Consolidated O4S Payroll Attendance Management

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
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. Absence information should be entered by placement board via SSTS system or as an interim solution submission by spreadsheet by email either centrally by HR/Medical Staffing or locally by service. Issues preventing absence entry on SSTS must be escalated via the appropriate channels at EB level.	PB	Once for Scotland Attendance Policy	SSTS
The SSTS absence directly interfaces onto ePayroll for salary processing. Any absence submitted by spreadsheet is entered manually into ePayroll.	EB		ePayroll/SSTS
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.	PB	Regional Performance Review Group Data Transfer / TOI form	SSTS

Version	Date published	Author	Rationale