

## TURAS PEOPLE USER GUIDE

### RELEASE NOTES 20/08/20 - Version 1.1

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

#### What we've changed:

#### PAYROLL AUTHORISATION GRID

We have made several improvements to the Payroll Authorisation Grid, by adding;

- Start/Effective Date

Copy Selected Trainees
Showing 1 to 17 of 17 entries
Show 25 entries

|                          | Name                         | Form Type | Status          | Payroll No | Start/Effective Date             | Authorisation Stage 1     | Authorised For Payroll    | Date Sent To Payroll | Actions   |
|--------------------------|------------------------------|-----------|-----------------|------------|----------------------------------|---------------------------|---------------------------|----------------------|-----------|
| <input type="checkbox"/> | Covidarcpsttwo, Test         | SEF       | Not Started     |            |                                  |                           |                           |                      | Actions ▼ |
| <input type="checkbox"/> | adjstart, adjstart           | SEF       | Pending         |            | 04/08/2020                       | August King<br>04/08/2020 | August King<br>04/08/2020 |                      | Actions ▼ |
| <input type="checkbox"/> | Dickson, Mark                | SEF       | Complete        |            | 01/01/2020                       | Kiki Pruitt<br>08/01/2020 | Kiki Pruitt<br>08/01/2020 | 10/07/2020           | Actions ▼ |
| <input type="checkbox"/> | EESWEBJOB, Ellie             | SEF       | Action Required |            |                                  |                           |                           |                      | Actions ▼ |
| <input type="checkbox"/> | Testtwo, Nightly             | SEF       | Not Started     |            |                                  |                           |                           |                      | Actions ▼ |
| <input type="checkbox"/> | Wookee, Chewbacca            | SEF       | Not Started     |            |                                  |                           |                           |                      | Actions ▼ |
| <input type="checkbox"/> | PAYROLL GROUP ONE, PEREGRINE | SEF       | Complete        | N4978292   | 01/08/2018 (S)<br>12/09/2018 (E) | August King<br>12/09/2018 | August King<br>12/09/2018 | 11/05/2020           | Actions ▼ |
| <input type="checkbox"/> | EESWEBJOB, Edward            | SEF       | Not Started     |            |                                  |                           |                           |                      | Actions ▼ |
| <input type="checkbox"/> | EESWEBJOB, Eva               | SEF       | Complete        |            | 01/01/2020                       | Kiki Pruitt<br>09/03/2020 | Kiki Pruitt<br>09/03/2020 | 10/07/2020           | Actions ▼ |
| <input type="checkbox"/> | EESWEBJOB, Eva               | NOC       | Submitted       |            | 01/01/2020                       | Kiki Pruitt<br>09/03/2020 | Kiki Pruitt<br>09/03/2020 | 15/07/2020           | Actions ▼ |

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- Display Payroll Number

**Payroll Form Authorisation**

**Recruits as at:**  
**Payroll Authorisation Stage:** 
**Form Type:**

[Information about payroll records](#)

Showing 1 to 1 of 1 entries (filtered from 18 total entries) Show 25 entries

| ☐ | Name                         | Form Type | Status   | Payroll No | Start/Effective Date             | Authorisation Stage 1     | Authorised For Payroll    | Date Sent To Payroll | Actions   |
|---|------------------------------|-----------|----------|------------|----------------------------------|---------------------------|---------------------------|----------------------|-----------|
| ☐ | PAYROLL GROUP ONE, PEREGRINE | SEF       | Complete | N4978292   | 01/08/2018 (S)<br>12/09/2018 (E) | August King<br>12/09/2018 | August King<br>12/09/2018 | 11/05/2020           | Actions ▾ |

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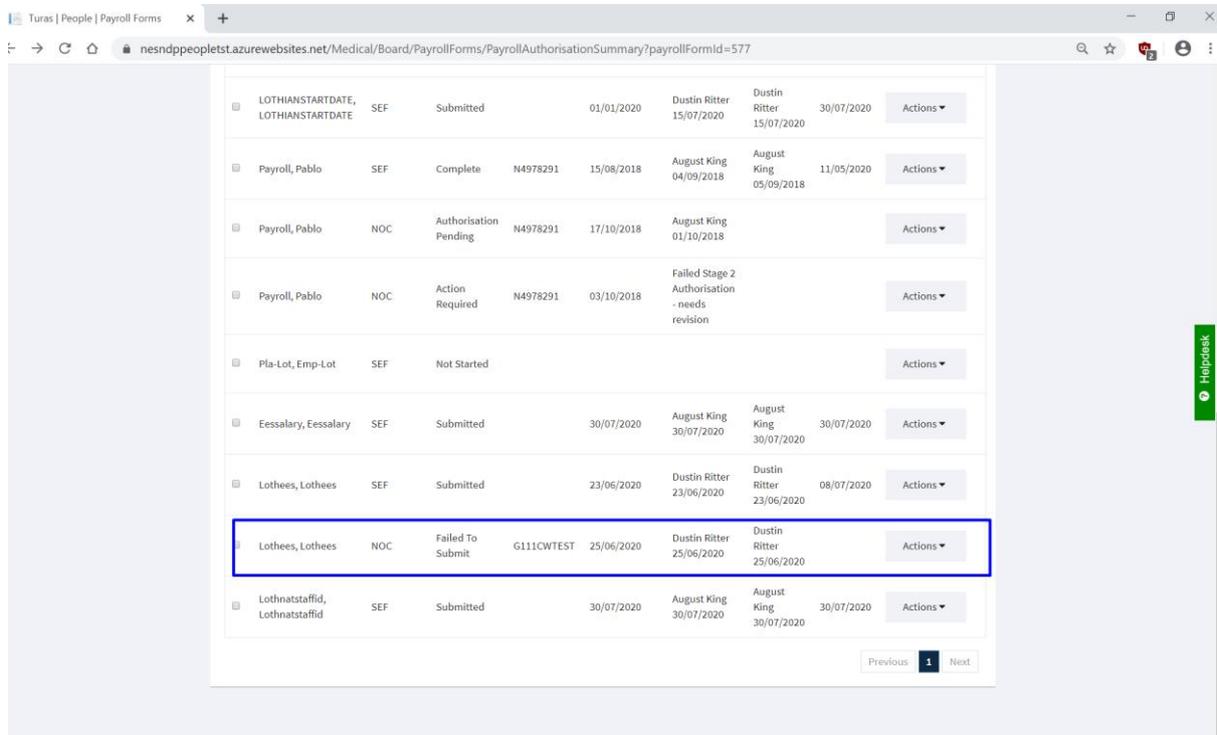
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**Note, the following sections are related to those employee boards using eESS.**

### eESS INFORMATION PAGE

The new screen makes the eESS export process more transparent; gives the users more insight into any errors that occur in the export, what discrepancies may exist between Turas and eESS, and the ability to modify the status of the SEFs and NOCs that have been exported. Below are several screens which highlight some of these abilities.

- Form failed to submit when attempted to send to eESS – In this situation, when the form is at failed the export validation, the eESS Information page would run the validation and advise what rules fail e.g. missing position name, postcode, marital status, etc. The form could be rolled back to draft for corrections to be made, if necessary, or moved directly back to Pending to be resubmitted in the next export.



The screenshot shows a web browser window with the URL `nesndpeople.letslazurewebsites.net/Medical/Board/PayrollForms/PayrollAuthorisationSummary?payrollFormId=577`. The page displays a table of payroll forms with the following columns: checkboxes, form names, types (SEF/NOC), statuses, reference numbers, dates, and user names. A blue box highlights the row for 'Lothees, Lothees' with status 'Failed To Submit' and reference number 'G111CWTEST'.

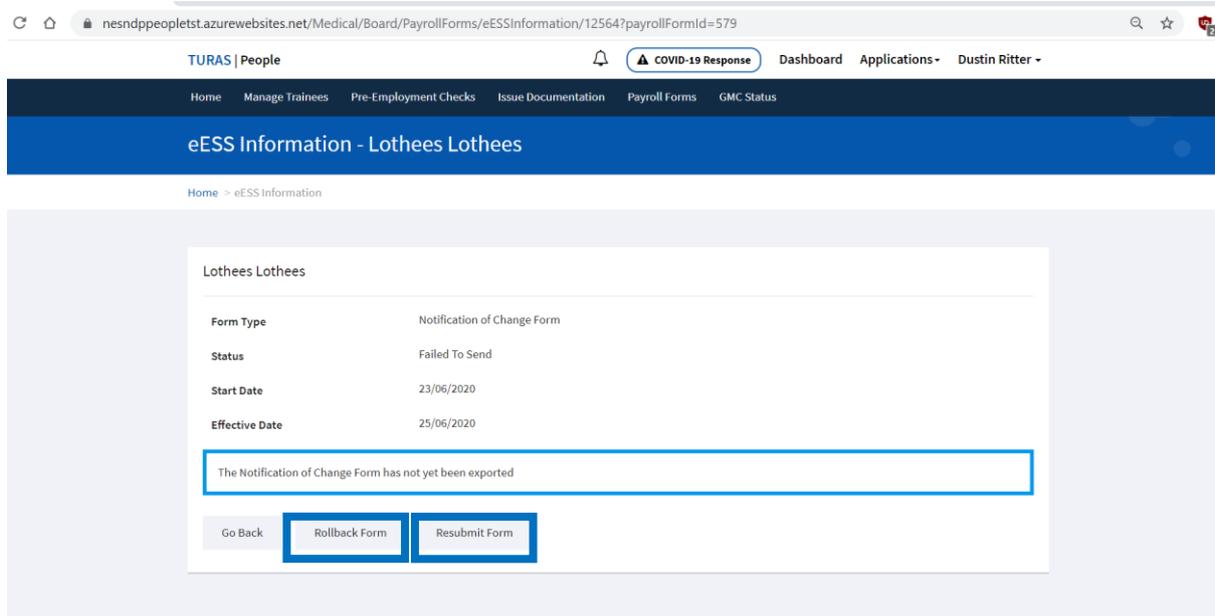
| Form Name                          | Type | Status                | Reference  | Date       | User  | Next Date                   | Actions    |         |
|------------------------------------|------|-----------------------|------------|------------|---|-----------------------------|------------|---------|
| LOTHIANSTARTDATE, LOTHIANSTARTDATE | SEF  | Submitted             |            | 01/01/2020 | Dustin Ritter<br>15/07/2020                   | Dustin Ritter<br>15/07/2020 | 30/07/2020 | Actions |
| Payroll, Pablo                     | SEF  | Complete              | N4978291   | 15/08/2018 | August King<br>04/09/2018                     | August King<br>05/09/2018   | 11/05/2020 | Actions |
| Payroll, Pablo                     | NOC  | Authorisation Pending | N4978291   | 17/10/2018 | August King<br>01/10/2018                     |                             |            | Actions |
| Payroll, Pablo                     | NOC  | Action Required       | N4978291   | 03/10/2018 | Failed Stage 2 Authorisation - needs revision |                             |            | Actions |
| Pla-Lot, Emp-Lot                   | SEF  | Not Started           |            |            |   |                             |            | Actions |
| Eessalary, Eessalary               | SEF  | Submitted             |            | 30/07/2020 | August King<br>30/07/2020                     | August King<br>30/07/2020   | 30/07/2020 | Actions |
| Lothees, Lothees                   | SEF  | Submitted             |            | 23/06/2020 | Dustin Ritter<br>23/06/2020                   | Dustin Ritter<br>23/06/2020 | 08/07/2020 | Actions |
| Lothees, Lothees                   | NOC  | Failed To Submit      | G111CWTEST | 25/06/2020 | Dustin Ritter<br>25/06/2020                   | Dustin Ritter<br>25/06/2020 |            | Actions |
| Lothnatstaffid, Lothnatstaffid     | SEF  | Submitted             |            | 30/07/2020 | August King<br>30/07/2020                     | August King<br>30/07/2020   | 30/07/2020 | Actions |

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- When form fails to submit, you can rollback, fix issue and resubmit Form



The screenshot shows a web browser window with the URL `nesndpeoplest.azurewebsites.net/Medical/Board/PayrollForms/eSSInformation/12564?payrollFormId=579`. The page title is "TURAS | People" and the user is logged in as "Dustin Ritter". The main heading is "eESS Information - Lothees Lothees".

The form details for "Lothees Lothees" are as follows:

|                |                             |
|----------------|-----------------------------|
| Form Type      | Notification of Change Form |
| Status         | Failed To Send              |
| Start Date     | 23/06/2020                  |
| Effective Date | 25/06/2020                  |

A message box states: "The Notification of Change Form has not yet been exported". Below this message are three buttons: "Go Back", "Rollback Form", and "Resubmit Form". The "Rollback Form" and "Resubmit Form" buttons are highlighted with blue boxes.

- When form is submitted, you have the options to Update payroll Number or eESS Information

| Form ID                            | Form Name | Type                  | Status   | Payroll Number | Start Date    | Submitted By  | Effective Date | Actions  |
|------------------------------------|-----------|-----------------------|----------|----------------|---------------|---------------|----------------|--|
| eesserrorcaseone, eesserrorcaseone | NOC       | Submitted             | S9849637 | 19/08/2020     | Dustin Ritter | Dustin Ritter | 20/08/2020     | Actions ▾  |
| EESSIMPORTMS, EESSIMPORTMS         | SEF       | Complete              |          | 01/08/2020     | Dustin Ritter | Dustin Ritter | 12/08/2020     | View Trainee Profile<br>View Form<br>Update Payroll Number<br>eESS Information |
| FYEESSEMO, FYEESSEMO               | SEF       | Authorisation Pending |          | 01/01/2020     | Dustin Ritter | Dustin Ritter | 14/08/2020     | Actions ▾  |
| LOTHIANSTARTDATE, LOTHIANSTARTDATE | SEF       | Submitted             |          | 01/01/2020     | Dustin Ritter | Dustin Ritter | 30/07/2020     | Actions ▾  |
| Payroll, Pablo                     | SEF       | Complete              | N4978291 | 15/08/2018     | August King   | August King   | 11/05/2020     | Actions ▾  |

- When you are sure there are no more errors or issues, you can move to complete

**eESS Information - eesserrorcaseone eesserrorcaseone**

Home > Landing Page > Payroll Authorisation Summary > eESS Information

eesserrorcaseone eesserrorcaseone

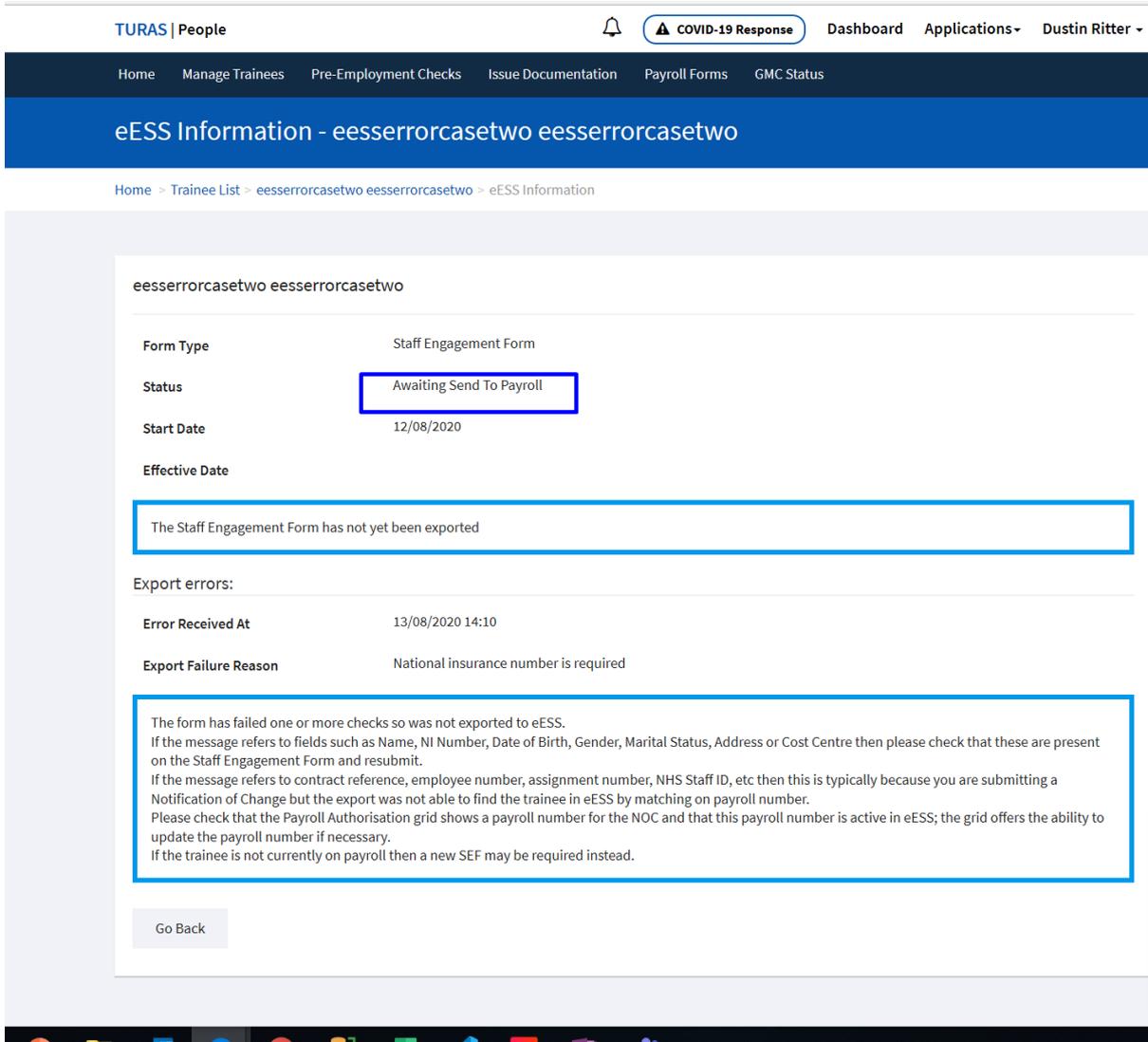
|                       |                               |
|-----------------------|-------------------------------|
| <b>Form Type</b>      | Notification of Change Form   |
| <b>Status</b>         | Awaiting Payroll Confirmation |
| <b>Start Date</b>     | 12/08/2020                    |
| <b>Effective Date</b> | 19/08/2020                    |
| <b>Exported At</b>    | 20/08/2020 00:00              |

**i** Could not find the trainee in the latest eESS report. If you believe they are active in eESS, you may use the Update Payroll Number page to locate them and associate their eESS assignment with their Turas People data.

Go BackMove Form To Complete

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- We have sought to make the explanations as relative as possible, based on the system generated error codes, see the below for a missing NI number on the SEF



The screenshot shows the Turas People interface. At the top, there is a navigation bar with 'TURAS | People', a notification bell, a 'COVID-19 Response' button, and user information 'Dustin Ritter'. Below this is a menu with 'Home', 'Manage Trainees', 'Pre-Employment Checks', 'Issue Documentation', 'Payroll Forms', and 'GMC Status'. The main content area is titled 'eESS Information - eesserrorcasetwo eesserrorcasetwo'. A breadcrumb trail shows 'Home > Trainee List > eesserrorcasetwo eesserrorcasetwo > eESS Information'. The main content displays details for a 'Staff Engagement Form' with a status of 'Awaiting Send To Payroll' and a start date of '12/08/2020'. A message states: 'The Staff Engagement Form has not yet been exported'. Below this, under 'Export errors:', it shows the error received at '13/08/2020 14:10' and the reason: 'National insurance number is required'. A detailed error message explains that the form failed one or more checks and provides instructions on how to resolve the issue, such as checking fields like Name, NI Number, Date of Birth, Gender, Marital Status, Address or Cost Centre, and ensuring the payroll number is active in eESS. A 'Go Back' button is located at the bottom of the error message box.

**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](mailto:Turaspeoplesupport@nes.scot.nhs.uk) .