

- Finish time
- Details of any unpaid breaks to be deducted from pay
- Total hrs to be paid
- Bank Staff signature and date submitted

The timesheet should then be checked and authorised by the person in charge who should sign and print their name, failure for them to do so will also result in your timesheet being returned to you. Manual Timesheets should then be posted or placed in the Staff Bank Post Box and must be received within the bank office on a Monday morning for payment the following week on a Thursday. For monthly pay the cut-off is the first Friday of each month for hrs worked up until the last Sunday of the month. ***If these deadlines are missed it will result in a delay to your pay.*** All Induction days should be submitted on a manual timesheet also after you have started with the bank and have worked 3 bank shifts.

### ANNUAL LEAVE

The annual leave year runs from 1 April to 31 March. Workers are responsible for ensuring that they take their yearly entitlement to annual leave and that it is taken in accordance with guidelines. Workers will have to submit a claim form 2 weeks in advance when going on annual leave to ensure that they receive and are paid the appropriate amount of statutory annual leave. Please note that leave cannot be requested for dates which you have already agreed to work, unless your manager has honoured these dates and cancelled your bookings accordingly. There will be no carry over of annual leave permitted from one leave year to the next, as this is the statutory minimum amount of annual leave that all workers must take. (Full guidelines will be issued with all contracts)

### PRE-EMPLOYMENT & INDUCTION PROCESS

As soon as the pre-employment process is complete, you will be contacted to arrange a mutually suitable date/time to come along and complete your engagement form. At this point you should bring along your P45 if you have one, bank account details and N I Number. You will be issued with your uniform and ID Badge at this time also. Then you can submit your availability and you are ready to go!! Meantime if you have any questions or queries, please do not hesitate to contact us, contact details can be found on the front page of this booklet. We look forward to working with you in the future. Bank Staff are reminded that once registered with bank all changes to personal details should be notified to the Staff Bank Office in writing quoting payroll number at all times.

## NURSING & MIDWIFERY, AHP AND ADMIN & CLERICAL STAFF BANK

### OPERATIONAL GUIDELINES

NHSL Staff Bank Office  
14 Beckford Street  
Hamilton ML3 0TA  
Tel: 01698 206300  
Fax: 01698 206308

- Option 1 - Availability & Bookings
- Option 2 - Application Packs
- Option 3 - Recruitment Services
- Option 4 - Payroll Services

Office Hours (Availability & Bookings)  
8 a.m. to 7 p.m. Monday to Friday  
9 a.m. to 5 p.m. Saturday & Sunday

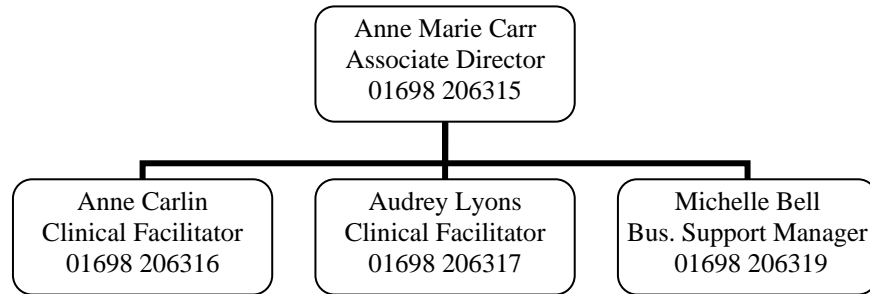
[monklands.Staff.Bank@lanarkshire.scot.nhs.uk](mailto:monklands.Staff.Bank@lanarkshire.scot.nhs.uk)  
[Staff.BankR@lanarkshire.scot.nhs.uk](mailto:Staff.BankR@lanarkshire.scot.nhs.uk) (Recruitment)  
[Staff.BankP@lanarkshire.scot.nhs.uk](mailto:Staff.BankP@lanarkshire.scot.nhs.uk) (Payroll)

[www.nhslanarkshire.org.uk](http://www.nhslanarkshire.org.uk)

The object of this document is to inform those who access the staff bank of the systems currently in place, to ensure a well maintained staff bank. The aim of the Staff Bank is to supply on demand cost effective, appropriately skilled staff to cover shortages within NHSL. There are no guarantees to fixed amount of hours.

## STAFFING/LOCATION

The Staff Bank Service is managed centrally by the following operational staff:



The Staff Bank Office is supported by a team of Recruitment Staff, Payroll Staff and Bank Staff Co-ordinators.

## COMMUNICATION LINKS

A Staff Bank Post box and Notice Board is available next to the Staff Dining Area within Monklands, Hairmyres and Wishaw General Hospital. The post box should be used to deposit all timesheets, availability sheets and any other relevant paperwork for uplift and delivery direct to the Staff Bank Office. The post boxes are emptied Monday to Friday before 7 a.m. each morning. The notice boards will be used to update you on any relevant information in relation to training, vacancies, changes to procedures etc. The Staff Bank will also issue a quarterly Newsletter to all bank staff to provide you with information and updates and we may also place a message in your payslip or send a text if necessary. Please leave a contact mobile number if you have one available.

The Staff Bank (BankAide) also have a website available on First Port which is our internal Intranet Service, this site can be accessed from any ward/dept pc and staff can guide you through this. The website is there to provide you with updated information, contact numbers etc and can be used to access and download any forms/documentation you may require.

## SUBMISSION OF AVAILABILITY

Availability should be submitted where possible at least 2 weeks in advance on the appropriate availability form. Please ensure when availability is submitted that any changes are then notified to the Staff Bank Office by telephone as soon as possible. It is ok to contact the bank office also to check if work is available. Staff Bank will endeavour to

provide bookings in advance, however the nature of bank is that we are here to provide emergency cover to wards/depts and you may be called upon to work at periods of short notice. All bank staff are encouraged to be flexible about where and when they work.

## BOOKINGS

All booking details will be provided to you in advance including a unique booking reference number for each shift booked. Please ensure if a booking is taken directly from a ward/dept. that you receive a booking number also as this will affect your pay if you do not have one.

## TIMESHEETS

At present there are 2 systems in operation within NHSL, an online system and a manual system. Staff within the ward/dept will guide you in relation to which process is currently in operation within their dept.

## ONLINE TIMESHEET AUTHORISATION PROCEDURE

At the start and end of your shift you should report to the person in charge. At the end of the shift the person in charge will sign your timesheet off online by recording your start time, finish time and any unpaid breaks to be deducted from your pay. Before leaving your shift you should ensure that you have a copy of your timesheets which has been signed off online, this is for information only. If the person in charge is not able to do this before you leave the ward/dept. please follow this up the next day with them to ensure you have been signed off and will be paid for your work. Provided your timesheet has been signed off you will be paid in the next available payday, ensuring a more secure and efficient process for receiving payment.

## MANUAL TIMESHEET PROCEDURE

If an online timesheet process is not in operation, a manual timesheet must be completed and submitted for all shifts worked in order to receive your pay. Please ensure however, that your timesheet is completed accurately in full. This is vitally important ***as any missing information will result in your timesheet being returned to you and a delay to your pay.*** The following details must be recorded at all times.

- Name, Band & Payroll Number
- Date of shift
- Location of shift
- Booking reference number
- Start time