

PAYROLL PROCESS AND RESPONSIBILITIES

As a key part of our business focus on Workforce Care and Quality Care, our key objective is to have a well managed payroll system that ensures all staff are paid correctly and on time. To achieve this objective, the staff member, their line manager, and the Workforce (HR) & Payroll team all play key roles in the payroll process.

Useful Definitions / Dates:

Default Salary: This is the salary that applies to all staff who have regular contracted hours (known as default/standard shifts) within a template rota. It does not apply to bank staff/casual workers who work on an ad hoc basis. A default salary is based on converting the contracted hours in a 4 week period to a weekly average number of hours, multiplying it by 52.14 weeks (or 52 wks for some staff employed on non-BrisDoc T&Cs) and then dividing it by 12 months to reach the monthly default hours. E.g. Someone who works 20 hours in a 4 week period is contracted to work an average of 5 hours per week. This equates to 21.73 hours per month (i.e. 5 hrs x 52.14 wks / 12 mths). (If staff have more than one hourly rate for a default shift, then the default salary may be split between different pay elements).

All default salaries are paid on the 22nd of the month and cover the contracted hours for that current month e.g. On 22nd January, the default salary applies to the period 1st to 31st January.

Overtime: Any overtime worked is paid one month in arrears. For example on 22nd January you will be paid for any overtime that you worked in the period 1st-31st December. Any additional shifts you have agreed to work in advance will be entered onto Rotamaster for you and shown on your Rotamaster timesheet. All *unplanned* overtime must be submitted via self service on Rotamaster by the 2nd of each calendar month in order to be paid on the 22nd of the month. This would include claims for attending meetings, training or special projects. To clarify - for staff with default hours, they are only expected to use this form to record any extra hours worked over and above their regular contracted (or default) hours.

For casual / bank workers who do not have any default shifts, ALL work is paid a month in arrears i.e. on 22nd January you are paid the hours that you worked in the period 1st to 31st December. Any shifts you book into will be entered onto Rotamaster and you will be sent a Rotamaster timesheet each month to confirm the shifts you have worked in the previous month. Any additional overtime/unplanned shifts or training you attend will need to be submitted through self service on Rotamaster.

All staff should check their Rotamaster timesheets and highlight any anomalies to their Manager before the 5th of the month, in order for it to be rectified in time for payroll.

Overtime AND Timesheet submission date:

Forms must be submitted to line manager by the **2nd of the calendar month** to ensure payment on the 22nd of the month

Process for 'Employees' with regular default hours/shift patterns

Employee Responsibility:

It is the responsibility of the employee to ensure any unplanned overtime, training, meetings or special projects work is submitted via self-service on Rotamaster by the 2nd of the calendar month.

It is the responsibility of the employee to check their Rotamaster timesheet and ensure their contracted hours are showing correctly if worked, or if not worked showing correctly for reasons such as annual leave or sickness; and that any additional hours such as unplanned overtime, training, meetings is showing. The employee should highlight any anomalies to their line manager before the 5th of the month.

Line manager responsibility

- Ensure any overtime shifts that an employee is booked into are correctly entered on Rotamaster.
- Check unplanned overtime/meetings/training entered by the employee onto Rotamaster via self-service is correct in terms of date, shift times worked and is not a default shift, and sign off the Rotamaster timesheet.
- Contact the individual member of staff if there are any queries
- Ensure that any change in default hours, rates of pay, absence dates (i.e. sickness absence, special leave and/or unpaid leave) is communicated to the HR team to log.

Process for Casual / Bank Workers

Casual / Bank Workers / Flexi staff responsibility:

When a casual worker agrees to work a shift it will automatically be entered onto Rotamaster and the bank worker will be sent a Rotamaster timesheet each month to confirm the shifts they worked in the previous month. Any additional unplanned shifts, meetings or training they attend will need to be submitted through self-service on Rotamaster by the 2nd of the calendar month. It is their responsibility to check the Rotamaster timesheet is correct and highlight any anomalies to their line manager before the 5th of the month.

Line manager's responsibility:

- Ensure any hours/shifts a casual worker works are entered correctly entered on Rotamaster.
- Check unplanned meetings/training entered by the casual worker onto Rotamaster via self-service is correct in terms of date and times worked and sign off the Rotamaster timesheet.
- Contact the individual if there are any queries

Process for Workforce (HR)/Payroll department

Workforce team responsibility:

- Ensure the following information is entered onto payroll notes for processing by the 6th of the month: any contractual changes to individual's hours/pay; any other changes to pay (e.g. unpaid leave, sick pay deductions); any absences; any new starters and/or leavers.
- All changes must be in line with the individual's Terms & Conditions of Employment

Payroll & Pensions team responsibility:

- Process Rotamaster timesheets based on information given on the timesheet
- Set up new starters on payroll system
- Remove leavers from payroll system - issue P45s where applicable
- Send out payslips (via Sage payroll) to staff members
- Process all staff pension contributions

If you have any problems accessing or completing the Rotamaster time sheet please advise your line manager. Any queries in your pay/pension, please contact the Payroll and Pensions team via karen.oreilly3@nhs.net / kelly.shore@nhs.net and we will endeavour to get the situation rectified.

SUBMISSION FLOWCHART FOR UNPLANNED OVERTIME/HOURS WORKED

Employee / Casual Worker records *unplanned* overtime/hours (e.g. meetings, training, additional hours worked on a *planned* shift) on Rotamaster via Self - Service and submits to line manager by the **2nd of the calendar month** to ensure payment on the 22nd.



Line Manager checks the Rotamaster timesheet against the rota (ensuring the hours claimed are not part of a 'default shift') or against Shift Manager reports, Adastra/Emis log in/out times and authorises the timesheet. Where applicable, the manager will ensure comments are added for additional rates of pay agreed with the specific staff member, and if there are any queries around the timesheet, to discuss with the staff member.



Line Manager ensures all timesheets are authorised by 5th of the calendar month.



Payroll team commence processing timesheets based on Rotamaster information from 6th of the calendar month. Payroll team submit payroll information to the Bank two days before payday and send payslips (via Sage payroll) to all staff members.