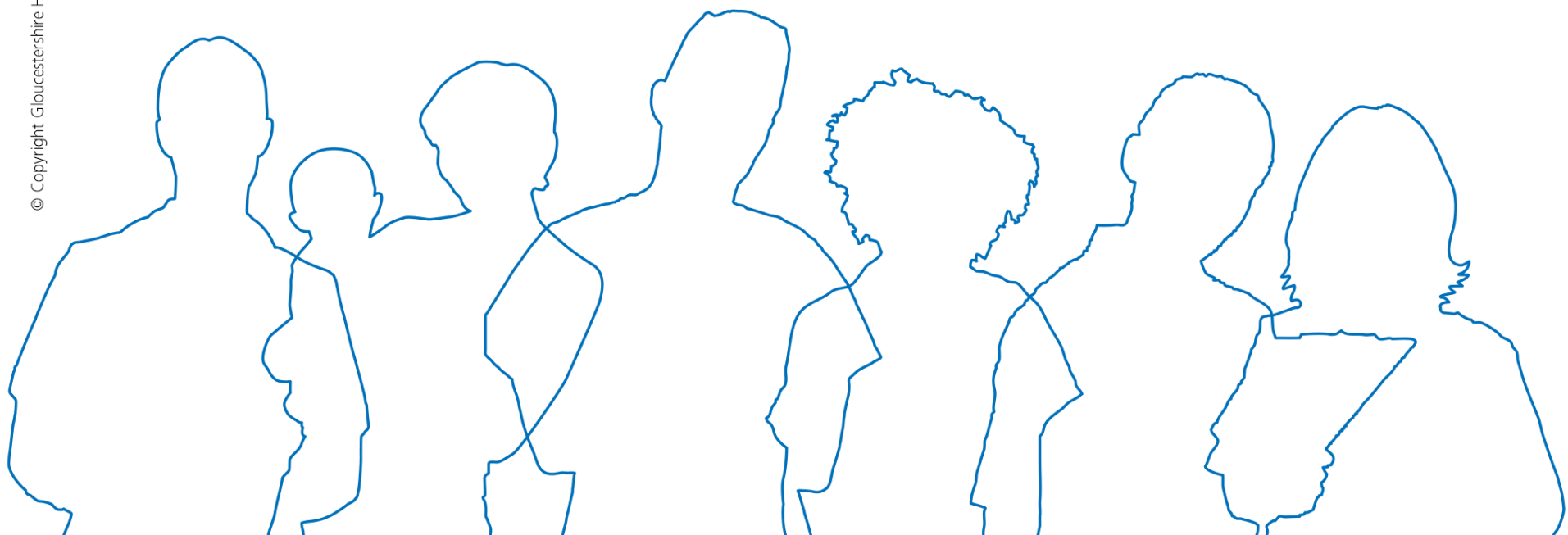


Health Education England working across the South West Lead Employer Presentation

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Welcome to our Trust

Lead Contact: Jenny Harris, Medical Staffing Officer
Kerry Cole, Medical Staffing Officer

Address: Gloucestershire Hospitals NHS Foundation Trust
2nd Floor, Beacon House
Great Western Road
Gloucester
Gloucestershire
GL1 3NN

Tel: 0300 422 3144

Email: ghn-tr.gptrainee@nhs.net

The Severn School of Primary Care

- Geographical Areas Covered:
 - Bath
 - Bristol
 - Gloucestershire
 - Somerset
 - Swindon

Typical Training path of a GP Specialty Registrar

- 18 months hospital experience
- 18 months general practice

Year 1 (ST1)



Year 2 (ST2)



Year 3 (ST3)



Services Provided by Lead Employer

- Pre-employment Checks i.e. DBS, OH
- Payroll Provision
- Maintaining employment relationship
- Pensions
- Expenses & Relocation
- Advice, Guidance & HR Management
- Attendance Management

When do I get paid?

- Monthly Paid

Last day of the month, if this falls on a weekend or bank holiday then payment is made on the Friday before.

What does my payslip look like?

Employee Number
This is an important identifier and should be quoted in all pay related queries and correspondence you may have.

Salary/Wage
This box shows the full time salary paid.

Incremental Date
Shows the date of your next increment or when you reached the maximum point.

Contract Hours
The number of hours you are contracted to work.

Tax & NI Information
Useful information that you may need if you have to contact the Tax Office for any reason.

Pay & Allowances
Monies that you are entitled to receive will be shown here. Payments in addition to Basic Pay will usually relate to the period you have just worked.

The example also shows enhancements which are paid a month in arrears.

Any line with Arrs on the end will relate to any corrections that have been made in a previous pay period.

Assignment Number 10234567	Employee Name Mr A.N Other	Location Cheltenham General Hospital					
Department Prescott Ward	Job Title Staff Nurse (RNA)	Paycode Description Review Body 5					
	Sal/Wage 27625.00	Inc. Date 10 MAY 2012	Std Hours 33.5				
	Tax Office Name Bootle	Tax Office Ref 083/GNT	FT Sal/Wage 24678.33				
		Tax Code 810L CUMUL	NI Number WL123456A				
<i>Emp. And Allowances (i.e. Gross Amount)</i>		<i>Deductions (R Indicates Refund)</i>					
Description	Wkd Earned	Paid/Due	Rate	Amount	Description	Amount	Balance C/F
Basic Pay	145.57	145.57	14.1279	2056.50	PAYE	288.00	
Saturday EN	10.00	3.00	14.1279	42.38	NI D	175.82	
Sunday EN	15.00	9.00	14.1279	127.15	Pension	185.06	
Unsocial EN	6.25	1.88	14.1279	26.48	Car Permit GH	5.00	
WTD Pay				26.20			
Afc Absence				13.34			
Saturday EN ARRS	5.00	1.50	14.1279	21.19			
<i>Year To Date Balances (This Employment Only)</i>				<i>This Period Summary</i>			
Gross Pay	2313.29	Taxable Pay	2128.23	Reasonable Pay	2313.29	Taxable Pay	2128.23
NI Letter	D	Tax Paid	288.00	Tax Period	1	Non-Taxable Pay	0.00
NI Pay	2313.29	Other NI Pay	0.00	Frequency	Monthly	Total Payments	2313.29
NI Costs	175.82	Other NI Costs	0.00	Period End Date	10 APR 2012	Total Deductions	659.48
Pensionable Pay	2313.29	Pension Costs	185.06	Pay Date	10 APR 2012		
SD Ref Number	61089651	Employee No		Pay Method	BACS	NET PAY	1659.61

Deductions
Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here.

The example shows a voluntary deduction made for a Car Parking Permit.

Net Pay
The amount of pay that will be credited to your Bank Account.

Year to Date Balances
This area shows totals for Income Tax, National Insurance and Pension from the beginning of the Tax Year (April) upto and including the current Pay Period.

This Period Summary
This section provides details relating to your current payment. Totals of payments and deductions are shown together with details of the pay period itself. It also shows when your Net Pay will be credited to your Bank Account.

How do I get the correct tax code?

- P45
To be provided to you from previous employer – keep part 1a and forward part 2 & 3 to lead contact

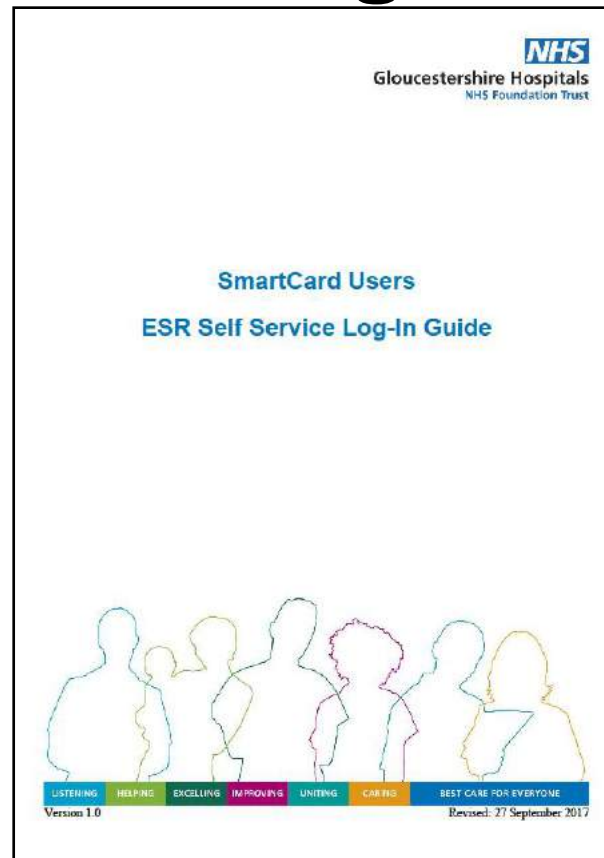
E-Payslips

- You can access your payslip and personal information held on ESR at any time whether at work, home, or on the move via a smartphone.
- Online Payslips – Access to all of your historic payslips
- Total Reward Statements – Information about your pension and other benefits
- Access to Information held about you – Your address, emergency contacts etc.
- Email ghn-tr.electronicpayslipregistration@nhs.net

For more information:

<https://intranet.gloshospitals.nhs.uk/hr-training/pay-benefits/esr-self-service-electronic-payslips/>

ESR Self Service Log In



IT'S YOUR ESR

The MyESR App has arrived.

The MyESR App can be downloaded from your App Store!

The MyESR App is now available for all ESR Users to download and offers a great opportunity for all ESR Self Service Users on the move!

To help ensure that the App gives you all the functionality you would expect we will be applying new features and updating the App based on recent feedback from some of our pilot users.

Some of the App's key features are detailed within this flyer, but for full details of the App's capabilities please see our webpage on www.roadmapeducation.online/MyESRApp.html

To download the ESR App please go to your mobile device providers App Store, search for 'MyESR' and download the App to your device.



Electronic Staff Record Programme



My Employee Self Service (My ESS)
Follow a quick link to the Internet Self Service portal providing access to the usual online Self Service function such as Payslips and Absence Calendar, whilst on the move.



My TRS
Follow a quick link to the NHS Total Rewards Statement website to view an overview of the Employment Benefits and the value of the employee NHS Pension Scheme benefits.



ESR Status
The current status of ESR services is refreshed throughout the day. You will also be sent push notifications advising of any planned system downtime or service issues.



ESR News
Read the latest ESR News publications.

- ➔ Search for the "MyESR" App via your mobile device providers App Store or scan using the QR Code
- ➔ Please direct all queries about the App to the Chat function.



GP Change Form

- Sickness Absence
- Maternity/Paternity
- Change of Address
- Change of email/phone
- Changing Supervisor
- Changing Placement
- Change in hours
- Time out of programme
- Other reasons

Severn School of Primary Care Change Form (GPST)

This form is to be completed as soon as possible following notification or decision of any change to your personal circumstances that may affect your GPST training. Failure to complete this form could jeopardise your pay.

A completed form may be used to adjust your employment record, your ~~epostals~~ record, or your training record with the School of Primary Care. The form may also be used to communicate with relevant organisations about your change such as the current or future education providers, the GPST host employer, the relevant Area Team, and the lead medical indemnity provider (if relevant). Information supplied may also be recorded on a computer in accordance with the Data Protection Act 1998.

Please ensure you complete and submit this form electronically.

Your Details

Surname		GMC Number	
First Names		Date of submission	

Change Type (select all that apply with a "y")

Personal (name change)	Contact (phone, email, address)	Supervisor (clinical/educational)	Leave (sick, maternity/paternity, accrued)
Placement (location / dates)	Working Hours (i.e. less than full time)	Completion of Training (date change)	Other

Change Details

Please describe the type of change providing as much detail as possible so that your training record can be updated accurately. Enter as many changes as apply including dates when the changes apply.

Details of the change (before and after)	Start date (dd/mm/yy)	Finish date (dd/mm/yy)

GP TRAINEE DECLARATION

I confirm the details supplied are correct. I confirm I have informed relevant current or future supervisors and practice or rota managers about this change as well as any other organisations related to training that are affected by this change. I agree to the School of Primary Care sharing this form and any accompanying documentation to organisations relevant to my GPST training.

Once completed, please email this form to your programme administrator:

Bath:	Paulocalin@nhs.net
Bristol:	Mandy_price@nbt.nhs.uk
Gloucestershire:	Hilary_carter@glos.nhs.uk
Somerset:	Penny_bridges@ydh.nhs.uk
Swindon:	Slobhan.timms@gwh.nhs.uk

GPST change form July 2017

Pay Queries

- In the first instance please contact 0300 422 3144
- If not resolved, please contact the designated payroll clerk at Gloucestershire NHS Finance Shared Service on 01452 300 222

Contract of Employment

- You will receive your employment contract within 8 weeks of your start date. Please read this carefully, sign it and return to Medical Staffing.
- If you have specific questions please contact Medical Staffing on 0300 422 3144.

Arrangements for Pay

- Basic pay
 - Basic salary at a nodal point linked to the grade and level of responsibility required in post to which you have been appointed.
- Additional hours
 - Those set out in the work schedule over 40 up to 48.
- Pay enhancement
 - An enhancement of 37% of the hourly basic rate shall be paid on any hours worked between 21.00 and 07.00, on any day of the week.
 - Where a shift is worked which begins no earlier than 20.00 and no later than 23.59, and is at least 8 hours in duration, an enhancement of 37% of the hourly basic rate shall be payable on all hours worked up to 10.00 on any day of the week.
 - Where a shift ends between 00:00 and 04:00 (inclusive), the entirety of the shift will attract an enhancement of 37 per cent of hourly basic pay.

Arrangements for Pay

Doctors in training basic pay

Grade	Stage of training	Grade code	Nodal point	Value (£)
Foundation Doctor Year 1	FY1	MF01	1	27,689
Foundation Doctor Year 2	FY2	MF02	2	32,050
Specialty Registrar (StR) (Core Training)	CT1	MC51	3	37,935
	CT2	MC52		
	CT3	MC53	4	48,075
Specialty Registrar (StR) (Run-Through Training) / Specialty Registrar (StR) (Higher-Training) / Specialist Registrar (SpR)	ST1 / SpR1	MS01	3	37,935
	ST2 / SpR2	MS02		
	ST3 / SpR3	MS03		
	ST4 / SpR4	MS04	4	48,075
	ST5 / SpR5	MS05		
	ST6 / SpR6	MS06		
	ST7 / SpR7	MS07		
	ST8 / SpR8	MS08		

Arrangements for Pay

- Weekend allowance
 - Rostered to work at a weekend (defined as one of more shifts/duty periods beginning on a Saturday or a Sunday) at a minimum frequency of 1 in 8 across the length of the rota cycle.
- On-call availability allowance
 - Payment for average hours of work undertaken whilst on call, either in the workplace or remotely.
- Flexible pay premia
 - Paid for:
 - General Practice Training Programmes (during GP placements only)
 - Psychiatry Core Training
 - Psychiatry Higher Training
 - Emergency Medicine (ST4 and above only)
 - Dual Qualification Oral and Maxillofacial (ST3 and above only)
 - Histopathology (ST1 and above)

Arrangements for Pay

Weekend allowance

A doctor rostered to work at the weekend (defined as one or more shifts/duty periods beginning on a Saturday or a Sunday) at a minimum frequency of 1 in 8 across the length of the rota cycle will be paid an allowance. These will be set as a percentage of full time basic salary in accordance with the rates set out in the table below:

The below weekend frequency allowance will be effective from 4 December 2019 as per the agreed framework agreement reached by NHS Employers and the British Medical Association (BMA).

		Nodal point 1	Nodal point 2	Nodal point 3	Nodal point 4
Frequency	Percentage	Value (£)	Value (£)	Value (£)	Value (£)
1 in 2	15%	4,154	4,808	5,691	7,212
<1 in 2 – 1 in 3	10%	2,769	3,205	3,794	4,808
<1 in 3 – 1 in 4	7.50%	2,077	2,404	2,846	3,606
<1 in 4 – 1 in 5	6%	1,662	1,923	2,277	2,885
<1 in 5 – 1 in 6	5%	1,385	1,603	1,897	2,404
<1 in 6 – 1 in 7	4%	1,108	1,282	1,518	1,923
<1 in 7 – 1 in 8	3%	831	962	1,139	1,443
<1 in 8	No allowance	No allowance	No allowance	No allowance	No allowance

Arrangements for Pay

On-call availability allowance*

Nodal point	Value (£)
1	2,216
2	2,564
3	3,035
4	3,846

* payable only to doctors working on-call rotas, as defined in paragraphs 7-11 of Schedule 2 of the 2016 TCS.

LTFT allowance

A doctor who is training less-than-full time will be paid an annual allowance of £1,000. This allowance will be paid on top of the doctor's salary and will be spread over the year, paid in monthly instalments.

Work Schedules

- The employer or host organisation shall design schedules of work that are safe for patients and safe for doctors and shall ensure that work schedules are adhered to in the delivery of services.
- The employer/host organisation will be responsible for ensuring that a generic work schedule is prepared for the post, which takes into account:
 - a) the expected service commitments, and
 - b) the parts of the relevant training curriculum that can be achieved in the post. This element must be consistent with the post's Application for Approval of a Training Post, which will be agreed with the postgraduate daen
- A work schedule may be subject to review from time to time

Exception Reporting

- The purpose of exception reports is to ensure prompt resolution and/or remedial action to ensure that safe working hours are maintained.
- Doctors can use exception reporting to inform the employer when their day-to-day work varies significantly and/or regularly from the agreed work schedule. Primarily these variations are likely to include (but are not limited to):
 - a) differences in the total hours of work (including opportunities for rest breaks)
 - b) differences in the pattern of hours worked
 - c) differences in the educational opportunities and support available to the doctor and/or
 - d) differences in the support available to the doctor during service commitments

Exception Reporting (cont.)

- Your employer/host organisation will provide access to their Exception Reporting system upon commencement and will provide details on how to use this.
- The doctor should send exception reports electronically. This should be as soon as possible after the exception takes place, and in any event within 14 days (or 7 days when making a claim for additional pay)

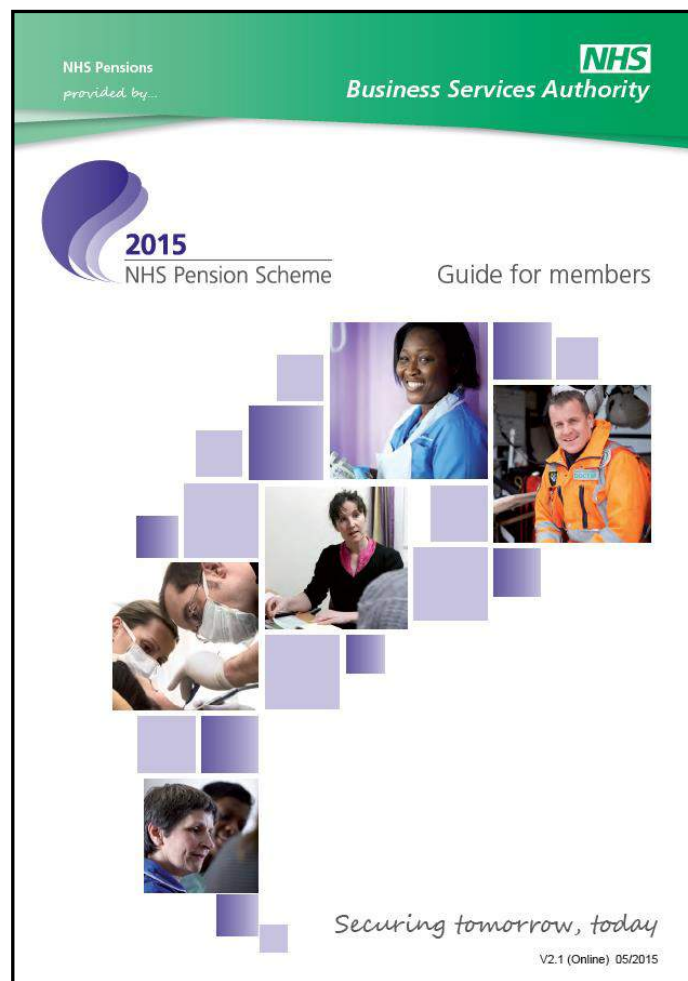
Locum Work

- Where a doctor intends to undertake hours of paid work as a locum, additional to the hours set out in the work schedule, the doctor must initially offer such additional hours of work exclusively to the service of the NHS via an NHS staff bank. The requirement to offer such service is limited to work commensurate with the grade and competencies of the doctor rather than work at a lower grade that the doctor currently employed to work at. The doctor must inform their employer of their intention to undertake additional hours of locum work. The doctor can carry out additional activity over and above the standard commitment set out in the doctors work schedule up to a maximum average of 48 hours per week (or up to 56 hours per week if the doctor has opted out of the Working Time Regulations (WTR))
- Under the new Terms and Conditions of Service (TCS), a doctor opting out of the WTR weekly hours limit is still bound by all other limits set out in the WTR and in the TCS.

Annual Leave

- Annual leave year runs from the start of the doctor's appointment.
- The annual leave entitlement for a full-time doctor is,
 - On first appointment to the NHS; 27 days
 - After five years' completed NHS service: 32 days
- A doctor working less than full time will be allocated leave on a pro rata basis.
- Where the doctor's contract or placement is for less than 12 months, the leave entitlement is pro rata to the length of the contract or placement.
- A minimum of six weeks' notice of annual leave to be approved in accordance with local policies and procedures.
- As leave is deducted from the rota before average hours are calculated for pay purposes, leave may not be taken from shifts attracting an enhanced rate of pay or an allowance. Where a doctor wishes to take leave when rostered for such a shift or duty, the doctor must arrange to swap the shift or duty with another doctor on the same rota. It is the doctor's responsibility to arrange such swaps and the employer is not obliged to approve the leave request if the doctor does not make necessary arrangements to cover the shifts.

NHS Pension Scheme Guide



How do I join?

- Every eligible employee is automatically a member of the scheme on joining the NHS

Contribution rates before tax relief (gross)

Tier	Full time pensionable pay used to determine contribution rate	Contribution rate (before tax relief) (gross) from Scheme year 1 April to 31 March
1	Up to £15,431.99	5%
2	£15,432.00 to £21,477.99	5.6%
3	£21,478.00 to £26,823.99	7.1%
4	£26,824.00 to £47,845.99	9.3%
5	£47,846.00 to £70,630.99	12.5%
6	£70,631.00 to £111,376.99	13.5%
7	£111,377.00 and over	14.5%

Additional Benefits of Scheme

- Early Retirement
- Transferring benefits into the NHS Pension Scheme within 12 months of being eligible to have joined – previous private or occupational pensions (not existing NHS Pension benefits)
- Increasing benefits through Additional Pension Purchase
- Ill Health Retirement
- Life Assurance and Family Benefits
- Further information can be found at:
www.nhsbsa.nhs.uk/Pensions



Gloucestershire Hospitals
NHS Foundation Trust

QUESTIONS