Daily update
(28 February 2024, 1.45pm)

Topics in this Core Brief:

- eESS awareness and training sessions
- Global Address List (GAL)

Remember, for all your latest news stories, visit our new Staffnet Hub:
GGC-Staffnet Hub - Home (sharepoint.com)

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eESS awareness (drop in) sessions 2024

Come along and say 'hello' and get your username and password for eESS or discuss what eESS is all about.

We will be available in the following venues between 8am – 1pm throughout 2024:

- Glasgow Royal Infirmary, Main Atrium and Centre Block (1st Tuesday of the month)
- Queen Elizabeth University Hospital, Main Atrium and Royal Hospital for Children (2nd Thursday of the month)
- Royal Alexandra Hospital, Staff Hub behind Dining Room (3rd Tuesday - alternative months)
- Inverclyde Royal Hospital, Staff Hub at Dining Room and Seminar Room, Education Centre (4th Tuesday - alternative months)
- Glasgow City/Renfrewshire HSCPs contact Adam Shearer: adam.shearer@ggc.scot.nhs.uk

eESS training sessions 2024

Instructor led manager training is also available on same dates/venues. These sessions can be booked through eESS: https://eess.mhs.scot.nhs.uk/

Further eESS training sessions can be requested by raising a call on the HR Connect Portal (Please select eESS Training at Enquiry Type): https://nhsnss.service-now.com/ggc_hr

*Please note training sessions are for groups of staff and are not tailored for individual requirements.

Global Address List (GAL)

Are your details up-to-date? How are we to contact one another if you don't keep your information current?

The Global Address List (GAL) is the first port of call for anyone within NHSGGC wishing to contact us and it's important to ensure that your details are kept up-to-date.

Staff should ensure that their details are correct i.e. job title, line manager, location and telephone number (ensuring any Board mobile numbers are available) at the very least. It is also a line manager's responsibility to check that all their reporting staff details are accurate.

If you don't maintain this data, it impacts the quality and the efficiency of these other systems, and ourselves in having to cleanse this data to make it usable.

If you need to update your details, visit the eHelp Portal. You can access instructions for updating the GAL at: https://nhsscotland.service-now.com/kb_view.do?sysparm_article=KB0011814

Line managers should ensure that the entries for any staff who have left the organisation are removed from the GAL and to do this as a matter of course in future whenever one of their team leaves, as part of their exit process. You can do this by using the eAccount page eAccount - eHealth IT Service Portal (service-now.com) and selecting the "Leavers" option.

Staff are reminded to make sure their personal contact details are up to date on eESS