**North of Scotland Lead Employer for Doctors and Dentists in Training**

**Frequently Asked Questions – Payroll, Expenses**

# Payroll

**Q1 When is NHS Grampian’s pay day?**

A1 Pay day is the last day of the month. However, if this falls on a Friday, Saturday or Sunday, pay day will be the previous Thursday. December and January salaries are usually paid earlier than normal. Your payslip will include a message advising of pay day for the current and future month.

**Q2 How will I receive my pay slip?**

A2 Your pay slip will be sent to your department/work area.. In the future it is hoped to provide you with self service access to NHS Grampian’s e-payroll system so you can view your payroll record, including pay history. You will still receive a paper payslip however with self service access you can opt to receive an e-payslip.

**Q3 Who do I contact if I have a query about my pay e.g.my hours of work/ pay banding is incorrect?**

A3 You can either email your query through to grampian.payroll@nhs.net or contact your personal point of contact as detailed on your Pay Advice.

**Q4 Why am I not on the same pay point as in my previous employment?**

A4 If you have transferred from an employer out with Scotland your service will need to be confirmed from your employer via a Staff Transfer Certificate. Verification of service can take a number of weeks after commencement of employment.

**Q5** [**How do I advise NHS Grampian of a change of bank details/address?**](https://hub.nes.digital/lead-employer-arrangements/pre-employment-information/faqs/#2037)

A5 If you wish to advise of a change to your bank details or home/contact address, please notify the NHS Grampian Payroll team by email grampian.payroll@nhs.net as soon as possible. You should include your name, and pay number in the email.

A mandate is on the reverse of your payslip, which can be used for notification of any change to your home address and/or bank details. If you wish to use this method, please either scan and email the mandate to grampian.payroll@nhs.net or send the mandate to the NHS Grampian Payroll team.

**Q6 How do I obtain an employment reference check request for a rental/mortgage lender?**

A6 Please send this request from the NHS Grampian HR Service Centre at grampian.payroll@nhs.net .

**Q7 I’ve worked additional hours, how do I claim payment?**

A7 If you work additional hours you must complete an Additional Hours Claim form, which is obtainable from the Turas Hub <https://hub.nes.digital/lead-employer-arrangements/in-employment-information/payroll-information/payroll-forms/>. The form must be authorised by the relevant clinical manager and Clinical Service Manager / General Manager / HR Manager. The form must be sent to NHS Grampian’s Payroll team by post, or alternatively, a scanned copy can be emailed.

**Q8 I want to work additional hours through NHS Tayside Medical Bank, how do I receive payment for this?**

A8 NHS Tayside will provide you with a Medical Bank contract and you will be paid directly by NHS Tayside for such hours. .Please contact NHS Tayside Medical Staffing team in terms of the process to be followed.

##### **Q9 I think my Tax Code is incorrect, who can help?**

A9 Tax codes are issued by Her Majesty's Revenue & Customs (HMRC). The Payroll Team are prohibited by HMRC from making any amendments to your tax code. If you have any queries on how your coding has been derived please contact HMRC directly. [Please refer to the HMRC website for ways to contact them](https://www.gov.uk/government/organisations/hm-revenue-customs/contact/income-tax-enquiries-for-individuals-pensioners-and-employees).

**Q10 Where can I find more information about my pension scheme or NEST?**

A10 Information in relation to the NHS Scotland Superannuation Scheme can be found on the SPPA website - http://www.sppa.gov.uk. It is important that you access the NHS sections of the site.

Information in retaliation to NEST can be found on the nest website - https://www.nestpensions.org.uk/schemeweb/nest.html

In order to opt out from either scheme you must contact your pension provider who will provide appropriate advice.

**Q11 Where can I find my Employing Authority and Employer Tax Reference Number?**

A11 These details, which are often required when completing Her Majesty Revenue & Customs (HMRC) documentation, are detailed at the foot of your payslip.

**Q12 When do I receive my P60**

A12 Employers are required to provide a P60 Certificate of Earnings for employees who are in their employment at 31 March of each financial year. Your P60 will be sent to your department/work area, normally by 31 May. It is important that you retain your P60 safely as, by law, duplicates cannot be issued.

**Q13 Where do I find information relating to maternity leave?**

A13 Information is contained within NHS Grampian’s Maternity Policy, which is available on NHS Grampian’s DDiT internet page – https://www.nhsgrampian.org/DDiT. The policy includes flowcharts and an application form. All applications for maternity leave are administered by dedicated Maternity Leave co-ordinators, who will be able to provide advice and guidance on aspect of maternity leave and/or pay.

**Q14 What are the contact details for the NHS Grampian Maternity Leave Service?**

A14 Contact details are as follows –

 Email nhsg.maternityservicegrampian@nhs.net

Postal address – Maternity Leave Service, HR Service Centre, Westholme, Woodend Hospital, Queens Road, Aberdeen, AB15 6LS

**Q15 Where do I find information relating to parental leave, paternity leave and special leave?**

A15 Information is contained within the appropriate NHS Grampian policies, which are available on NHS Grampian’s DDiT internet page – <https://www.nhsgrampian.org/DDiT>. Each Placement Board will process the appropriate application forms on behalf of Lead Employers.

**Q16 Where do I find information relating to Child Care vouchers?**

A16 For further information Please contact either the NHSG Childcare Co-ordinator (Ann Robertson) by calling 01224 557828 or extension 57828 or Laura Yeoman, Nursery Administrator 01224 557457 or extension 57457.

**Q17 Where do I find information relating to NHS Grampian’s Cycle to Work scheme?**

A17 Information is available on the NHS Grampian intranet pages - <http://nhsgintranet.grampian.scot.nhs.uk/portal/staffscrapbook/pages/cycle2work.aspx>

**Q18 What are the contact details for the NHS Grampian Payroll team?**

A18 Contact details are as follows -

Email – grampian.payroll@nhs.net

Postal address – Payroll Team, HR Service Centre, Westholme, Woodend Hospital, Queens Road, Aberdeen, AB15 6LS

# Expenses

**Q1 How do I claim for business mileage?**

A1 Prior to any claiming any business miles, associated expenses or excess travel you are required to be approved to do so by completing either an application to be an expenses claimant or excess travel claimant. These forms are available on the Turas Hub <https://hub.nes.digital/lead-employer-arrangements/in-employment-information/payroll-information/payroll-forms/>and must be approved and signed by an authorised signatory prior to sending to NHS Grampians expenses team . Once you have been approved to, you must submit details periodically on a travel claim form.

To claim business mileage please complete an Expenses Claim Form, available on Turas Hub <https://hub.nes.digital/lead-employer-arrangements/in-employment-information/payroll-information/payroll-forms/>, which must be authorised by the relevant clinical manager for your work area. Receipts where required must be provided. The claim form can be sent to NHS Grampian’s Expenses team by post. Alternatively a scanned copy can be sent by email.

Expenses Claim forms received by the 7th of the month will be processed for reimbursement in that months salary.

**Q2 How do I claim for excess mileage?**

A2 Please complete an NHS Grampian Excess Mileage form, which must be authorised by the relevant clinical manager for your work area. Receipts where required must be provided. The form can be sent to NHS Grampian’s Expenses team by post. Alternatively a scanned copy can be sent by email.

Excess Mileage forms received by the 7th of the month will be processed to ensure reimbursement in that months salary.

**Q3 What are the contact details for the NHS Grampian Expenses team?**

A3 Contact details are as follows -

Email – grampian.expensesadmin@nhs.net

Postal address – Expenses Team, HR Service Centre, Westholme, Woodend Hospital, Queens Road, Aberdeen, AB15 6LS