

Monday 22 July 2024

**Value and Sustainability - electronic payslip roll out update** As a reminder, we are rolling out e-payslips across the organisation, in the following phases:

- Phase 1 Stage 1 - administration services & executives/senior managers staff for **July 2024** pay day
- Phase 1 Stage 2 - nursing and midwifery for **August 2024** pay day
- Phase 1 Stage 3 - AHPs, other therapeutic, healthcare sciences, personal & social care, pharmacy, medical and dental support, medical and dental for **September 2024** pay day

In advance of pay day on 31 July, those colleagues in administration services and executives/senior managers who have **not** previously registered for e-payslips, should have now received email notification of their username and guidance on how to access the system. If you do not have this, contact [gram.epayslip@nhs.scot](mailto:gram.epayslip@nhs.scot) directly.

To make access to e-payslips as easy as possible, you can access the [ePayroll System - Login](#) portal from a new link located on the NHS Grampian staff intranet home page. A new link to the refreshed [Pages - Self-Service \(scot.nhs.uk\)](#) has also been added, which we recommend you visit. This page includes a suite of information including the [Accessing ePayslips](#) video and the 'Information for Managers and Staff - Downloading, Saving and Printing Electronic Payslips' document which we ask you to share with staff in your area.

From 1 July, all new starts in administration services or executive/senior managers have automatically been set to receive an e-payslip.

Employees currently on long-term leave will still get a paper payslip. For short term absence we would not expect any change as you will be able to view your payslip as soon as you return to work. If, however, you are unfortunate enough to be off for a longer period of sick leave then you will revert to paper payslips for the duration of the absence. These will then be sent to your home address. Please ensure your correct and current home address is held on your payroll record – you will see this on your ePayslip. You will automatically return to an ePayslip when you return to work (this may be delayed until the following pay period due to the way in which HR Service Centre Payroll Team receive absence information).

For absences other than maternity, or career break, e.g., planned or unplanned long-term sick leave (over 28 days) or suspension, it is a line Manager's responsibility to inform Payroll of this. You can do so [by completing this form](#) on behalf of the staff member. This will ensure they continue to receive a payslip. This form should also be used to advise of the staff member returning to the workplace to get ePayslips reinstated.

Please note that Payroll closes this Wednesday (24 July) for this month's pay run, so any amendments not received in time for this month will be made for August's pay day.

If you have any questions about this change, or you wish to request a move to e-payslips in advance of your staff group change, please email [gram.epayslip@nhs.scot](mailto:gram.epayslip@nhs.scot)

**Save the date - Treatment Escalation Plans - A plan for every patient** We are pleased to invite all clinical staff to our Treatment Escalation Plans (TEP) launch event. TEPs are an essential tool to facilitate and support shared decision-making should a patient's condition worsen. As part of our commitment to patient care, we will be implementing TEPs for all acute inpatients across NHS Grampian.

- Date: Wednesday 14 August
- Time: 11.30am - 12.30pm
- Location: Medical Lecture Theatre, Level 1, Purple Zone, ARI

During the event, you'll have the opportunity to hear from a wide range of speakers who will discuss how TEP conversations and documentation benefit both patients and healthcare professionals. We encourage your attendance and active participation. [You can register your interest via this link.](#)

Refreshments will be provided courtesy of a donation, please bring your own cup.

**Review of clinical nurse specialist (CNS) roles** Last month we highlighted the review of Band 6 and Band 7 job descriptions for clinical nurse specialists, as part of this wider review. The group has now received feedback on these and are considering the points raised. If you want more information about the local review group, Jacqueline Annand and Vicky Bone are members on behalf of the CNS Forum. You can contact either of them on this or on any matters relating to the CNS forum.

Please be aware the review of CNS roles is separate from the Band 5 review, agreed as part of the 2023 Agenda for Change deal.

**Datix surgeries** There are two Datix surgeries taking place this Thursday (25 July), between 10-11am, and 11am-12pm. Book on to ask a question or seek advice on anything to do with Datix. Booking is via Turas (requires log-in): [Datix Surgeries | Turas | Learn \(nhs.scot\)](#)

**Tissue viability team newsletter** The latest newsletter from the tissue viability team is available to read [via this link.](#)

**Pause for thought** Alfred Korzybski remarked that "the map is not the territory". Does your map differ from the territory, perhaps with pockets of green, or rocky out crops you weren't expecting? If you were to re-draw the map, what would you add in or leave out?

**Parent & Baby Show ticket discount** The team at P&J Live are offering a 15% discount on tickets to the Parent & Baby show, taking place on 14 and 15 September. To book your tickets, simply click on the appropriate link below. Please read the terms & conditions carefully. NHS Grampian is not responsible for these offers and does not benefit from them.

[Tickets for Saturday 14 September.](#)

[Tickets for Sunday 15 September.](#)

**Tune of the day** This feature isn't just for celebrating personal milestones; professional ones are welcome too! Advanced neonatal nurse practitioner Melanie Hendry has been in touch to highlight the

successful launch of a home phototherapy service for babies in Aberdeen City. Well done to all the team for their hard work, please enjoy [Leave A Light On](#) by Tom Walker (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)