

Support

- Use the **CONNECT** on-line information
Finance / Pay Support / Claims
- On line demonstrations
 - Encourage anyone needing help to use these
 - Also cover
 - Approval process
 - Recording sickness
- Guidance notes
 - For staff and managers

The manager's access

- From now you have access to:
 - your own payslips
 - to make claims (if applicable)
- As an authorising manager you have access to:
 - Check and authorise claims
 - Record sickness absence
 - View 12 months historic sickness records

The manager's responsibilities

- You are responsible for
 - checking claims and comments about pay adjustments
 - authorising your staff/department each month
 - on or before the published deadline
 - recording sickness absence as it happens
 - Recording annual leave taken
- Multiple supervisors/cover arrangements
 - Contact ESR Business Support Helpline

Checking pay claims

- Check claims are:
 - in line with work undertaken
 - in line with appropriate terms and conditions
- Check comments for adjusting claims are:
 - Correct, as above
 - and
 - have not been previously claimed
- Then authorise each claim

Authorising pay claims

- You can filter the screen to list records
 - Submitted
 - Authorised
- Click on authorise – top right of screen
- You will be prompted at random for 3 characters from your security word
- Once all claims are authorised, double check for open sicknesses, then authorise the group (department)

Filter

918 Employee Services
Period M 04/2012, Input ending 30th June 2012

Submit Group Unsubmit Authorise Group Authorise

This summary data is for assignment.

Use the filter to identify submitted or un-submitted claims

Timesheet

Excess Basic Hrs	Enhancements					Overtime					
	Sat.	Sun.	Night	Uns.	Public Hol.	Week Day	Sat.	Sun.	Night	Uns.	Public Hol.

Emergency Cover

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.

Actions

Action	By	At
Submitted	Kevin Lynch	27th Jun 2012 13:01

Page generated at 13:41 on 27th June 2012

1 comment

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The screenshot shows the EASY: NHSBT Test web application interface. The browser address bar displays <https://nhsbt-test.easy.giltbyte.com/attendance/19/91/>. The page title is "EASY : NHSBT Test". The user is logged in as "Kevin". The main content area is titled "918 Employee Services" and "Period M 04/2012, Input ending 30th June 2012". There are four buttons: "Submit Group", "Unsubmit", "Authorise Group", and "Authorise". The "Authorise" button is circled in red. A yellow callout bubble with the text "To authorise an individual claim" points to the "Authorise" button. The page also displays a summary of data based on existing timesheet data, including sections for Employee Information, Timesheet, Emergency Cover, and Actions.

To authorise an individual claim

Authorise group

918 Employee Services
Period M 04/2012, Input ending 30th June 2012

Submit Group Unsubmit Authorise Group Authorise

This summary data is based on existing timesheet data for this period & assignment.

Employee In

Timesheet

Excess Basic Hrs	Enhancements					Overtime					
	Sat.	Sun.	Night	Uns.	Public Hol.	Week Day	Sat.	Sun.	Night	Uns.	Public Hol.

Work Done Other

Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.

By At

27th Jun 2012 13:01

Page generated at 13:41 on 27th June 2012

1 comment

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When you have authorised the individual claims you must authorise the group

Remember:- Doing this submits and authorises any claims which have not been submitted by the individual or individually authorised

Completed group

918 Employee Services
Period M 04/2012, Input ending 30th June 2012

Submit Group Unsubmit **Unauthorise Group** Authorise

This summary data is based on existing timesheet data for this period & assignment.

Employee In

Assignment

Timesheet

Excess Basic Hrs	Enhancements					Overtime					
	Sat.	Sun.	Night	Uns.	Public Hol.	Week Day	Sat.	Sun.	Night	Uns.	Public Hol.

Work Done Other

Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.

By At

27th Jun 2012 13:01

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When you have authorised the group this box will change to Unauthorise Group

Remember:- This this is how you know that the department is complete and has been marked for payment

Checks after authorisation

Clicking on summary will bring up the group summary screen

The screenshot shows the EASY NHS Blood and Transplant interface. The top navigation bar includes the NHS logo, the text 'EASY : NHS Blood and Transplant', and user options for 'Michelle', 'My Preferences', 'Change password', 'Log out', 'Guidance', and 'Online Help'. Below this is a breadcrumb trail 'Home > Attendance > Status' and the date 'Wednesday, 13rd June 2012 10:54:54'. A search bar contains 'Group Status for' followed by a dropdown menu showing '918: Period M 04/2012, Input ending 30th June 2012'. To the right of the search bar are two orange buttons: 'Find Period' and 'Find Organisation'. On the left, a sidebar menu shows 'Self Service' and 'Management' (expanded to show 'Time & Attendance'). The main content area features a table with the following data:

Group	Total	Extracted	Authorised	Submitted	Attendance Data	Absence Data	No Data	Status
918 Employee Services Summary Absence Contacts	16	0	0	0	11	1	4	Data Entry

Sickness Absence

- In the staff list the © symbol will show against an individual with an open sickness episode
- EASY should be used to
 - Enter new sickness
 - End ongoing sickness
 - Access historic sickness records
- Each sickness entry must be saved and authorised
- Entries are included in next absence interface to ESR
- The interface is only used for sickness absence
- The RTW form to use is on CONNECT on-line in

Pay Support / Absence

Entering New Sickness

- Enter new sickness direct to EASY
- Access absence area
- Click on add new/edit
- Enter
 - First date of sickness
 - Sickness reason
 - Tick if ongoing *or* last day of sickness
- Click on authorise

The screenshot shows the EASY system interface for managing absences. The user is logged in as Kevin. The page title is "EASY : NHS Blood and Transplant". The breadcrumb trail is "Home > Attendance > Absence > Assignment > Edit". The date and time are "Tuesday, 26th June 2012 15:40:01".

The main content area is titled "Joe Bloggs Worker" and "Absences". It contains a table with the following columns: "From Date/From Time", "Cont. Abs.", "To Date/To Time", "Absence Type/Resulting from or Related to", "Reason/Detail", "Cal. Days", and "Hours".

From Date/From Time	Cont. Abs.	To Date/To Time	Absence Type/Resulting from or Related to	Reason/Detail	Cal. Days	Hours
25 Jun 2012						

A red circle highlights the "25 Jun 2012" date in the "From Date/From Time" column. An orange callout bubble with a white border and a drop shadow points to this date, containing the text "Enter sickness start date".

At the bottom of the page, it says "Page generated at 15:31 on 26th June 2012" and "EASY: Copyright © 2012 Gilbyte Ltd.".

EASY | Edit - Windows Internet Explorer

https://nhsbt.easy.giltbyte.com/attendance/absence/1092/edit/

EASY : NHS Blood and Transplant

Kevin | My Preferences | Change password | Log out | Guidance | Online Help

Home > Attendance > Absence > Assignment > Edit

Tuesday, 26th June 2012 15:40:01

Joe Bloggs Worker

Save Reset Submit Authorise

Absences

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
25 Jun 2012	<input checked="" type="checkbox"/>					

Tick if continuing absence

Reminders

Tasks

Page generated at 15:31 on 26th June 2012

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The screenshot shows the EASY system interface for an employee named Kevin Lynch. The page is titled 'Kevin Lynch (11223349): Employee Services Manager Locality'. The main content area is 'Absences', with a table showing an absence starting on 26 Jun 2012. The 'Absence Type/Resulting from or Related to' dropdown menu is open, listing various absence types. 'Sickness' is circled in red. An orange callout bubble points to this menu with the text: 'From the Absence Type drop down box select Sickness.'

From Date/From Time	Cont. Abs.	To Date/To Time	Absence Type/Resulting from or Related to	Reason/Detail	Cal. Days	Hours
26 Jun 2012	✓		Sickness			

The screenshot shows the EASY system interface for an absence record. The user is Kevin Lynch (11223349), an Employee Services Manager. The absence is for 26 Jun 2012. The 'Reason/Detail' column contains a dropdown menu, which is circled in red. An orange callout bubble contains the text: "From the Reason drop down box select reason for Sickness."

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
26 Jun 2012	✓					

Ending Ongoing Sickness

- Ending ongoing sickness absence in EASY
- Use edit option
 - Remove tick to enter last day of sickness
 - Changes to sickness reason will apply to whole episode of sickness (this is an ESR restriction)

Kevin | My Preferences | Change password | Log out | Guidance | Online Help

Home > Attendance > Absence > Assignment > Edit

Kevin Lvnch (11223349): Employee Services Manager Localitv

Joe Bloggs Worker

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
25 Jun 2012	<input checked="" type="checkbox"/>					

Remove the tick

Reminders

Tasks

Page generated at 15:31 on 26th June 2012

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Kevin | My Preferences | Change password | Log out | Guidance | Online Help

Home > Attendance > Absence > Assignment > Edit

Kevin Lvnch (11223349): Employee Services Manager Localitv

Joe Bloggs Worker

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
25 Jun 2012						

Enter sickness end date

Reminders
Tasks

Page generated at 15:31 on 26th June 2012

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Kevin | My Preferences | Change password | Log out | Guidance | Online Help

Home > Attendance > Absence > Assignment > Edit

Kevin Lvnch (11223349): Employee Services Manager Localitv
Joe Bloggs Worker

Save Reset **Submit** **Authorise**

From Date/ From Time	Cont. Abs.	To Date/ To Time	Absence Type/ Resulting from or Related to	Reason/Detail	Cal. Days	Hours
25 Jun 2012	<input checked="" type="checkbox"/>					

Authorise to include in next offload

Page generated at 15:31 on 26th June 2012

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Payment during absence

- Under AfC an average of the previous 3 months is paid during sickness and annual leave
- Notifying sickness automatically captures this and this is calculated in ESR
- Annual leave must be recorded on expenses - this is exported monthly to ESR where the average is calculated

Recording annual leave

- Information is on
Finance / Pay Support / Absence

– AFC Average Pay

– Annual Leave



connect *online*
Text Size: A A

Blood Donation
Organ Donation
Patient Services
Group Services
Resources

Location: ... > Group Services > Finance > Employee Services > Absence Notification

Employee Services: Absence Notification Welcome to the Employee Services, Absence Notification area of the NHSBT Intranet.

- [Group Services Home](#)
- [Business Transformation](#)
- [Clinical](#)
- [Communications](#)
- [Estates & Logistics](#)
- [Finance](#)
- Benchmarking
- Controlled Documents
- Controls Assurance
- ESR Business Support**
- Absence Notification •

AfC Average Pay – for annual leave and sickness

- Implementation briefing note - May 2010
- Presentation slides
- FAQ's - May 2010

Annual Leave

- ESR-GUI-100 Recording Annual Leave taken - notes for managers
- Link to annual leave recording system
- Expenses and submission timetable – includes annual leave transfer to ESR

Maternity/Adoption Notifications

- ESR-FRM-083 The Maternity/Adoption Leave and KIT Days Notification Form

The manager's responsibilities

- You are responsible for
 - checking claims and comments about adjustments
 - authorising your staff/department each month
 - on or before the published deadline
 - recording sickness absence as it happens
 - Recording annual leave taken
- Multiple supervisors/cover arrangements
 - Contact ESR Business Support Helpline

Where to raise a query

- Dedicated On call queries e-mail
 - For queries about the On Call Agreement
- Pay Support helpline
 - For queries about;
 - EASY set-up
 - Claims
 - On-call payments received
- SBS Payroll helpdesk
 - For queries about
 - Protection payments
 - Advances made and recovery of advances

Any questions?

