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**Nursing & Midwifery Staff Bank**

**BankStaff Implementation (New bank Booking System)**

**Change to Bank Staff Electronic Time sheet Submissions**

Please note that the payroll cut of date for electronic timesheets will change as on **1st July 2017,** following the implementation of the new bank booking system.

 **New Weekly Pay Arrangements**

Currently all shifts completed and signed off by 3pm on a Friday will be paid the following Friday.

From **1st of July** our new Bank Staff System will be fully operational, resulting in a change to the weekly pay arrangements.

As of the 1st July 2017, the cut off for electronic sign off will now be

 **Thursday** at **23:59 hours**

All shifts completed and signed off by 23:59 on a Thursday will be paid the following Friday (i.e 8 Days Later).

The pay date for bank shifts will continue to be Friday of each week.

**EMPLOYEE ONLINE**

Part of the new system will see the introduction of Employee Online which will allow staff to view that electronic timesheets have been signed off.

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