

Getting Paid

Pay Rates & Incentives

- You will receive an annual leave premium of 12.07% on your basic hourly rate
- You will also receive Agenda for Change enhancements, more information can be found under the Bank section on StaffRoom
- Payment is weekly or monthly dependent on your preferred frequency, please note weekly is approximately two weeks in arrears with payment on a Friday

How do I receive payment?

We use electronic timesheets to record bank work. Electronic timesheets are added for bank workers shifts to our electronic rosters (on our HealthRoster system) by our wards/depts. Areas may have different ways to manage their electronic timesheets so it is important to check the process when working in a new ward/dept. You may be required to complete a signing in sheet to indicate the hours that you have worked. The ward/dept. will then use this information to add an electronic timesheet on HealthRoster for you at a later date.

To ensure you are paid correctly please check your EOL account each Thursday after the week you have worked, as all timesheets should have been added by this point. You are checking to ensure your shift times are correct, that the area you have worked on is correct and that it has been locked down for payment (you will see a padlock attached to the shift). If there are any discrepancies please contact the ward/dept. that you worked the shift on directly, to ask that they correct your shift details for payment. If you experience problems with an area locking down your shift/s please call the office on Bank office on 01723 342979 / 236364 or 342877.

Please note that we require a timesheet to be submitted for Statutory Mandatory training only (bank only workers). You will be able to find a copy of the blank timesheet under the Bank section on StaffRoom. Completed timesheets should be returned either via the internal mail to the Bank Office, Scarborough Hospital or externally to the Bank Office, Woodlands House, Scarborough Hospital, YO12 6QL. Please note the cut-off date for submitting timesheets is the Wednesday after the week worked.

Online payslips

Staff on the Bank will receive their payslips online via ESR Employee Self Service (Limited Access). Staff can log into Self Service from a Trust PC or can register for internet access to Self Service which will enable staff to login in and view their payslips remotely from home at a time more convenient to them.

Please look out for the initial email which will shortly be sent out to your Trust email account from ESR.SelfService@york.nhs.uk with further details and guidance on how to log on to Employee Self Service.

Please note if you hold a substantive post within the trust then this payslip will also be sent electronically. You will no longer receive a paper payslip for your substantive post once your bank post is active.