

Consolidated O4S Payroll Terminations SOP

N.B. 'Employing Board (EB) - Means the party which is the Employer in respect of a Doctor or Dentist in Training who is the subject of the relevant Placement agreement'

'Placement Board (PB) - Means the party providing a training Placement to the Doctor or Dentist in Training (who is not their employee) under the relevant Placement agreement'

Action	Responsibility of	Standard	Dependent Upon												
<p>Reports are run from Turas People and TPM on a monthly basis to confirm when DDITs are finishing training.</p> <p>N.B. EB able to run reports on behalf of PB in event of access issues as an interim solution</p>	PB	NES Deanery	Turas People/TPM												
DDIT informed of end of contract via email	PB														
<p>On eESS there is two types of Terminations: End Employment and Assignment Termination.</p> <p>In order to identify the type of Termination which needs to be processed for each Trainee the following 3 reports have been created and will be scheduled to be delivered on a weekly basis to an agreed Placement Board email address.</p> <p>(Below is information on GGC process)</p> <table border="1"> <thead> <tr> <th>Scenario</th> <th>Report to Use</th> <th>Solution/Action</th> </tr> </thead> <tbody> <tr> <td>1. Employee has one position and Primary Flag is Y</td> <td>FV_DDIT_End_Employment_Report_v1</td> <td>Placement Board process Full Termination</td> </tr> <tr> <td>2. Employee has multiple positions and DDIT Position Primary Flag is N</td> <td>FV_DDIT_Assignment_Termination_Report_v1</td> <td>Placement Board process EIT Assignment termination</td> </tr> <tr> <td>3. Employee has multiple positions and DDIT position Primary Flag is Y</td> <td>FV_DDIT_Switch_Primary_Assignment_Report_v1</td> <td> <ol style="list-style-type: none"> 1. Placement Board cannot terminate until NHS GGC switch primary flag indicator 2. Placement Board ask NHS GGC team to switch primary flag 3. Placement Board process EIT Assignment termination </td> </tr> </tbody> </table>	Scenario	Report to Use	Solution/Action	1. Employee has one position and Primary Flag is Y	FV_DDIT_End_Employment_Report_v1	Placement Board process Full Termination	2. Employee has multiple positions and DDIT Position Primary Flag is N	FV_DDIT_Assignment_Termination_Report_v1	Placement Board process EIT Assignment termination	3. Employee has multiple positions and DDIT position Primary Flag is Y	FV_DDIT_Switch_Primary_Assignment_Report_v1	<ol style="list-style-type: none"> 1. Placement Board cannot terminate until NHS GGC switch primary flag indicator 2. Placement Board ask NHS GGC team to switch primary flag 3. Placement Board process EIT Assignment termination 	eESS		eESS
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The terminating employee's details are entered into eESS.	PB		eESS												

<p>The Payroll Officer accepts the termination into the ePayroll system.</p> <p>DDiTs with planned contract end dates in the pay period to have pay manually controlled or placed on no pay where no termination / extension details have come through from e-ESS. Payroll will then follow up with HR (current process in NHS Grampian).</p>	EB		ePayroll
<p>The terminating employee's P45 and payslip are generated and sent to the employee's home.</p>	EB		
<p>The terminated employee's electronic file (if applicable) is then moved to leavers files</p>	EB		
<p>When the details are accepted into the payroll system. This automatically creates an "Alert" in SSTS</p> <p>The employee's termination details are then managed in SSTS</p>	EB		SSTS

Version	Date	Author	Rationale
1.0	15 th March 23	Fiona Glenesk	Published