**NHSGGC BankStaff System Quick Reference Guide**

*Key to understanding the symbols beside shifts booked*

1. **Unfilled**
   - Shift available to book online

2. **Filled but not Confirmed**
   - Shift still available to book online

3. **Filled and Confirmed**

4. **Timesheet Added**

5. **Timesheet Confirmed**

6. **Timesheet Confirmed**

- **Will not be paid**
- **Will not be paid**
- **Will not be paid**
- **Will not be paid**
- **Will be paid in next run**
- **Will be paid**

Remember to tick confirmed to remove the shift from Employee Online.

Remember to finalise the shift otherwise it will not be paid.