

Consolidated O4S Payroll New Starts 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
Offer letter issued to DDiT via Turas People. DDiT encouraged to complete SEF.	PB (Medical Staffing / HR)		Turas People
Medical Staffing/HR teams provide Turas report of all new start DDiTs to payroll department/provider.	EB (Medical Staffing / HR)		
Medical Staffing/HR/Payroll to email trainee 6 – 8 weeks from date of commencement with a comprehensive comms package and Staff Transfer Certificate.	EB (Medical Staffing/HR/Payroll)	Staff Transfer Certificate.	Turas/eEES *Dependent on current process within Boards
SEF information is reviewed and assessed, if sufficient information SEF is signed off at level 1 and level 2.	PB (Medical Staffing / HR)		
The SEF information is entered in TURAS which transfers to eEES for interface to ePayroll.	PB (Medical Staffing / HR)		Turas/eESS
The Payroll Officer accepts the new employee details from eEES to ePayroll and matches the information provided on the completed Staff Transfer Certificate to determine correct starting salary.	EB (Payroll)	Salary Setting SOP	ePayroll

An ALERT is created within SSTS. The SSTS Administrator enters the SSTS roster location and Line Manager details from information obtained from TURAS and supplied by EB.	EB (Payroll)		SSTS
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Version	Date	Author	Rationale
1.0	27 th March 23	Fiona Glenesk	Published