

# Using EASY

Please sign the attendance sheet before you leave

# On-call claims using EASY

- These presentations
- Payment entitlements
  - EASY access and processes
  - Claim entry
  - Payments on payslips
- Opportunity to ask any questions
- Guidance documents
- On-line demonstrations

# Benefits of using EASY

- Central record of claims made
- Improves payment turnaround
- Eliminates claims being lost or delayed
- Eliminates errors in keying by SBS payroll
- Visibility of claim submission, approval and extraction for payment
- Warning given if a sickness absence is ongoing
- Access to payslips before payday
- Access from home
- Access to historic payslips from April 2011

# Payment entitlements

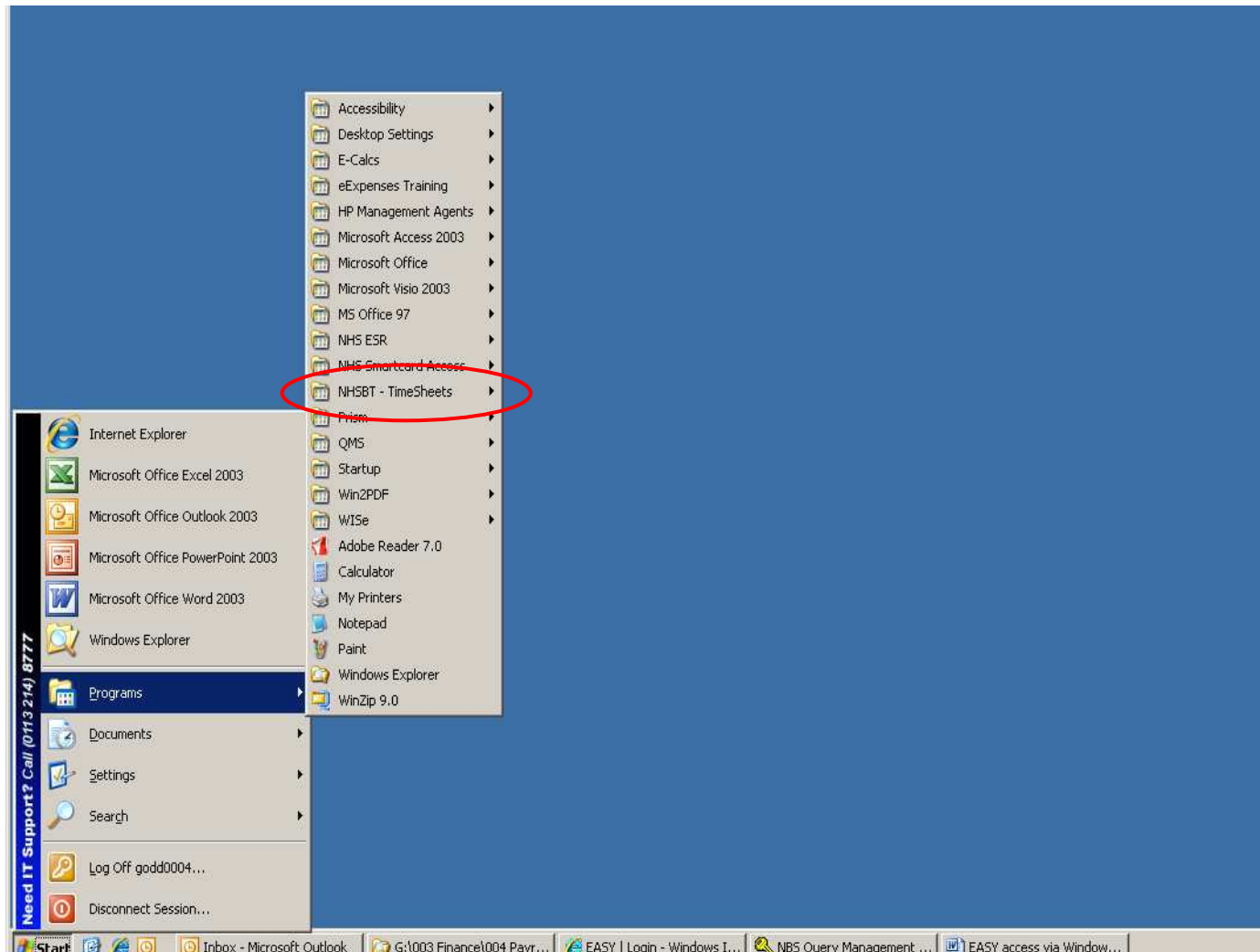
- On-call (availability payment)
  - Standard £1.60 / inc. RRP £3.00; as defined in agreement
  - Paid for the completed hours on call you cover
- Call-out
  - Time and a half for work done
  - Bank Holidays are paid at double time
- Those whose call-out work is specifically defined are paid time and a half for all work done
- Includes telephone support/advice given as agreed with manager
- Includes actual travel time
- Claim any home to base travel expenses on expenses

# Payment dependant on claim

- On EASY
  - Payments are claimed for each complete calendar month
  - Claims should be entered as they are worked
  - And must be submitted on the last day worked that month
  - Claims must be authorised by authorising managers
  - Departments must be fully authorised by the published deadline
- Payment will be made on the next payday

# What happens next?

- EASY holds authorisers as in ESR & expenses
- EASY is also mapped to your on-call and call-out rates
- Claimants must self register
- User name is your 8 digit assignment number
- You will need a password (min 8 alpha/numeric)
- You will also need a security word to submit or authorise claims (between 6 & 20 alpha numeric)
- Authorisers will be pre-registered
  - Confirmation and the initial set-up password will be sent out shortly
  - Passwords are re-set and security words set up at first login



# Self register

- Pass through application link being set up
- Managers will be advised when this is completed
- Follow EASY's on screen instructions
- There are guidance notes and an on-line demonstration of this process
- During this process you will set up your
  - password and
  - security word



# Making a claim – On call

- Most claimants will claim in the “On Call” section
- If you are entitled to the rate inc RRP you will claim in the “Stand By” section
- Enter number of complete hours

Emergency Cover					
On Call			Stand By		
Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Actions

## Entering on-call

The "On Call" and "Stand By" sections are here on the left hand side of the screen

Date	On Call			Stand By			Work Done			Other				
	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.
Spring Bank Holiday, 4th Jun 2012														
Queen's Diamond Jubilee, 5th Jun 2012														
Wednesday, 6th Jun 2012														
Thursday, 7th Jun 2012														
Friday, 8th Jun 2012														
Saturday, 9th Jun 2012														
Sunday, 10th Jun 2012														

# Entering on-call

# Blood and Transplant

Enter the number of hours on call into the column

- Weekday
- Weekend
- Public Holiday

Date	On Call			Stand By			Work Done			Other				
	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.
Spring Bank Holiday, 4th Jun 2012														
Queen's Diamond Jubilee, 5th Jun 2012														
Wednesday, 6th Jun 2012														
Thursday, 7th Jun 2012														
Friday, 8th Jun 2012														
Saturday, 9th Jun 2012														
Sunday, 10th Jun 2012														

# Making a claim – Call out

- Work done on site, including travel time, will be claimed in “Work Done” section
- Telephone work will be claimed in “Other” section

Work Done				Other			
Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Entering call-out



# Blood and Transplant

The "Work Done" and "Other" sections are here on the right hand side of the screen

Date	On Call			Stand By			Work Done			Other				
	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.
Spring Bank Holiday, 4th Jun 2012														
Queen's Diamond Jubilee, 5th Jun 2012														
Wednesday, 6th Jun 2012														
Thursday, 7th Jun 2012														
Friday, 8th Jun 2012														
Saturday, 9th Jun 2012														
Sunday, 10th Jun 2012														

# Entering call out

- Remember
  - Claims must be for time actually called out
  - Make entries in the appropriate section
    - Enter in hours and decimals – e.g.

6.50

Or

- Enter in hours and minutes – e.g.

6h30

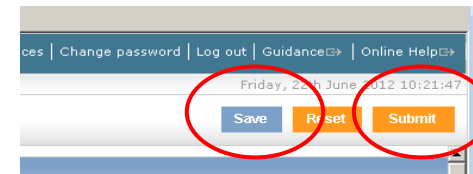
**EASY will convert the hours/minutes to decimals as ESR pays in decimals**

# Completing your claim

- Make and save entries to EASY as you work them
- This enables payment in the event of an emergency situation
- Submit your claim after you have made the final entry for that calendar month
- Your manager will authorise your claim
- ESR Business Support extract claims for payment
- SBS Payroll Department import the data and process in ESR

# Submitting your claim

- The save and submit buttons are on the top right of the claim entry screen



- Submit and follow the on screen instructions
- You will have to confirm the hours and times entered were worked and are entitled to the payments claimed
- Enter the characters of your security word when prompted



# Deadlines

- The deadlines are published in ESR Business Support CONNECT on-line
- If your claim is not submitted you could delay the whole department's payments
- Authorisers must complete the process by each month's deadline
- ESR-BS have to meet the SBS Payroll deadline and need time to allow data to be transferred

# Payslip descriptions

- Standard On Call

will show as

918 NHSBT On Call

- On Call inc RRP

will show as

918 NHSBT On Call inc RRP

# Payslip descriptions

- **Work done:** standard hourly rate payments  
will show as  
Call Out
- **Work done:** fixed rate payments  
will show as  
918 NHSBT Fixed Call Out

# Adjustments

- If for some reason you don't claim an on call period or some work done
  - Details must be entered in the comments area
  - Marked clearly as "PAY AJUSTMENT"
  - You must include
    - The date
    - Start and finish time
    - Category i.e.
      - on call & number claimed
      - work done weekday/weekend or work done bank holiday & time claimed
- Comments are reviewed the following month and will be paid in addition to your next month's claim

# Where to go for information

## Group Services/HR/Pay Reward and Grading

- On call [area](#)
- [Dedicated](#) [On call queries](#) [e-mail](#)

## Group Services/Finance/PaySupport

- Claims [area](#), which contains
  - [On line demonstrations](#)
  - [Guidance notes](#)
  - [These presentation slides](#)

# What to do now

## 1. Go to:

Group Services/Finance/Pay Support -Claims,

- go through the on line demonstrations
  - Getting there
  - Registration
  - On Call

# What to do now

## 2. Self register

- use the guidance notes if you need them
- Refer to these presentation slides

## 3. Complete and submit your claim at the end of July

Any questions?





# Thank you

Please make sure that you have  
signed in on the attendance sheet