

## Consolidated O4S Payroll Changes SOP

### N.B.

**'Employing Board'** - 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'** - 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	Dependant upon
NOC processed in Turas and amendment to contract issued if required	PB		Turas/eESS/ePayroll
Report of changes made available via Turas by HR teams allowing PBs to access this information and check any changes.	PB		Turas
NOC information is reviewed and assessed.	PB		
The DDIT's new details are processed via the relevant system as there are various routes of getting information into payroll. This depends on the category of change.  <b>N.B. Less than full time appeals and Out of Programme process will also be captured.</b>	PB	Changes Categories list	Turas/eESS/ePayroll  <b>N.B. There are various routes for changes to be processed, further details found on the 'Changes Categories' list.</b>
The Payroll Officer accepts or inputs the new details into the ePayroll system. This may create an automatic alert on SSTs depending on the type of change.	EB		ePayroll
Changes added to electronic staff file as appropriate.	EB		

The employee details are then fully entered in to the SSTS system.	EB		SSTS
<p>If all the relevant SSTS roster and line manager details <b><u>are</u></b> available and entered, then the process is completed.</p> <p>If all of the relevant SSTS roster and line manger details <b><u>are not</u></b> available, this needs to be followed up as appropriate until the details have been obtained and entered.</p>	EB		SSTS

Version	Date	Author	Rationale
1.0	22 <sup>nd</sup> March 23	Fiona Glenesk	Published