# New Starter and CHOC high level process

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## Purpose of the SOP

The purpose of the SOP is to describe the role of each team involved in processing Change of Condition forms (CHOC), and, signing off and creating rota patterns for new starters. The high level process describes the Line Managers, Rota, People and Payroll Teams responsibilities and deadlines with the aim to minimise payroll errors and the impact on our people.

## Standard Operating Procedure

The standard operating procedures (SOP) are described in the below flowcharts.

### CHOC Form process

CHOC form created and signed off by relevant Line Manager

Please note CHOC forms must take effect from 1st of month

Line Manager to send completed form to Rota Team via brisdoc.rotateam@nhs.net

Deadline 15th of the month before changes are to take effect

Rota Team to save form in ‘Action for Rota Team' folder

People Team to

1. add changes to Payroll notes by 5th of the month changes take effect,
2. update personnel record on RotaMaster,
3. save new shift pattern in Payroll folder

Payroll Team check new shift pattern against Payroll notes

Payroll Team pay individual based on new shift pattern

Month after changes have taken effect, Payroll Team check shift pattern against actual shifts worked

Rota Team change as per CHOC form and move the form into ‘Action for People Team’ folder by 22nd of the month before the changes are planned

Rota Team to confirm the form has been processed to Line Manager and People Team via email

If Rota Team unable to process CHOC form due to error/incompleteness, Rota Team to provide timely feedback to Line Manager to enable correction and processing by 22nd of the month.

If Rota Team unable to process CHOC form due to error/incompleteness, Rota Team to provide timely feedback to Line Manager to enable correction and processing by 22nd of the month.

### New Starter Form process

If Rota Team unable to process form due to error/incompleteness, Rota Team to provide timely feedback to Line Manager to enable correction and processing

**New Starter Form** created and signed off by Line Manager

If Rota Team unable to process CHOC form due to error/incompleteness, Rota Team to provide timely feedback to Line Manager to enable correction and processing by 22nd of the month.

Line Manager to send completed form to Rota Team via brisdoc.rotateam@nhs.net at least five working days before the start date

To be paid the same month, the start date must be **on or before the 15th of the month** (ideally new starters will start on 1st of the month). Any starters after this date will be paid the following month

Rota Team to save form in ‘Action for Rota Team' folder

Rota Team action change as per New Starter Form and move the form into ‘Action for People Team’ folder

Rota Team to confirm the form has been processed to Line Manager and People Team via email

People Team to

1. add changes to Payroll notes by 15th of the month changes take effect,
2. update personnel record on RotaMaster,
3. save new shift pattern in Payroll folder

Payroll Team check new shift pattern against Payroll notes

Payroll Team pay individual based on new shift pattern

Month after changes have taken effect, Payroll Team check shift pattern against actual shifts worked

### Tables

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