

Core brief

Daily update

(13 September 2022, 2.40pm)

Topics in this Core Brief:

- Books of condolence for Her Majesty The Queen
- Occupational Health Management Referral Process - OPAS G2 system
- Reporting salaries correctly
- Staff Support and Wellbeing webpages

Books of condolence for Her Majesty The Queen

Staff, patients and visitors can sign a book of condolence for Her Majesty The Queen at a number of locations across NHSGGC (please see list below). There is also an official electronic book of condolence for anyone who wishes to leave a message online, please visit: www.royal.uk/send-message-condolence

- Dykebar Hospital, Main Reception Area
- Gartnavel General Hospital, Sanctuary, Ground Floor, next to main entrance
- Glasgow Dental Hospital, Sanctuary, Lower Ground Floor
- GRI, Chapel, Centre Block
- Hillington Laundry, Main Office
- IRH, Front Hall at Entrance
- Leverndale Hospital, Main Reception Area
- Lightburn, Main Entrance Reception
- New Stobhill Hospital, Sanctuary, Ground Floor, Main Atrium
- New Victoria Hospital, Sanctuary, Ground Floor, Main Atrium
- QEUH, Main Atrium
- RAH, Sanctuary/Chapel
- Vale of Leven Hospital, Sanctuary Room opposite Reception
- West Glasgow ACH, Main Reception.

The books of condolence will be available to sign until Sunday 25 September.

Occupational Health Management Referral Process - OPAS G2 system

Managers are advised that the new OPAS G2 management referral system is linked to eESS and will extract some of their personal details directly from this system when making a referral. It is therefore important to review and if required amend the personal contact details being provided prior to submitting the referral (managers are advised to use their preferred work telephone and email address). This will also apply to other sections of the referral where any personal details are requested. Please confirm with the employee and any additional contributors that the personal contact information being provided is correct prior to submitting the referral.

Managers can track the progress of referrals via the manager's dashboard. You can also send and receive messages related to the referral directly through the system therefore, it is recommended that you log into your dashboard regularly to check for any updates.

Further Information on the management referral process can be accessed via this link: [Management Referrals - NHSGGC](#)

Thank you. From the Occupational Health Department.

Reporting salaries correctly

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

For payroll deadlines and FAQ's visit [StaffNet](#). For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk
Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk
Expenses	New claimants, insurance certificates, etc.	eExpenses@ggc.scot.nhs.uk

Staff Support and Wellbeing webpages

We are pleased to let you know that our refreshed Staff Support and Wellbeing site is now part of the new NHSGGC website.

You can access the site at: <https://www.nhsggc.scot/staffhealth> where you will find lots of useful information and support available to you.

Note: Can managers/supervisors please print this information off for staff who do not regularly access PC's or laptops in their workplace.

This link can be also accessed through smart phones

This information has been brought to you by the Staff Health Strategy.



A Healthier Place to Work

Lateral Flow Tests - available to staff who work with patients and service users in face-to-face settings

Speak to your line manager about where to collect your test kit, then:



Register
your kit



Test
twice per week



Record
your results

Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.scot/staff-recruitment/lft-staff

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.scot. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please visit the [HR Self Service Portal](#).

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](#)**