

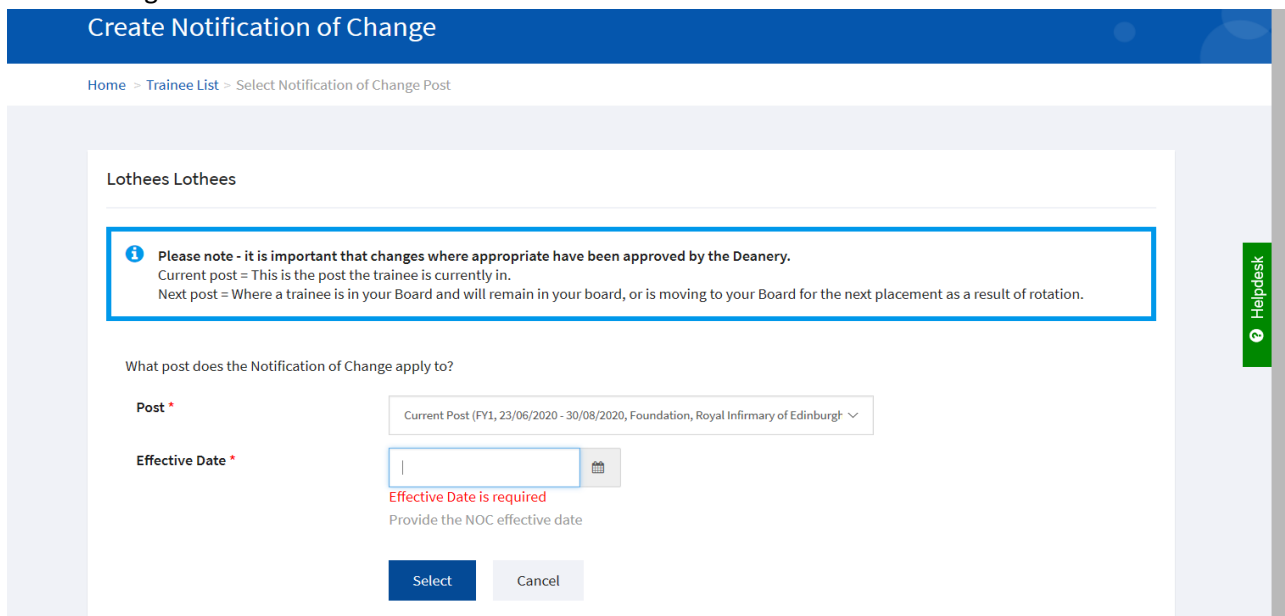
This contains an update on all functionality released this month for Turas People HR/Medical Staffing users.

What we've changed:

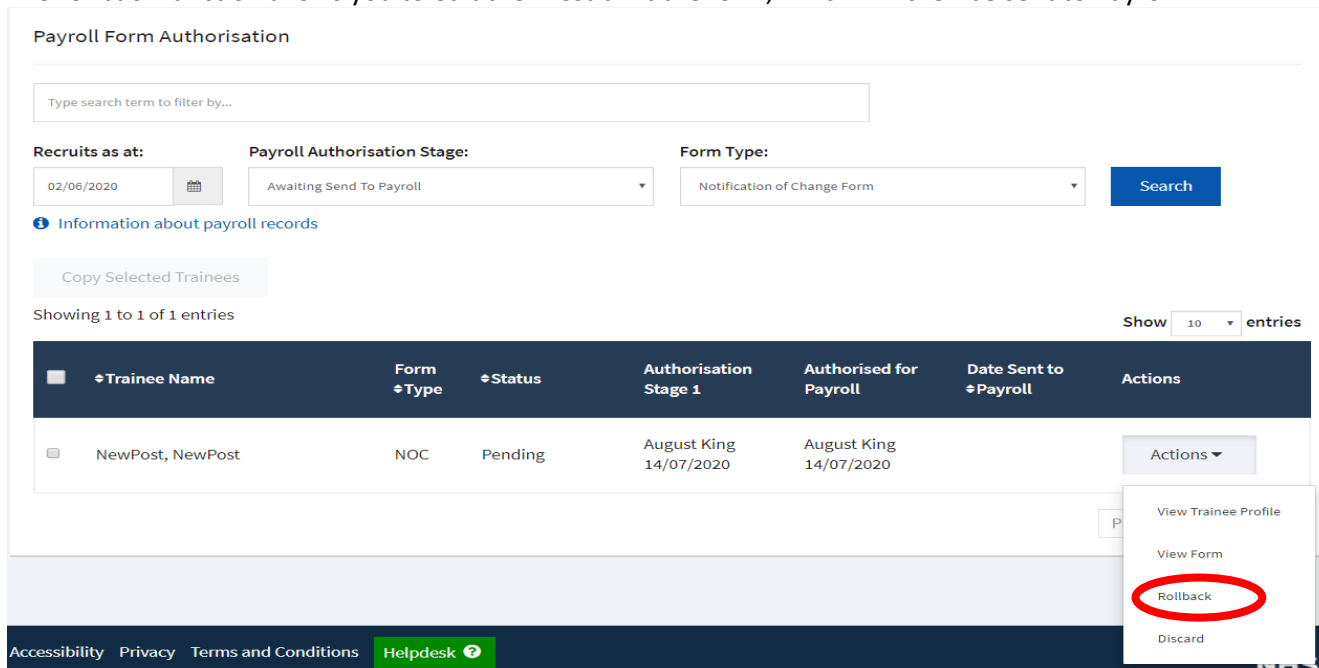
PAYROLL FORMS

Notification of Change (NOC) form – We have made a number of improvements to NOCs to make their use easier and to help reduce duplication and submission of erroneous/no longer required forms:

- **Effective Dates** - When creating a new NOC, you should now first enter an effective date, then click select before being taken to the form.



- **Rollback NOCs** – A user with Level 1 can rollback a form that is at Awaiting Send To Payroll (or at Payroll Error, if it was never successfully exported) – NOCs are sent to Payroll, 4 weeks prior to their effective date. The **rollback** function allows you to edit then resubmit the form, which will then be sent to Payroll.



TURAS PEOPLE USER GUIDE RELEASE NOTES 14/07/20

- **NOCs with the same effective dates** - If you want to raise a new NOC but there is an existing NOC for that date, you will see a warning message (below) this should prevent multiple NOCs for the same period accidentally being raised

Notification: X +

nesndppeoplest.azurewebsites.net/Medical/Board/TraineeForm/CreateNotificationOfChange/12588?context=placement_board

TURAS | People COVID-19 Response Dashboard Applications August King

Home Manage Trainees Pre-Employment Checks Issue Documentation Payroll Forms GMC Status

Create Notification of Change

Home > Trainee List > Select Notification of Change Post

Noc Noc

Please note - it is important that changes where appropriate have been approved by the Deanery.
 Current post = This is the post the trainee is currently in.
 Next post = Where a trainee is in your Board and will remain in your board, or is moving to your Board for the next placement as a result of rotation.

What post does the Notification of Change apply to?

Post * Current Post (FY1, 29/06/2020 - 31/08/2020, Foundation, Aberdeen Royal Infirmary)

Effective Date * 29/06/2020 📅

The post has other approved forms with the same or later effective date.
Provide the NOC effective date

An approved form already exists with effective date 29/06/2020. Confirm you want to proceed to create a new NOC. A Level One user can reopen an approved NOC unless it has already been sent to Payroll.

Confirm
Cancel

- **Unapproved NOCs** – if you have an NOC which has not been Approved for Payroll (Stage 2 Authorisation) and you try and raise a new NOC with the same effective date, you will now see a warning message which will ask you to edit or discard the unauthorised NOC rather than submitting a new NOC.

Create Notification of Change

Home > Trainee List > Select Notification of Change Post

OH Trainee

Please note - it is important that changes where appropriate have been approved by the Deanery.
 Current post = This is the post the trainee is currently in.
 Next post = Where a trainee is in your Board and will remain in your board, or is moving to your Board for the next placement as a result of rotation.

What post does the Notification of Change apply to?

Post * Current Post (FY2, 09/12/2019 - 31/12/2020, Foundation, Aberdeen Royal Infirmary)

There is already an unapproved form for the Post. It must be approved or discarded before creating another.

Effective Date * 29/06/2020 📅

Provide the NOC effective date




Select
Cancel


TURAS PEOPLE USER GUIDE RELEASE NOTES 14/07/20

- **Discard NOCs** – Rather than editing a NOC you can discard it if it has not yet been sent to payroll, NOCs are sent to Payroll, 4 weeks prior to their effective date.

Payroll Form Authorisation



Type search term to filter by...


Recruits as at: 02/06/2020  Payroll Authorisation Stage: Awaiting Send To Payroll  Form Type: Notification of Change Form  **Search**

 Information about payroll records

Copy Selected Trainees

Showing 1 to 1 of 1 entries Show 10 entries

	Trainee Name	Form Type	Status	Authorisation Stage 1	Authorised for Payroll	Date Sent to Payroll	Actions
	NewPost, NewPost	NOC	Pending	August King 14/07/2020	August King 14/07/2020		<div> <div>Actions</div> <div> View Trainee Profile View Form Rollback Discard </div> </div>

Accessibility Privacy Terms and Conditions **Helpdesk** 

Feedback – as always we welcome your feedback on any of the functionality within Turas People (new or existing), please pass feedback to us via the nominated Superuser for your Board or to Turaspeoplesupport@nes.scot.nhs.uk .