

NHS Greater Glasgow and Clyde Medical Staff Bank

Early Timesheet Cut Off due to Queen's State Funeral also September Bank Holiday

Public Holidays 19th & 26th September 2022

This briefing note contains important information for Medical Bank doctors.

Following the sad passing of Her Majesty Queen Elizabeth II, there will be a Public Holiday on Monday 19th September 2022 for the Queen's State Funeral. In addition there will also be a public holiday on Monday 26th September 2022. SSTS requires to run the SSTS **Weekly** Export/payroll for Week-ending 25th September and 2nd October 2022 early.

Timesheets for shifts worked in the period 9th - 21st September 2022 require to be finalised/authorised by the Service timesheet authorisers as per information below, via the BankStaff system to ensure payment.

Date of Shifts Worked	Timesheets <u>MUST</u> be completely signed off by:	Date Paid
Friday 9 th September - Wednesday 14 th September 2022	<u>12pm on Thursday 15th September 2022</u>	Friday 23 rd September 2022
Thursday 15 th September - Wednesday 21 st September 2022	<u>12pm on Thursday 22nd September 2022</u>	Friday 30 th September 2022
Thursday 22 nd September - Thursday 29 th September 2022	<u>12pm on Friday 30th September 2022</u>	Friday 7 th October 2022

The Medical Staff Bank will be staffed on Monday 19th & 26th September 10am – 3pm for any urgent shift requests.

If you can work any available shifts, viewable on *Employee on Line*, please contact the Medical Staff Bank.



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