (Pay Month 23-Mar-17)
19/12/2016 (Pay Month 23-Feb-17)
21/11/2016 (Pay Month 23-Jan-17)
24/10/2016 (Pay Month 23-Dec-16)
28/09/2016 (Pay Month 23-Nov-16)
15/08/2016 (Pay Month 21-Oct-16)

The first date is the period end date and in the brackets is the pay month.

This will produce the Employee calculation as below, you will use the scroll bar to read to the bottom, where the summary is.

Session information				Attendance Information						Payments Due											
Contracted hours	Day's date	Week number	Venue	Work Done			Total Hours			Enhancements				Part-time excess hours			Overtime			Mobile Subsistence	
				Actual ABS	Actual Hrs from	Actual Hrs to	Actual Hrs Break	Actual Total Hrs - decimal	Actual Total Hrs & minutes	Saturday	Sunday	Unsocial	Public holiday	Weekday	Saturday	Sunday	Public holiday	Early	Late		
30	28/09/2017	1	Early Toot	ND	00:00	00:00	00:00	7.500	07:30												
30	28/09/2017	1	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000									
30	29/09/2017	1	Early Toot		08:00	16:15	00:45	7.500	07:30												
30	30/09/2017	1	Early Toot		08:00	16:15	00:45	7.500	07:30	7.500											
30	02/10/2017	2	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000									
30	03/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30												
30	05/10/2017	2	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000									
30	06/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30												
30	07/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30	7.500				7.500							

Press the log out button on the top right hand side of the screen when you have finished.

You can find a explanation of your calculation sheet and how it relates to your payslip on People First. [Link](#)