

IMPORTANT

DCHFT Changes to Payroll Documentation

With immediate effect and during the current COVID-19 situation, our payroll provider SBS will not be accepting any posted documents. All paper timesheets, expenses and any other document must be emailed. The email address to send to is <mailto:SBS-S.383admin@nhs.net>

There is also the following important information regarding claiming of enhancements, overtime and additional hours that you need to be aware of:

- **Bank workers**

Payments will continue as normal i.e. the shifts worked and finalised in HealthRoster will be interfaced as they normally are with payroll. If you had a shift booked to work then subsequently cannot work due to Covid-19 sickness or self-isolation then it is agreed that the shift will still be paid.

- **Monthly paid staff who are on HealthRoster and DO NOT normally submit a paper timesheet**

Payments will continue as normal i.e. the shifts worked and finalised in HealthRoster will be interfaced as they normally are to payroll however please also see note below regarding when absent from work and claiming enhancements.

- **Monthly paid staff who submit a paper timesheet**

Continue to complete a timesheet, an amended form to use is attached. However this should be either handed or emailed to your manager for authorisation. Managers will need to check the timesheet as normal and then submit to SBS on the above email address. Please note that this should be submitted by the relevant manager who has authorised signatory status. Please see note below regarding when absent from work and claiming enhancements.

- **Paying enhancements when absent from work**

It has been agreed that if you are absent from work with Covid-19 or through self-isolation any enhancements that you would have received will still be paid (normally these are not paid when absent). In these circumstances the attached timesheet must be completed with the relevant enhancements you would have received **and** the 2 columns relating to Covid-19 ticked. This ensures that you are paid and that the payment is correctly costed. N.B. this also relates to those on HealthRoster that are absent and would not normally complete a timesheet – a timesheet for the enhancements due **ONLY** while absent should be completed, with all other payments being paid as normal through HealthRoster.

- **Paying additional hours, overtime and enhancements for Covid-19 related work (those not on HealthRoster)**

If staff are working overtime, additional hours or enhancements due to Covid-19 e.g. to cover someone who is absent from work for a Covid-19 related reason then the hours should be recorded on the attached timesheet, submitted to the manager and then emailed to SBS. It is vital that this is recorded on the monthly timesheet by ticking the first Covid-19 box.