

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

What we've changed:

STARTDATE ADJUSTMENT FOR NOC REASON 'NEW PROGRAMME'

We have now made it possible for a Board User to change the Start Date on a NOC where the Reason for change is "New Programme".

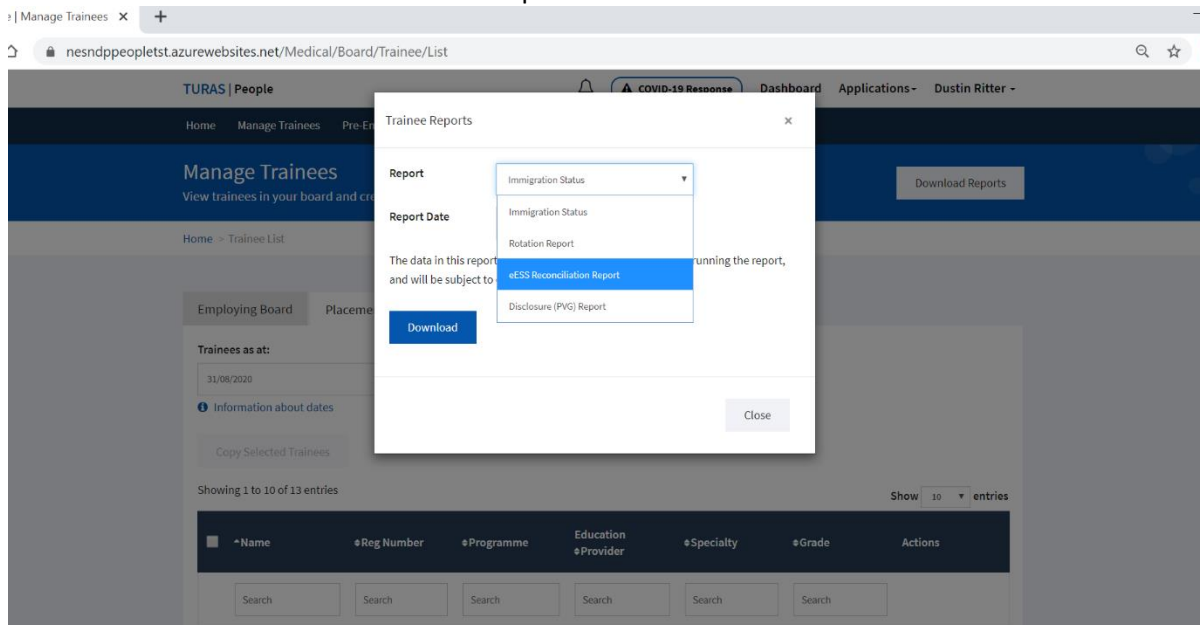
TURAS PEOPLE USER GUIDE RELEASE NOTES 04/09/20 - Version 1.1

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

eESS RECONCILIATION REPORT

A new reconciliation report has been created, which will now show where a trainee's current PSEF/NOC does not match what is held in eESS.

- User selects eESS Reconciliation Report:



The screenshot shows the 'Trainee Reports' modal in the TURAS People application. The 'Report' dropdown menu is open, showing options: 'Immigration Status', 'Rotation Report', 'eESS Reconciliation Report' (highlighted), and 'Disclosure (PVG) Report'. The 'Download' button is visible at the bottom of the modal. The background shows the 'Manage Trainees' page with a table of trainees.

- User selects Download:

AutoSave (C) [Icons] eESSReconciliationReport_2020-09-01_Employing.xlsx - Excel Colin Wilson [Icons]

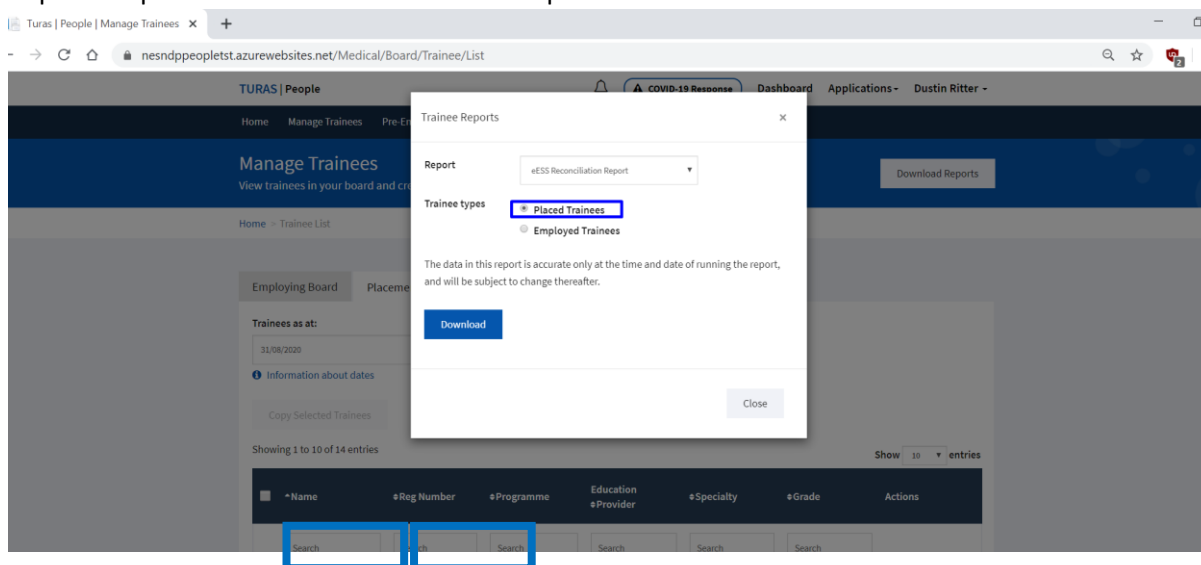
File Home Insert Draw Page Layout Formulas Data Review View Help [Search Icon] Search [Share Icon] Share [Comments Icon] Comments

[Clipboard Icon] [Cut Icon] [Copy Icon] [Format Painter Icon] [Clipboard] [Font Icon] [Font Face] Calibri [Font Size] 11 [Font Color Icon] A [Text Color Icon] A [Text Color] [Text Color

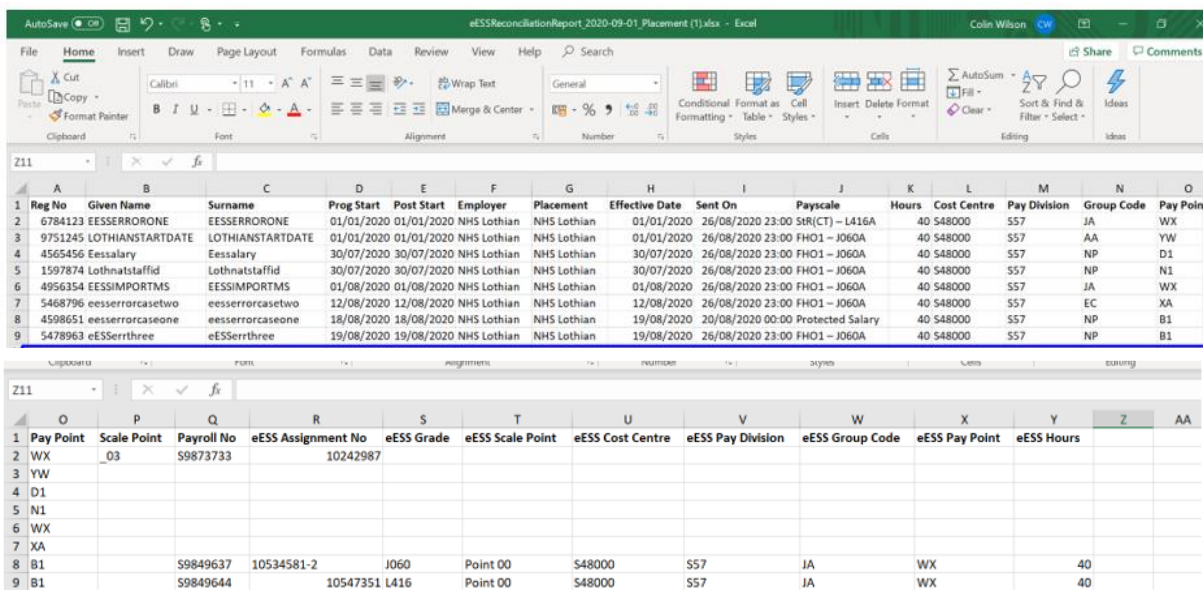
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- Repeat for placement board version of the report



- User selects Download:



The screenshot shows an Excel spreadsheet with two sheets. The 'Placement' sheet contains the following data:

Reg No	Given Name	Surname	Prog Start	Post Start	Employer	Placement	Effective Date	Sent On	Payscale	Hours	Cost Centre	Pay Division	Group Code	Pay Point
6784123	EESSESSORONE	EESSESSORONE	01/01/2020	01/01/2020	NHS Lothian	NHS Lothian	01/01/2020	26/08/2020 23:00	StR(CT) - L416A	40	S48000	SS7	JA	WX
9751245	LOTHIANSTARTDATE	LOTHIANSTARTDATE	01/01/2020	01/01/2020	NHS Lothian	NHS Lothian	01/01/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	AA	YW
4565456	Eessalary	Eessalary	30/07/2020	30/07/2020	NHS Lothian	NHS Lothian	30/07/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	NP	D1
1597874	Lothnatstaffid	Lothnatstaffid	30/07/2020	30/07/2020	NHS Lothian	NHS Lothian	30/07/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	NP	N1
4956354	EESSIMPORTMS	EESSIMPORTMS	01/08/2020	01/08/2020	NHS Lothian	NHS Lothian	01/08/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	JA	WX
5468796	eesserrorcasetwo	eesserrorcasetwo	12/08/2020	12/08/2020	NHS Lothian	NHS Lothian	12/08/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	EC	XA
4598651	eesserrorcaseone	eesserrorcaseone	18/08/2020	18/08/2020	NHS Lothian	NHS Lothian	19/08/2020	20/08/2020 00:00	Protected Salary	40	S48000	SS7	NP	B1
5478963	eESSerrthree	eESSerrthree	19/08/2020	19/08/2020	NHS Lothian	NHS Lothian	19/08/2020	26/08/2020 23:00	FHO1 - J060A	40	S48000	SS7	NP	B1

The 'Summary' sheet contains the following data:

Pay Point	Scale Point	Payroll No	eESS Assignment No	eESS Grade	eESS Scale Point	eESS Cost Centre	eESS Pay Division	eESS W Group Code	eESS X Pay Point	eESS Y Hours	Z	AA
WX	03	S9873733	10242987									
YW												
D1												
N1												
WX												
XA												
B1		S9849637	10534581-2	J060	Point 00	S48000	SS7	JA	WX	40		
B1		S9849644	10547351	L416	Point 00	S48000	SS7	JA	WX	40		

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UI TO INDICATE WHEN PAYROLL NUMBER NOT FOUND ON eESS

A User Interface (UI) cue is now shown to indicate that a payroll number is not found on eESS.

The Payroll Authorisation grid (for HR, Finance and Payroll user roles) displays an asterisk next to the payroll number if the trainee is employed by an eESS board and the payroll number could not be found in the latest eESS import.

- Trainee Created on Lothian Board and processed through to eESS import.

asterixone asterixone GMC: 6959896 | Grade And Level: FY1
Grades and Levels

[View Portfolio](#)
[Close](#)
[Edit](#)

Per page: 10

Grade & Level	Start Date	End Date
FY1	25/08/2020	31/12/2020

Showing 1 to 1 of 1 records

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Training Numbers

Per page: 10

Training Number	Issue Date	Release Date
There are no records to display		

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Programmes

Per page: 10

Programme Details	Start Date	Start Reason	End Date	Exit Reason	Specialties	Sub-Specialties	Condition of Joining Accepted
S4 - FY1 St John's Hospital with Edinburgh Royal Infirmary and the Western General Hospital (SES2236)	25/08/2020		31/12/2020	Pass	Colorectal Surgery		N/A

Showing 1 to 1 of 1 records

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Posts

Per page: 10

Programme	Educational Provider	Start Date	End Date	Post Type	Specialties	DDP Cover
S4 - FY1 St John's Hospital with Edinburgh Royal Infirmary and the Western General Hospital	S314H Royal Infirmary of Edinburgh at Little France	25/08/2020	31/12/2020	Regular	Colorectal Surgery	

Showing 1 to 1 of 1 records

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ARCP

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- As an HR User, on the UI and Asterix does not appear on payroll grid which is correct.

Recruits as at:

26/08/2020

📅

Payroll Authorisation Stage:

All

▼

Form Type:

All

▼

Search

[📘 Information about payroll records](#)

Copy Selected Trainees

Showing 1 to 3 of 3 entries (filtered from 17 total entries)

Show

10

 entries

☐	🔍 Name	🔍 Form Type	🔍 Status	🔍 Payroll No	🔍 Start/Effective Date	🔍 Authorisation Stage 1	🔍 Authorised For Payroll	🔍 Date Sent To Payroll	🔍 Actions
☐	EESSESSERRORONE, EESSESSERRORONE	SEF	Submitted	S9873733*	01/01/2020	Dustin Ritter 30/06/2020	Dustin Ritter 30/06/2020	02/07/2020	Actions ▼
☐	asterixone, asterixone	SEF	Complete	S9849554	26/08/2020	Dustin Ritter 26/08/2020	Dustin Ritter 26/08/2020	26/08/2020	Actions ▼
☐	asterixtwo, asterixtwo	SEF	Action Required						Actions ▼

* denotes a payroll number that was not found in the eESS import

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- If however the eESS ID in employment doesn't match, an asterix will appear next to the payroll number.

Payroll Form Authorisation

Recruits as at:

Payroll Authorisation Stage:

Form Type:

26/08/2020

All

All

Search

[Information about payroll records](#)

Copy Selected Trainees

Showing 1 to 3 of 3 entries (filtered from 17 total entries)

Show 10 entries

	#Name	Form Type	Status	Payroll No	Start/Effective Date	Authorisation Stage 1	Authorised For Payroll	Date Sent To Payroll	Actions
<input type="checkbox"/>	EESSESSORONE, EESSESSORONE	SEF	Submitted	S9873733*	01/01/2020	Dustin Ritter 30/06/2020	Dustin Ritter 30/06/2020	02/07/2020	Actions
<input type="checkbox"/>	asterixone, asterixone	SEF	Complete	S9849554*	26/08/2020	Dustin Ritter 26/08/2020	Dustin Ritter 26/08/2020	26/08/2020	Actions

Till now we have been using an HR User. We need to check the view for Finance & Payroll Users too

- Payroll User can see Asterix against payroll number for records not in the latest import

TURAS | People | Sent to Payroll Summary

nesndppeopletst.azurewebsites.net/Medical/Payroll/Home

COVID-19 Response Dashboard Applications Patrick Payroll

Home

Sent to Payroll Summary

Home > Payroll Info Summary

Type search term to filter by...

Trainees as at:

Payroll Authorisation Stage:

26/08/2020

Sent To Payroll

Search

Showing 1 to 10 of 11 entries

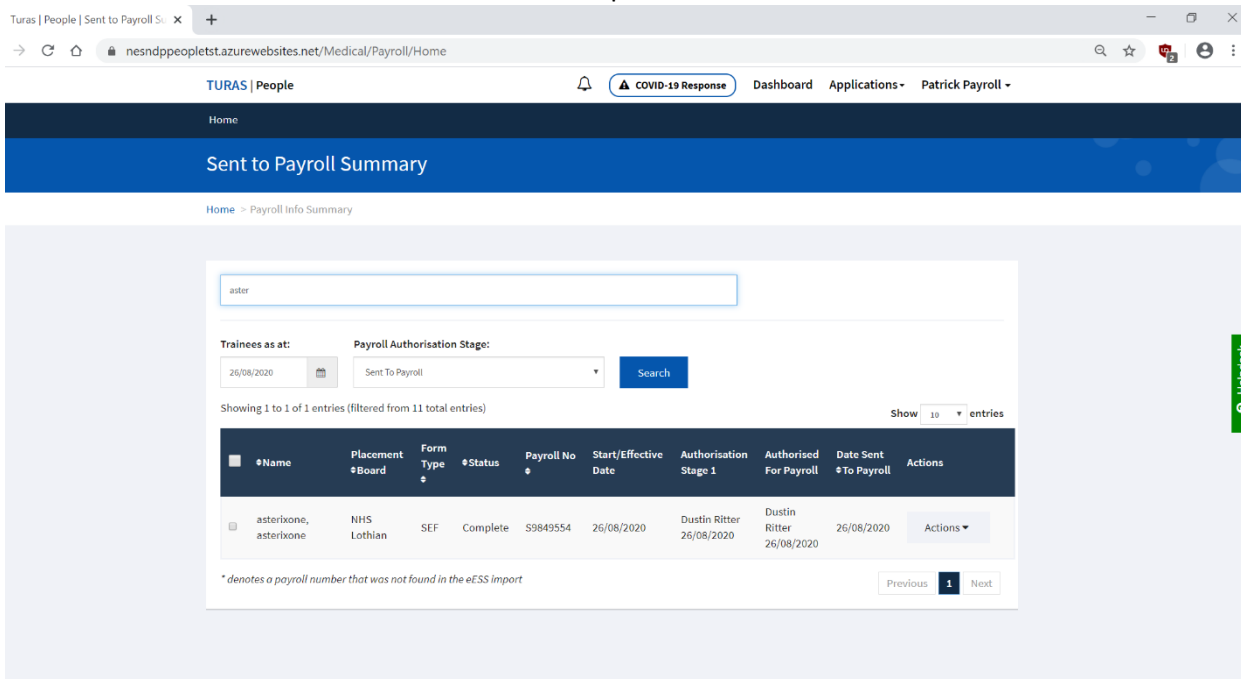
Show 10 entries

	#Name	Placement #Board	Form Type	Status	Payroll No	Start/Effective Date	Authorisation Stage 1	Authorised For Payroll	Date Sent To Payroll	Actions
<input type="checkbox"/>	Doe, Turnae	NHS Forth Valley	NOC	Complete		23/07/2019	Frances Forth 25/06/2019	Frances Forth 25/06/2019	11/05/2020	Actions
<input type="checkbox"/>	EESSESSORONE, EESSESSORONE	NHS Lothian	SEF	Complete		01/08/2020	Dustin Ritter 11/08/2020	Dustin Ritter 11/08/2020	11/08/2020	Actions
<input type="checkbox"/>	Payroll, Pablo	NHS Lothian	SEF	Complete	N4978291*	15/08/2018	August King 04/09/2018	August King 05/09/2018	11/05/2020	Actions
<input type="checkbox"/>	Bow, El	NHS Tayside	SEF	Complete		07/02/2019	August King 18/10/2018	August King 18/10/2018	11/05/2020	Actions
<input type="checkbox"/>	EESSESSORONE, EESSESSORONE	NHS Borders	NOC	Complete	S9862237*	07/07/2020	Benny Borders 07/07/2020	Benny Borders 07/07/2020	07/07/2020	Actions

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- And our record which features on the latest import has no Asterix

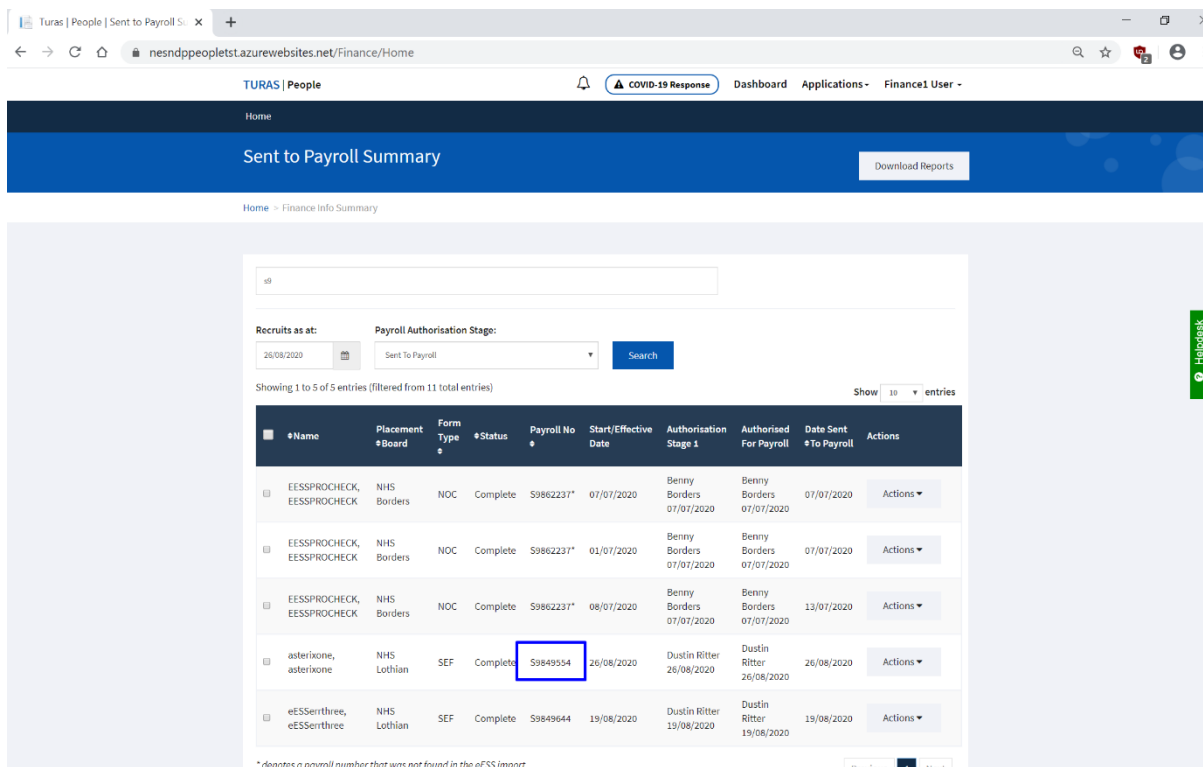


The screenshot shows the 'Sent to Payroll Summary' page for a user named 'aster'. The page includes a search bar with 'aster' entered. Below the search bar, there are filters for 'Trainees as at' (26/08/2020) and 'Payroll Authorisation Stage' (Sent To Payroll). A 'Search' button is present. The results show 1 entry (filtered from 11 total entries). The table lists the following entry:

#Name	Placement #Board	Form Type #	#Status	Payroll No #	Start/Effective Date	Authorisation Stage 1	Authorised For Payroll	Date Sent #To Payroll	Actions
asterixone, asterixone	NHS Lothian	SEF	Complete	S9849554	26/08/2020	Dustin Ritter 26/08/2020	Dustin Ritter 26/08/2020	26/08/2020	Actions

* denotes a payroll number that was not found in the eESS import

- And a finance user has same



The screenshot shows the 'Sent to Payroll Summary' page for a finance user. The page includes a search bar with 'd' entered. Below the search bar, there are filters for 'Recruits as at' (26/08/2020) and 'Payroll Authorisation Stage' (Sent To Payroll). A 'Search' button is present. The results show 1 to 5 of 5 entries (filtered from 11 total entries). The table lists the following entries:

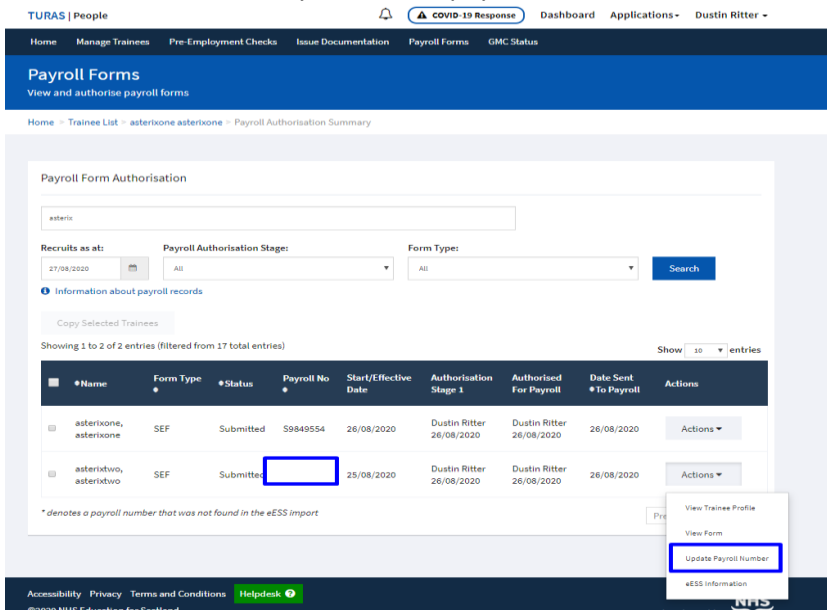
#Name	Placement #Board	Form Type #	#Status	Payroll No #	Start/Effective Date	Authorisation Stage 1	Authorised For Payroll	Date Sent #To Payroll	Actions
EESSPROCHECK, EESSPROCHECK	NHS Borders	NOC	Complete	S9862237*	07/07/2020	Benny Borders 07/07/2020	Benny Borders 07/07/2020	07/07/2020	Actions
EESSPROCHECK, EESSPROCHECK	NHS Borders	NOC	Complete	S9862237*	01/07/2020	Benny Borders 07/07/2020	Benny Borders 07/07/2020	07/07/2020	Actions
EESSPROCHECK, EESSPROCHECK	NHS Borders	NOC	Complete	S9862237*	08/07/2020	Benny Borders 07/07/2020	Benny Borders 07/07/2020	13/07/2020	Actions
asterixone, asterixone	NHS Lothian	SEF	Complete	S9849554	26/08/2020	Dustin Ritter 26/08/2020	Dustin Ritter 26/08/2020	26/08/2020	Actions
eESSentthree, eESSentthree	NHS Lothian	SEF	Complete	S9849644	19/08/2020	Dustin Ritter 19/08/2020	Dustin Ritter 19/08/2020	19/08/2020	Actions

* denotes a payroll number that was not found in the eESS import

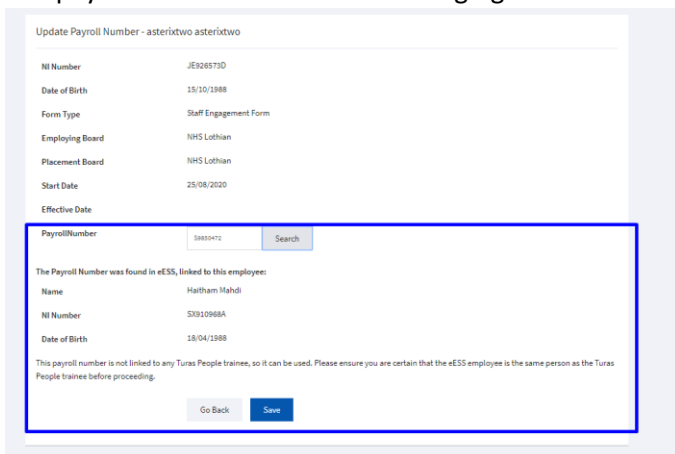
ADDING MISSING PAYROLL NUMBER

Final addition in this release, is where a Trainee doesn't have a Payroll number but can be added via the UI.

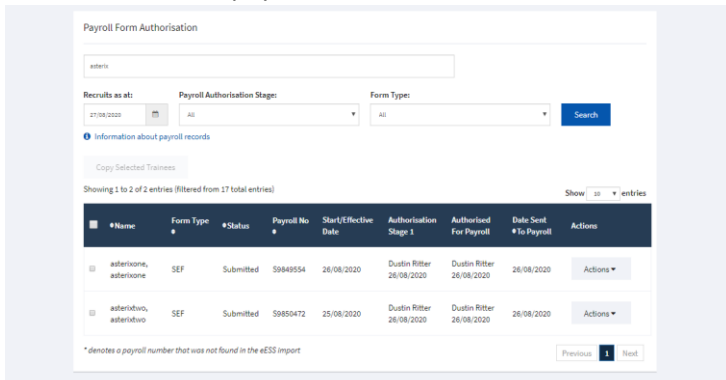
- For Astrextwo, we will try to add in a payroll number:



- The payroll number exists on eESS staging but not with that person:

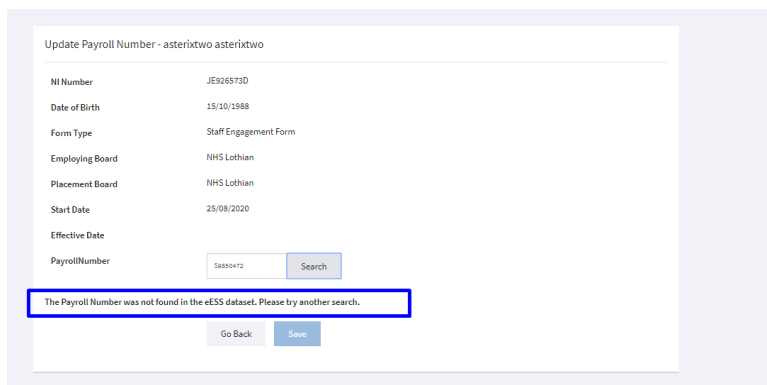


- We add the payroll number – which is not already in use – and it's added it in to the Trainee and has no Asterix next to the payroll number.



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- If you attempted to update with a payroll number that is already in use, you will receive a warning message.



Update Payroll Number - asterixtwo asterixtwo

NI Number	JE926573D
Date of Birth	15/10/1988
Form Type	Staff Engagement Form
Employing Board	NHS Lothian
Placement Board	NHS Lothian
Start Date	25/08/2020
Effective Date	
PayrollNumber	<input type="text" value="58850472"/> <input type="button" value="Search"/>

The Payroll Number was not found in the eESS dataset. Please try another search.

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