

Consolidated O4S Payroll Salary Setting 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'

Staff Transfer Certificates

Action	Responsibility of	Standard	Dependent Upon
Determination of starting salary resides with either Medical Staffing or the Payroll Department. This body will contact the trainee by email with a comprehensive set of guidance and attach a Staff Transfer Certificate, requesting that the trainee send this to their previous employer and ask that it be completed and returned by the employer to Medical Staffing/Payroll. The full service will then be used to ascertain starting salary, as per PCS(DD)2007/7 .	EB	Salary Setting Guidelines	Staff Transfer Certificates

Overseas Credit

Action	Responsibility of	Standard	Dependent Upon
HR/Medical Staffing/Clinical Leads will assess Overseas Credit and documentation.	EB/PB		ePayroll
HR/Medical Staffing will send Payroll details of the time period which is to be recognised and the equivalent grade via email.	EB/PB		

Payroll will record this information via ePayroll and apply to the DDiT's salary point and incremental date.	EB		
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Protections

Action	Responsibility of	Standard	Dependent upon
HR/Medical Staffing will process all requests regarding protections such as Career Grade Doctors returning to training. HR/Medical Staffing or the Payroll Officer will process Monitoring Forms and provide details of what contract the DDiT is protected under.	PB	Monitoring form	

Locum/Bank/University service/Overseas/Protections/FY2 progression >1 year

Action	Responsibility of	Standard	Dependent upon
Please note that outcomes from the Salary Setting Interpretation Short Life Working Group will help inform various scenarios relating to these areas.	SLWG		

Version	Date	Author	Rationale
1.0	27 th March 23	Fiona Glenesk	Published