

Consolidated O4S Payroll Attendance Management 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	Dependent upon
<p>Ensure absence information is sent to Payroll as per timescales stated in Once for Scotland Attendance Policy and in time for the next upcoming Payroll deadline.</p> <p>Absence information should be sent via SSTS system, if, however, you have issues with the system this must be escalated via the appropriate channels. As an interim solution, this can be submitted via spreadsheet by email (either centrally by HR/Medical Staffing or locally by service).</p> <p><i>N.B. Submission by spreadsheet should only be used as an exception</i></p>	PB	Once for Scotland Attendance Policy	SSTS
<p>Ensure return to work interviews are conducted as soon as possible on return to work, absence is closed on SSTS system and responsibilities have been followed as per the Once for Scotland Attendance Policy. If, however, you have issues with the system this must be escalated via the appropriate channels. Any associated paperwork is stored locally as agreed</p> <p><i>N.B. if experiencing SSTS access issues, submission to Payroll by spreadsheet can be sent via email as an exception</i></p>	PB	Regional Performance Review Group Data Transfer / TOI form	SSTS
<p>Where submission is by spreadsheet, the SSTS team will enter employee absence details into SSTS.</p>	EB		SSTS/Payroll Officer

The Payroll Officer/SSTS team will run the SSTS download to ePayroll and sickness absence is automatically uploaded to allow sick pay to be calculated.	EB		SSTS/ePayroll

Version	Date	Author	Rationale
1.0	th March 23	Fiona Glenesk	Published