

Thursday 8 August 2024

E-payslips – next phase of roll out We are now entering the next phase of the roll out of e-payslips, focusing on nursing and midwifery colleagues. People in this group, who are not already signed up for e-payslips, will be sent an email with their username and guidance on accessing the system, starting from next week. Their payslips, from the August 2024 payday onwards, will be electronic.

All the information you need to understand e-payslips and [how to use the system is available here](#) (intranet link, networked devices only). In addition to this, we recommend you share the [ePayslips - accessing you pay slip \(youtube.com\)](#) video and [Information for Managers and Staff - Downloading, Saving and Printing Electronic Payslips.docx](#) with staff in your area also.

This is the second stage in the Phase 1 move to e-payslips; admin staff and executive/senior managers moved over last month, while AHPs, other therapeutic, healthcare sciences, personal & social care, pharmacy, medical and dental support, medical and dental colleagues will move over at the September payday.

As agreed by GAPF, **all** new starts in these groups, from July 2024 onwards, will automatically receive an e-payslip. Also, any substantive member of staff in any of the above staff groups who also holds a bank post will also be reverted to an e-payslip for their bank post at the same time. Staff currently on long term leave e.g., maternity leave, career break, are excluded from the roll out plan. From now on, any new instances of long-term leave will revert to a paper payslip for their period of leave.

A process will be available for line managers to advise the payroll team of the need to revert to a paper payslip. There may also be exceptional circumstances which prevent a member of staff from accessing the system, e.g., specific health reasons. Line managers should use this process to advise the payroll team of the need to retain the paper payslip method. Managers are requested to ensure the above is shared with everyone in their team. Any new starts to the organisation from 1 July should be aware they will receive an electronic payslip.

Details of the Phase 2 roll out, for Facilities and Estates staff and bank workers who hold a bank post only, will be shared soon. If you have any queries around any aspect of e-payslips, please contact gram.epayslip@nhs.scot

iMatter action planning How are you and your team getting on with your team iMatter action plan? Sharing your views is only part of the story, being involved in co-creating your team action plan is how your views turn into actions to make a difference to your day-to-day experience. Teams have until 12noon on 19 August to record the action plan you have created onto the system. There is help for managers and their teams, get in touch gram.imatter@nhs.scot or check out our TURAS learning page (requires log-in): [iMatter | Turas | Learn \(nhs.scot\)](#).

Data security – keep your devices secure Your phone/laptop/computer pin codes and passwords are the keys to your devices and all the data and systems they have access to. Never leave pin codes or passwords stuck to or with (e.g., in the same bag as) your computers, laptops, phones or other data devices. If the device is stolen or your office is broken into, all the device's security is bypassed because the criminal has the codes and passwords. It's like locking your front door, then taping the key and the alarm code to the outside where anyone can see them and let themselves in.

Updated - personal mail As a reminder, personal mail/packages should not be ordered to work addresses. It significantly increases the workload of the mail room team, who process and deliver many thousands of work-related items each week. We continue to get reports of items being left by couriers at unstaffed areas or at building front doors, where the safety of packages cannot be guaranteed. Those of you based at Foresterhill may be interested to learn the University of Aberdeen has installed Amazon lockers next to accessible car parking spaces between the Suttie Centre and the Rowett Institute.

If work-related items are being delivered by courier, please ensure the address is as clear as possible, to aid prompt and correct delivery. Some NHS site postcodes default to a particular address; it pays to check this is correct.

Are you a new Doctor in Training? If you are looking for support in finding literature-based evidence, creating an OpenAthens account, locating an article, or borrowing a book, check out all the services the library team can support you with: [NHSG Libraries welcomes new Doctors in Training... \(cloud.microsoft\)](#) Library services are available to **all** NHS and social care staff, as well as students on NHS placement. All the information you need is here: [NHS Grampian Library & Knowledge Service \(cloud.microsoft\)](#)

Team 'Shire News Attached is the August Edition of Team 'Shire News. This month's service spotlight feature is on Philorth Stroke Rehab ward at Peterhead Community Hospital highlighting all the fantastic work which the MDT does with patients. As ever if anyone has any stories or 'Shire services you would like featured email integration@aberdeenshire.gov.uk

Tune of the day Our request today comes from the Aberdeenshire primary care psychological therapies team; they're wishing Amy Lamb safe travels on her move to Australia. They say she has been an absolute pleasure to work with and her bubblyness always filling meetings with so much laughter. She will be leaving a difficult hole to fill, and will be missed her a lot, she has really made an imprint on the team over the last 2 and a bit years. Good luck and safe travels! Think of the team whenever you have a bottle of red (or a bottle of white)! They have asked for [Scenes from an Italian Restaurant](#) by Billy Joel.

Thanks also to Craig Hewitt, a GP at Garthdee Medical Group, who has asked for [Redemption Song](#) by Bob Marley, by way of response to the recent riots (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