**Daily update
(30 March 2023, 10am)**

Topics in this Core Brief:
- World Autism Acceptance Week 27 March – 2 April
- Access to telephone interpreting changing Saturday 1st April
- PECOS – external marketplace (Punch Out) for Lyreco
- Registration Open for NHS Scotland Global Citizenship Conference
- Reporting salaries correctly

World Autism Acceptance Week 27 March – 2 April

During World Autism Acceptance Week, NHSGGC is celebrating our Autistic staff. Every unique perspective adds to the strength and diversity of our organisation.

Autism is not a disease, or an illness. Being Autistic is part of neurodiversity or the range of ways the human brain operates. It is commonly said that, "once you have met one Autistic person you have met one Autistic person" as the way Autistic people communicate can vary. Some common characteristics can include finding it hard to communicate and interact with others, getting anxious about unfamiliar situations/lack of routine and sensory hyper or hypo-sensitivity (avoiding sensory input or seeking sensory input).

Many Autistic people are not diagnosed or do not realise their identity till later in life. Having this realisation often comes after many years of misdiagnosis and/or trauma but can prove to be a self-affirming experience.

NHSGGC has the [Workplace Adjustment Passport - NHSGGC](#) to support employees with a diversity to work to their strengths.

The Staff Disability Forum is available to staff for staff engagement and support. If you would like to join the mailing list, please email ggc.staffdisabilityforum@ggc.scot.nhs.uk.

Access to telephone interpreting changing Saturday 1st April

A reminder that from 1st April all contact details and access codes for our telephone interpreting service are changing.

You will still be able to access the service via a mobile app as well as by telephone.

As previous, you will need a 6-digit department code to use both options and a one-off access code for the mobile app. You will also need to access the list of language codes.

Please ensure you are ready for this changeover by going to [NHSGGC Interpreting Service](#) and accessing the information you need.

The process for patient's wishing to use telephone interpreting to contact NHSGGC services directly is also changing from 1st April 2023.

Revised patient leaflets in over 30 languages will be available at [NHSGGC Interpreting Service](#) from 1st April. Please ensure that your patients have the up to date version.

PECOS – external marketplace (Punch Out) for Lyreco

Punch Out is a method that allows PECOS users to select products direct from the Suppliers catalogue inside the PECOS website and once the required products are selected and added to the shopping basket, instead of checking out, the order is punched out. The system automatically exports the order data to Single Instance Pecos for approval and for the Purchase Order to be generated. This offers a simplified and more accurate method; the ability to search for products and order at the one stage, the product and price information is accurate and kept up to date by the Supplier.

Lyreco will be available as a Punch Out ordering function on PECOS from Monday 3 April 2023.

Please find the NHSGGC Youtube link below for the Pecos instructional film on how to use this function on PECOS.

- How to use external marketplace - https://youtu.be/ZytzMpFjYBc

Other PECOS instructional films can also be viewed by selecting on the relevant link below, these can also be accessed via StafNet Procurement Page, Procurement Service Desk (Zendesk) and PECOS (under useful resource section):

- How to log on - https://youtu.be/ezR51MS1OuI
- How to create a requisition - https://youtu.be/76tVbLDW3QU
- How to add a non-catalogued item - https://youtu.be/vRxIHafLhxU
- How to use external marketplace - https://youtu.be/ZytzMpFjYBc
- How to approve a Requisition - https://youtu.be/Y8fwS58-4PI
- How to create a template - https://youtu.be/oWi5N7kFBCc
- How to make changes to an order - https://youtu.be/10aGeeqp3es
- How to receive and return items - https://youtu.be/nEenIBwWhg8
- Returned Requisition - https://youtu.be/uiAEJkTf1e8

Registration Open for NHS Scotland Global Citizenship Conference (Virtual) - 25 April

Important conversations are taking place around the imbalance of power within HIC to LMIC global health partnerships.

Join us at the virtual **NHS Scotland Global Citizenship conference 2023** on **25th April 9.30am – 1.30pm** to explore some of these issues within global health and health partnerships.

Register Now! https://bit.ly/3ZMMLFE

Please share with your colleagues who you think would be interested!

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

Speak Up! We're listening

There are a number of ways you can access someone to talk to

Health, Wellbeing and Spiritual Support	Management and Peer Support		Whistleblowing
• Occupational Health • Chaplaincy Service	• Managers and Leaders • Confidential Contacts	• HR Support and Advice Unit • Report via Datix	Formally raise a concern about an issue in the public interest.

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