# Turas People Access Rights

The following levels of access are available to **‘Board’ users** of Turas People:

Employing Board (including Placement Board acting on behalf of)

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| **Access Level** | **Rights** |
| 1 | View, edit, delete all information & receive alerts (including sensitive\* fields)  Approval of forms (Staff Engagement Form, Notification of Change, Termination) |
| 2 | View & edit all Employing Board controlled information & alerts (including sensitive\* fields) |
| 3 | View & edit all Employing Board controlled information (except sensitive\* fields) |
| 4 | View all Employing Board controlled information (except sensitive\* fields) |

*\*Sensitive fields are – Occupational Health adjustments detail, PVG Conditions, GMC Fitness to Practice details*

**Occupational Health Users** have access only to the pre employment questionnaires submitted by trainees to their placement Board.

**Payroll users** only have access to the authorised payroll forms for trainees in their employing Board.

Please provide below details of staff who should have access to Turas People in your Board:

NHS Board:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **User role (Occupational Health/ Payroll/ HR & Board)** | **E-mail address** | **Access level requested (Board users only) e.g. 1** |
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***Access requested by***

Name:

Job Title:

Date: