

NHS Blood and Transplant

NHSBT Pay Support

Guidance for completion and submission of;

ESR-FRM-121

Appointment of a New Starter (Direct Hire Process)

Effective September 2018

Updated October 2018

1.0 Introduction

The Notification of Direct Hire Form ESR-FRM-121 is to be used for the engagement of people who are not directly recruited by NHSBT through the recruitment process. It is not used for existing staff.

It is to be used for new starters who: -

- Hold honorary contracts including work experience or placements over 4 weeks
- Are 'rotating' through a national NHS process/training scheme e.g. Specialist Registrars
- Are re-joining NHSBT on taking their NHS Pension Benefits under 'flexible retirement'. For these staff a completely new ESR record has to be created as none of the terminated personal or employment details can be used. So be careful to include all details
- Are taking up a 'bank' position on leaving a permanent employment with NHSBT

The ESR-FRM-121 form is issued by the Recruitment Department and is pre-populated with the details supplied when requesting the form. This form will be issued by e-mail prior to the new starter commencing with the organisation and must be completed and submitted to NHSBT Pay Support within 1 working day of the date of commencement. The ESR-FRM-121 form is only available through Recruitment Department.

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 new starter on pages 1 and 2 and by the manager on page 1 only. Managers are reminded that they should only authorise this 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 of any salary or expenses the new starter will be entitled to. The new starter 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 new starter and authorised manager's signatures are required for personal data security, financial control and audit purposes.

2.0 Pre-populated data items

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

1. Direct Hire reason
2. Surname
3. Forenames
4. Title
5. Planned start date

3.0 Data items for completion

3.1 Part 1

1. **Preferred name:** Complete this when the new starter wishes to be known by a name different to the first forename shown.
2. **Previous Surname:** Enter the surname by which the new starter may previously have been known e.g. Maiden name, or where changed by deed poll.
3. **National Insurance Number:** Enter the National Insurance number issued to the new starter by the DWP at the beginning of his/her working life. This is unique to the new starter and never changes. It consists of two alpha characters, six numeric and one alpha, e.g. BM 64 65 63 A
4. **Position number:** including the linked **Job title, location, department** and **payscale/band** for that position number.
5. **Actual start date:** Date employee starts work, if different from planned start date.
6. **Supervisor's name:** Enter the name of the person who is authorised to approve expenses and/or other pay claims.
7. **Supervisor's assignment number:** Enter the assignment number of the person who is authorised to approve expenses and/or other pay claims.
8. **Contract Sessions/Contract Hours and frequency:** Complete the contracted hours or sessions and frequency. Please be careful to complete sessions for those staff paid sessionally (e.g. medical staff)
9. **Term time only/Job share:** Tick one of the boxes if the contact is either term-time only or job share.
10. **Contract type:** select an option from the pick list (bank, fixed term, honorary, locum, permanent or retainer scheme).
11. **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.
12. **Whole time/part time:** Tick one of the boxes depending on whether the contract is whole or part time.

3.2 Part 2

Permanent additional allowances: Please consider the additional pay allowances the new starter 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 Donation - BD driving allowance – enter type and rate due.

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 new starter 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 Starter 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;- <https://www.nhsbsa.nhs.uk/sites/default/files/2018-07/SD502%20%28V20%29%2007.2018.pdf>

- ✓ 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 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 by Recruitment – 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.

1. Surname
2. Forenames
3. Title

Data items for completion

1. **Country of Birth:** Enter the name of the country where the new starter was born.
2. **Marital Status:** Enter the marital status of the new starter. Either civil partnership, divorced, legally separated, married, single or widowed.
3. **Ethnic Group:** Enter the ethnic origin of the new starter.
4. **Nationality:** Enter the nationality the new starter legally holds.
5. **Telephone (home and mobile):** Enter your telephone and mobile numbers
6. **Emergency Contact:** Enter the name, relationship, address, postcode, telephone and mobile number of the person to be contacted on the new starter's behalf in case of an emergency. The emergency contact does not have to be a relative; it may be that the new starter 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. **Professional Registration:** please complete full details of your registration number and the professional registration body.
4. **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 new starter must sign and date the form to certify that all details are correct.

For Pay Support Use Only

Please leave blank.

4.0 Submitting the form

The form should be sent with relevant attachments 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.