

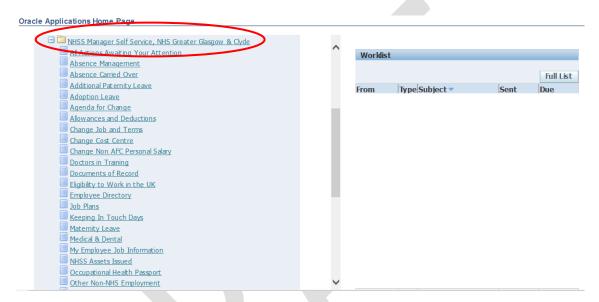


DRAFT Medical & Dental (Includes changes to Availability Supplement, Banding, EPA's)

Step-by-Step Guide

PART 1: Adding Medical & Dental Details

Navigate to NHSS Manager Self Service



1. Click on 'Medical and Dental

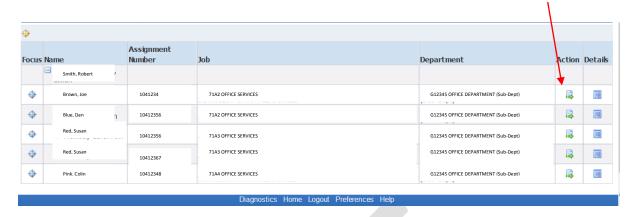






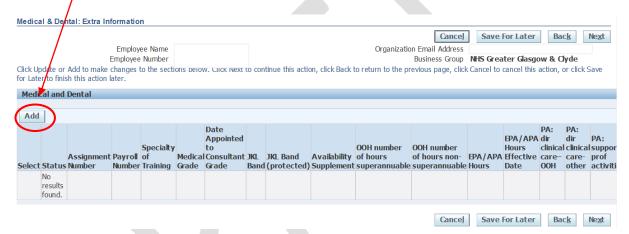


2. Select employee from hierarchy to whom transaction applies and click 'Action'



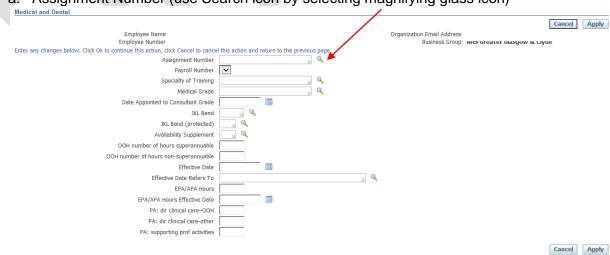
3. Click 'Add'

/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)

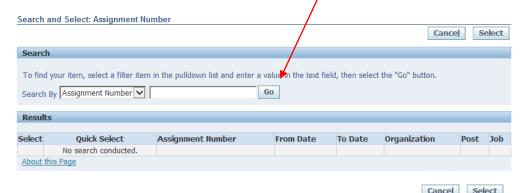




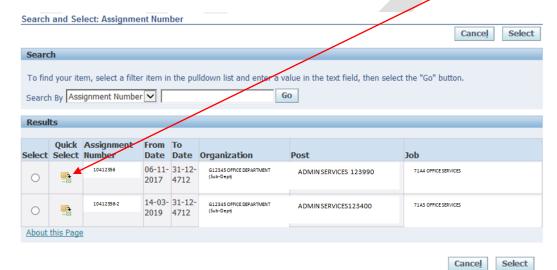


Cancel Apply

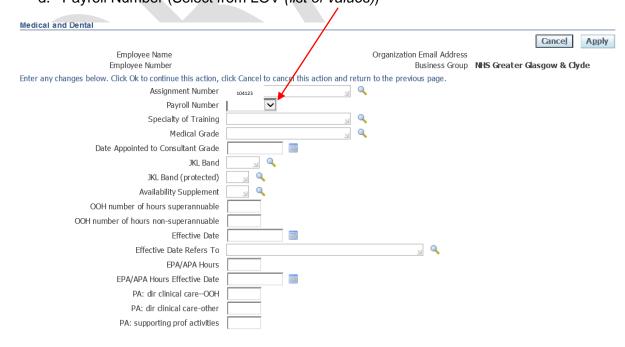
b. New page will appear as pop-up, click 'Go'



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



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







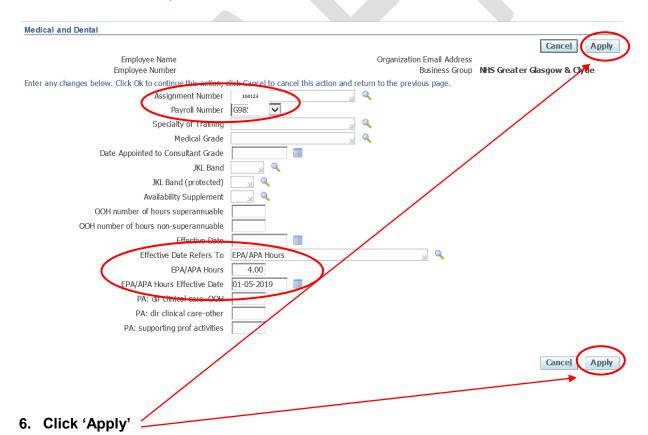
5. Complete all applicable fields that are relevant (for any not relevant leave blank)

- 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
- I. 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

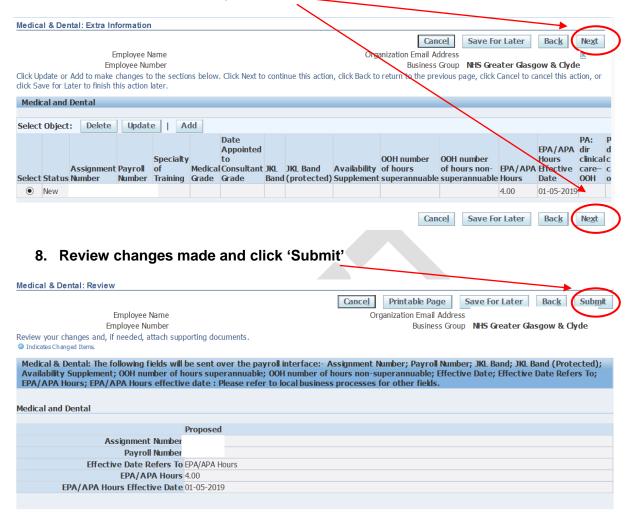
NB: Where a value is zero please leave the field blank and do not enter 0







7. A new record is created, click 'Next



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.



10. Click Home

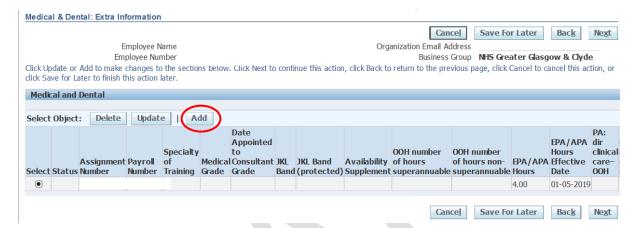




PART 2: Updating Medical and Dental

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):



Assignment Payroll of

Number Training Grade Grade

Select Status Number

New

Medical and Dental



Cancel Apply Employee Name Organization Email Address Business Group NHS Greater Glasgow & Clyde Employee Number Enter any changes below. Click Ok to continue this action, dirk Cancel to cancel this action and return to the previous page. 104123 Assignment Number 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 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 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 click Save for Later to finish this action later. return to the previous page, click Cancel to cancel this action, or **Medical and Dental** Select Object: Delete Update | Add Date Appointed to EPA/APA dir

Medical Consultant JKL JKL Band

00H number

JKL JKL Band Availability of hours of hours non-EPA// Band (protected) Supplement superannuable superannuable Hours

00H numbe

Cancel

Hours

EPA/APA Effective care-Hours Date OOH

4.00

Save For Later

01-05-2019

01-06-2019

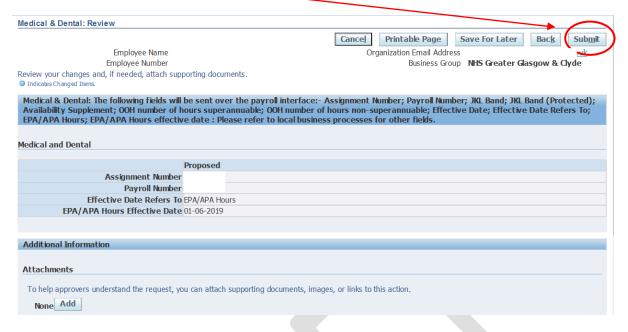
Bac<u>k</u>

Next





9. Review changes made and click 'Submit'



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.



6. Click Home

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