

Core brief

Daily update
(7 December 2021, 3.45pm)

Topics in this Core Brief:

- Occupational Health Service – new IT system
- eESS / Payroll Cut-off - Friday 10 December / Issue with Manager Email Alerts for Payroll Transaction Approvals
- Festive bus service information
- COVID 19 – Key Safety Theme – Good Hygiene

Occupational Health Service – new IT system

A new IT system that will provide a more efficient method for managers to make management referrals to Occupational Health is due to go live on 15 December 2021.

eHealth will be sending an email to managers with log-in details and instructions on how to access the system will be made available on the OH section within HR Connect from 15 December.

If you do not receive an email from eHealth by the end of December, please send your details to occupational.health@ggc.scot.nhs.uk and you will be provided with the appropriate access.

eESS / Payroll Cut-off - Friday 10 December / Issue with Manager Email Alerts for Payroll Transaction Approvals

Due to intermittent issues with eESS Manager email alerts, there could be a number of transactions waiting for Manager approvals that will be sitting on eESS Worklists, where an email alert was not generated.

A fix was applied to eESS to resolve this issue on Thursday evening, however there still appears to be an issue, which the eESS National Team have raised with ATOS as a priority.

As Payroll cut-off is 5pm on Friday 10 December, Managers are being asked to log in to eESS regularly to check if they have any transactions on their Worklist to approve.

Until this issue has been resolved, we would ask those staff who process the payroll transactions, to alert your Manager they have a transaction to approve.

Festive bus service information

First Glasgow, McGill's Buses, SPT Subway & Stagecoach West Scotland have issued information on their service levels for over the festive period. These apply from 24 December – 4 January inclusive, so please check your operator [information here](#). Please save this link as it is where any further operator updates will be publicised.

COVID 19 – Key Safety Theme – Good Hygiene

Good hand hygiene is an essential part of staying COVID-19 safe. Please remember to wash hands regularly. Avoid touching your face and use soap and water or alcohol based hand rub for minimum of 20 seconds.

Here is the link to the National Manual HH video: <https://youtu.be/-boVsHgDDOc>

Good hygiene also includes maintaining a clean working environment and focussing on shared equipment – such as patient equipment, computer keyboards and telephones. Ensure protocols are in place so that high touch points are cleaned regularly including door handles and [screens](#).

Information relation to Physical Distancing can be found [here](#). If you have any ideas to improve Physical Distancing practice, please share with your line manager and email here: SDCommsGroup@ggc.scot.nhs.uk



Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: HR.Support@ggc.scot.nhs.uk.

***Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)