

Core brief

Friday, 23 June 2017

Introduction

This issue provides information on a new online Bank booking system.

New online Bank booking system goes LIVE 1st July 2017

The new booking system for Nursing, Administrative and Medical Banks goes LIVE on 1st July.

All current ward/department requestors and authorisers will be issued with an email with new login details week commencing 26th June. This email will also contain a link to HR connect Staff Bank page where you can find a user guide and other relevant guidance. Once logins are received shifts starting from the 1st of July can be input to the system.

For workers on the Nurse, Administrative or Medical banks you will receive a personal email to your registered email address confirming your login details for Employee Online.

From 3pm on Friday 30th June the current system (BSMS) will become read-only. It is therefore important that all completed shifts up to that date are authorised for payment. After 3pm on Friday 30th June users must call the contact centre on 0141 278 2555 to confirm any remaining unsigned shifts.

Please note that the payroll cut off date for electronic timesheets will change following the implementation of the new bank booking system. As of the 1st July 2017, the cut off for electronic sign off will now be a 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 day for bank shifts will continue to be Friday of each week.

If you request shifts please add [this link](#) to your favourites. This is accessible only from within the NHS network.

If you work on the Nurse, Administrative or Medical bank please use [this link](#) to access the Employee Online page. You can access this link from any device connected to the internet – including mobile phones and tablets.

These links will also replace the existing BSMS shortcut found in your Favourites>GGC Shortcuts>Facilities (this will happen automatically).