

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

Oracle Applications Home Page

NHSS Manager Self Service, NHS Greater Glasgow & Clyde

- All Actions Awaiting Your Attention
- Absence Management
- Absence Carried Over
- Additional Paternity Leave
- Adoption Leave
- Agenda for Change
- Allowances and Deductions
- Change Job and Terms
- Change Cost Centre
- Change Non AFC Personal Salary
- Doctors in Training
- Documents of Record
- Eligibility to Work in the UK
- Employee Directory
- Job Plans
- Keeping In Touch Days
- Maternity Leave
- Medical & Dental
- My Employee Job Information
- NHSS Assets Issued
- Occupational Health Passport
- Other Non-NHS Employment

From	Type/Subject	Sent	Due
Full List			

1. Click on 'Medical and Dental'

NHSS Manager Self Service, NHS Greater Glasgow & Clyde

- All Actions Awaiting Your Attention
- Absence Management
- Absence Carried Over
- Additional Paternity Leave
- Adoption Leave
- Agenda for Change
- Allowances and Deductions
- Change Job and Terms
- Change Cost Centre
- Change Non AFC Personal Salary
- Doctors in Training
- Documents of Record
- Eligibility to Work in the UK
- Employee Directory
- Job Plans
- Keeping In Touch Days
- Maternity Leave
- Medical & Dental
- My Employee Job Information
- NHSS Assets Issued
- Occupational Health Passport

From	Type/Subject	Sent	Due
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

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

Focus	Name	Assignment Number	Job	Department	Action	Details
	Smith, Robert					
	Brown, Joe	1041234	71A2 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
	Blue, Dan	10412356	71A2 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
	Red, Susan	10412356	71A3 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
	Red, Susan	10412367	71A3 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		
	Pink, Colin	10412348	71A4 OFFICE SERVICES	G12345 OFFICE DEPARTMENT (Sub-Dept)		

3. Click 'Add'

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

Medical & Dental: Extra Information

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

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 Effective Date	PA: dir clinical care-OOH	PA: dir clinical care-other	PA: supporting prof activities
	No results found.														

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

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

Medical and Dental

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

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

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](#)

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
<input type="radio"/>		10412356	06-11-2017	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES 123990	7144 OFFICE SERVICES
<input type="radio"/>		10412356-2	14-03-2019	31-12-4712	G12345 OFFICE DEPARTMENT (Sub-Dept)	ADMIN SERVICES123400	7143 OFFICE SERVICES

[About this Page](#)

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

Medical and Dental 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

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

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 G98!

Speciality 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

Cancel Apply

6. Click 'Apply'

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

Medical & Dental: Extra Information

Employee Name
Employee Number

Organization Email Address
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: |

Select Status	Assignment Number	Payroll Number	Specialty of Training	Medical Grade	Consultant Grade	Date Appointed to	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
<input checked="" type="radio"/> New												4.00	01-05-2019	

8. Review changes made and click 'Submit'

Medical & Dental: Review

Employee Name
Employee Number

Organization Email Address
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.

About this Page Diagnostic Home Logout Preferences Help Copyright (c) 2014, Oracle. All rights reserved.

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

Medical & Dental: Extra Information

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:

Select	Assignment	Payroll	Specialty	Medical Consultant	Date Appointed to	JKL	JKL Band	Availability	OOH number of hours	OOH number of hours non-	EPA/APA	EPA/APA	PA:
Status	Number	Number	of Training	Grade	Grade	Band (protected)	Supplement	superannuable	superannuable	Hours	Hours	Effective Date	dir clinical care-OOH
<input checked="" type="radio"/>											4.00	01-05-2019	

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):

Medical and Dental

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

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

7. Click 'Apply'

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

Medical & Dental: Extra Information

Employee Name
Employee Number

Organization Email Address
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: <input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Add"/>															
Select	Status	Assignment Number	Payroll Number	Specialty of Training	Medical Grade	Consultant Grade	Date Appointed to	JKL Band	JKL Band (protected)	Availability Supplement	OOH number of hours superannuable	OOH number of hours non-superannuable	EPA/APA Hours Effective Date	EPA/APA Hours Effective Date	PA: dir clinical care-OOH
<input type="radio"/>													4.00	01-05-2019	
<input checked="" type="radio"/>	New													01-06-2019	

9. Review changes made and click 'Submit'

Medical & Dental: Review

Employee Name
Employee Number

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

Buttons: Cancel, Printable Page, Save For Later, Back, **Submit**

Organization Email Address
Business Group NHS Greater Glasgow & Clyde

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.

Home

Diagnostic Home Logout Preferences Help

About this Page Copyright (c) 2006, Oracle. All rights reserved.

6. Click Home

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