DRAFT Medical & Dental
(Includes changes to Availability Supplement, Banding, EPA's)

Step-by-Step Guide

PART 1: Adding Medical & Dental Details

Navigate to NHSS Manager Self Service

1. **Click on 'Medical and Dental**

2. Select employee from hierarchy to whom transaction applies and click 'Action'

3. Click 'Add'

a. The Add functionality should be used even in cases where an existing row of information exists

4. Enter the following information, using the date fields and lookups:

a. Assignment Number (use Search icon by selecting magnifying glass icon)

b. New page will appear as pop-up, click 'Go'

Search and Select: Assignment Number

Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Assignment Number ▼] [   ] [Go]

Results

Select	Quick Select	Assignment Number	From Date	To Date	Organization	Post	Job
	No search conducted.						

About this Page

Cancel   Select

c. Select correct assignment to update, then select 'Quick Select'

Search and Select: Assignment Number

Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Assignment Number ▼] [   ] [Go]

Results

Select	Quick Select	Assignment Number	From Date	To Date	Organization	Post	Job
○	🖼	10412356	06-11-2017	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES 123990	71A4 OFFICE SERVICES
○	🖼	10412356-2	14-03-2019	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES123400	71A3 OFFICE SERVICES

About this Page

Cancel   Select

d. Payroll Number (Select from LOV *(list of values)*)

Medical and Dental

Cancel   Apply

Employee Name	Organization Email Address
Employee Number	Business Group **NHS Greater Glasgow & Clyde**

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number 104123

Payroll Number [▼]

Specialty of Training [   ] 🔍

Medical Grade [   ] 🔍

Date Appointed to Consultant Grade [   ] 📅

JKL Band [   ] 🔍

JKL Band (protected) [   ] 🔍

Availability Supplement [   ] 🔍

OOH number of hours superannuable [   ]

OOH number of hours non-superannuable [   ]

Effective Date [   ] 📅

Effective Date Refers To [   ] 🔍

EPA/APA Hours [   ]

EPA/APA Hours Effective Date [   ] 📅

PA: dir clinical care–OOH [   ]

PA: dir clinical care–other [   ]

PA: supporting prof activities [   ]

Cancel   Apply

5. **Complete all applicable fields that are relevant (for any not relevant leave blank)**

      a. Speciality of Training

      b. Medical Grade

      c. Date appointed to Consultant Grade

      d. JKL band

      e. JKL band (protected)

      f. Availability Supplement

      g. OOH number of hours superannuable

      h. OOH number of hours non-superannuable

      i. Effective date

      j. Effective date refers to

      k. EPA/APA Hours m. EPA/APA Hours Effective Date

      l. PA: dir clinical care OOH

      m. PA: dir clinical care - other

      n. PA: supporting prof activities

An example of a completed record to notify payroll of EPA's would look like:

NB: If entering EPA/APA Hours you must also enter EPA/APA Hours Effective Date

NB: Where a value is zero please leave the field blank and do not enter 0

Medical and Dental

Cancel   Apply

Employee Name   Organization Email Address

Employee Number   Business Group **NHS Greater Glasgow & Clyde**

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Field	Value
Assignment Number	104123
Payroll Number	G98!
Specialty of Training	
Medical Grade	
Date Appointed to Consultant Grade	
JKL Band	
JKL Band (protected)	
Availability Supplement	
OOH number of hours superannuable	
OOH number of hours non-superannuable	
Effective Date	
Effective Date Refers To	EPA/APA Hours
EPA/APA Hours	4.00
EPA/APA Hours Effective Date	01-05-2019
PA: dir clinical care - OOH	
PA: dir clinical care-other	
PA: supporting prof activities	

Cancel   Apply

6. **Click 'Apply'**

7. A new record is created, click 'Next'

Medical & Dental: Extra Information

Cancel | Save For Later | Back | Next

Employee Name   Organization Email Address
Employee Number   Business Group **NHS Greater Glasgow & Clyde**

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Medical and Dental

Select Object: | Delete | Update | | Add

Select	Status	Assignment Number	Payroll Number	Specialty of Training	Medical Grade	Date Appointed to Consultant Grade	JKL Band	JKL Band (protected)	Availability Supplement	OOH number of hours superannuable	OOH number of hours non-superannuable	EPA/APA Hours	EPA/APA Hours Effective Date	PA: dir clinical care– OOH	P d c o
⦿	New											4.00	01-05-2019		

Cancel | Save For Later | Back | Next

8. Review changes made and click 'Submit'

Medical & Dental: Review

Cancel | Printable Page | Save For Later | Back | Submit

Employee Name   Organization Email Address
Employee Number   Business Group **NHS Greater Glasgow & Clyde**

Review your changes and, if needed, attach supporting documents.
🔵 Indicates Changed Items.

Medical & Dental: The following fields will be sent over the payroll interface:- Assignment Number; Payroll Number; JKL Band; JKL Band (Protected); Availability Supplement; OOH number of hours superannuable; OOH number of hours non-superannuable; Effective Date; Effective Date Refers To; EPA/APA Hours; EPA/APA Hours effective date : Please refer to local business processes for other fields.

Medical and Dental

	Proposed
Assignment Number	
Payroll Number	
Effective Date Refers To	EPA/APA Hours
EPA/APA Hours	4.00
EPA/APA Hours Effective Date	01-05-2019

9. You will then receive a confirmation message that the Medical and Dental transaction has been submitted which will then sent to your line manager for approval.

Confirmation

Your changes have been submitted for approval.

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10. Click Home

PART 2: Updating Medical and Dental

Follow Steps 1 and 2 as per Part 1 above

3. **Take note of the Medical fields currently populated in eESS (latest row as any fields remaining as valid need to be added in to the new record)**

4. **Click 'Add'**

   a. The Add functionality should be used even in cases where an existing row of information exists

Follow steps 4 to 5 as Part 1 above

5. **Effective date and Effective date refers to must be entered (this also applies to information being removed)**

6. **EPA/APA Hours Effective Date must be entered if there is a change to EPA/APA (EPA/APA Hours – if this is zero then please leave blank)**

An example of a completed record to notify payroll that 0 EPA's are effective would look like (overleaf):

Cancel | Apply

Employee Name
Employee Number

Organization Email Address
Business Group **NHS Greater Glasgow & Clyde**

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Assignment Number   104123
Payroll Number   G9i
Specialty of Training
Medical Grade
Date Appointed to Consultant Grade
JKL Band
JKL Band (protected)
Availability Supplement
OOH number of hours superannuable
OOH number of hours non-superannuable
Effective Date
Effective Date Refers To   EPA/APA Hours
EPA/APA Hours
EPA/APA Hours Effective Date 01-06-2019
PA: dir clinical care—OOH
PA: dir clinical care-other
PA: supporting prof activities

Cancel | Apply

7. Click 'Apply'

8. A new record is created, click 'Next'

Medical & Dental: Extra Information

Cancel | Save For Later | Back | Next

Employee Name
Employee Number

Organization Email Address   ik
Business Group   **NHS Greater Glasgow & Clyde**

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Medical and Dental

Select Object: | Delete | Update | | Add |

Select	Status	Assignment Number	Payroll Number	Specialty of Training	Medical Grade	Date Appointed to Consultant Grade	JKL Band	JKL Band (protected)	Availability Supplement	OOH number of hours superannuable	OOH number of hours non-superannuable	EPA/APA Hours	EPA/APA Hours Effective Date	PA: dir clinical care– OOH	
○												4.00	01-05-2019		
●	New												01-06-2019		

Cancel | Save For Later | Back | Next

9. Review changes made and click 'Submit'

Medical & Dental: Review

| Cancel | Printable Page | Save For Later | Back | Submit |

Employee Name   Organization Email Address
Employee Number   Business Group **NHS Greater Glasgow & Clyde**

Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

> **Medical & Dental:** The following fields will be sent over the payroll interface:- Assignment Number; Payroll Number; JKL Band; JKL Band (Protected); Availability Supplement; OOH number of hours superannuable; OOH number of hours non-superannuable; Effective Date; Effective Date Refers To; EPA/APA Hours; EPA/APA Hours effective date : Please refer to local business processes for other fields.

Medical and Dental

	Proposed
Assignment Number	
Payroll Number	
Effective Date Refers To	EPA/APA Hours
EPA/APA Hours Effective Date	01-06-2019

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None | Add |

5. You will then receive a confirmation message that the Medical and Dental transaction has been submitted which will then sent to your line manager for approval.

Confirmation

Your changes have been submitted for approval.

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6. Click Home

NB: Where a value is zero please leave the field blank and do <u>not</u> enter 0