**Crib sheet for NES employees**

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| **Query related to** | **Responsibility** | **Contact Details** |
| GP Recruitment | NES HR Trainee Services for enquiries relating to GP recruitment, timelines, how to apply, offers etc. | Service Desk Link: [Recruitment Query - HR Trainee Services](https://nesdigital.atlassian.net/servicedesk/customer/portal/30/group/121/create/591) |
| Maternity, Paternity, Shared Parental Leave & Adoption Leave | NES HR manages this for ALL trainees (please also inform your Manager and the relevant Placement Board) | Service Desk Link[: Employment Query - HR Trainee Services](https://nesdigital.atlassian.net/servicedesk/customer/portal/30/group/121/create/594)  |
| Absence Management (submission of sick notes/fit lines, return to work forms) | Relevant Placement Board | Contact details are available [here](https://hub.nes.digital/contact-us/) |
| Trainee Documentation queries when in hospital placement | Relevant Placement Board | Contact details are available [here](https://hub.nes.digital/contact-us/) |
| Turas Training Programme Management updates  | Deanery | Contact details are available [here](https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/) for each Training Programme administrator |
| ePortfolio related queries  | Deanery | Contact details are available [here](https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/) for each Training Programme administrator |
| Salary setting | NSS Payroll | nss.payrollsupport-nes@nhs.scot  |
| LTFT requests | Deanery | <https://www.scotlanddeanery.nhs.scot/trainee-information/less-than-full-time-training-ltft/>  |
| Deferred entry or Postponement to Training | Deanery | Contact details are available [here](https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/) for each Training Programme administrator |
| ARCP  | Deanery | Contact details are available [here](https://www.scotlanddeanery.nhs.scot/about-us/our-people/training-management-team/) for each Training Programme administrator |
| TERS Bursary Payment | NES | ejaz.farooqui@nhs.scot  |
| Study Leave | Deanery | study.leave@nes.scot.nhs.uk  |
| Change of address | NES HR trainee Services | Service Desk Link[: Employment Query - HR Trainee Services](https://nesdigital.atlassian.net/servicedesk/customer/portal/30/group/121/create/594)  |
| Skilled Worker Sponsorship  | NES HR Trainee Services for issuing Sponsorship to all Medical & Dental trainees in Scotland. | Service Desk Link: [Sponsorship Query – HR Trainee services](Sponsorship%20Query%20-%20HR%20Trainee%20Services%20-%20Jira%20Service%20Management%20%28atlassian.net%29) |
| Complaints relating to GP trainees in practiceComplaints relating to Hospital Placement | NESPlacement Board | ejaz.farooqui@nhs.scot <https://hub.nes.digital/contact-us/> - for the correct placement board contact |
| Mortgage Letters | Relevant Placement Board (NES can confirm correct salary details) | Contact details are available [here](https://hub.nes.digital/contact-us/) |
| PVG  | NES HR Trainee Services provides this service to all Medical & Dental trainees in Scotland. | Service Desk Link: [PVG Query – HR Trainee Services](https://nesdigital.atlassian.net/servicedesk/customer/portal/30/group/121/create/592) |
| P60 & P45  |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21) |
| Tax Codes |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21) |
| Pension  |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21) |
| Copy Payslip Requests |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21) |
| Expenses for GP trainees in practiceExpenses for GP trainees in Hospital |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21)Trainees should submit expenses to placement board. Once approved, placement board contact should sent to finance via the Portal like above. |
| Update Bank Details |  | [Finance Service Desk - Jira Service Management (atlassian.net)](https://nesdigital.atlassian.net/servicedesk/customer/portal/5/group/21) |
| Turas Applications access issues e.g.People, Training Management, Learn, etc |  | Via green ‘helpdesk’ button on each Turas application |