

# Core brief

Monday 26 November 2018

## Introduction

This issue of Core Brief details information on roving flu teams and an update on eESS.

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### Roving flu immunisers

If you have not already been vaccinated against Flu for this season, we have organised for roving teams to be at the sites below to vaccinate you.

The nurses will be visiting wards between 09:30-16:00hrs.

Tuesday 27 November – Royal Alexandra Hospital  
Thursday 29 November – Royal Hospital for Children  
Tuesday 4 December – Glasgow Royal Infirmary  
Thursday 6 December – Queen Elizabeth University Hospital  
Tuesday 11 December - Beatson and Gartnavel Royal Hospital

Alternatively, email: [PeerImmunisationBooking@ggc.scot.nhs.uk](mailto:PeerImmunisationBooking@ggc.scot.nhs.uk) leaving your name ward or department, requesting to be immunised on the day the nurses are at your place of work. In turn the nurses will endeavour to visit your department/ward.

If you want to get your flu jab and won't be at the sites above you can get vaccinated by your nearest peer immuniser or contact occupational health on: 0141 201 0626.

Don't infect, protect!

### eESS Is Live – very important deadlines

eESS Manager and Employee Self Service is now Live and by now you should have received your User ID and Password, allowing you to get logged in to the new system.

Managers should ensure that they now complete transactions directly on the system through Manager Self Service. This replaces the completion of Notification of Change Forms (NOCs) and Notifications of Termination Forms (NOTs).

### VERY IMPORTANT DEADLINES

**As you are aware the December monthly pay date has been brought forward. This means that by:**

<b>Monday 3<sup>rd</sup> December</b>	Staff Engagement Forms must be with the eESS Support Team as detailed below.  Paper expense claims must be with the Travel Team.  Absences must be recorded on SSTS by 5pm.
<b>Tuesday 4<sup>th</sup> December</b>	Hours must be authorised on SSTS by 5pm.
<b>Friday 7<sup>th</sup> December</b>	Pay changes or terminations must be authorised on eESS by 5pm. Remember you can access step by steps guides and video tutorials through <a href="https://www.eess.nhs.scot/">https://www.eess.nhs.scot/</a> .
<b>Thursday 13<sup>th</sup> December</b>	On-line expense claims must be authorised by 5pm.

Please note that **Staff Engagement Forms** should still be completed, authorised and returned to the eESS Support Team at West Glasgow ACH, Dalnair Street, Glasgow, G3 8SJ for processing.

**Paper expense claims** should be completed, authorised and returned to the Travel Team at Caledonia House, 140 Fifty Pitches Road, Glasgow, G51 4EB for processing. Please note that if multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closure.

**Training** - we are unable to provide additional face to face training for managers over the coming weeks, however, will look to run some sessions in the new year. In the meantime we would encourage those managers who did not get an opportunity to attend our face to face manager self-service training to undertake our eEES Manager LearnPro module. The module provides a quick overview of Manager Self Service and links to our Standard Operating Procedures. Log on to LearnPro and search for "eEES" under the Specialist Subjects tab.

**Are your contact details up-to-date? [Click here](#) to check**