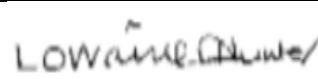


**1. Purpose and Scope**

- 1.1 This procedure describes the process of change when a roster, group of employees or an individual employee is temporarily deployed to another work area as a direct result of Covid19.
- 1.2 The agreement for deployment will be undertaken by appropriate Service areas; this Standing Operational Procedure (SOP) describes the operational aspects thereafter in terms of HealthRoster, SSTS and Payroll systems.
- 1.3 This procedure does not include deployment of employees that are managed by the Covid19 Staff Deployment Hub.

**2. Operational Aspects of Deployment – whole roster**

- 2.1 Where a whole roster of employees is, as a direct result of Covid19, deployed to another work areas for a period of time of more than one month, e.g. all employees moved from Ward X to Ward Z, then there is no requirement in terms of HealthRoster/SSTS for the roster location to be changed as such. The Manager may request that the name of the HealthRoster/SSTS roster is changed to reflect the change in physical location.
- 2.2 Equally there is no requirement in terms of the Payroll Group Code/Pay Point Structure to be changed. However the Manager may wish to consider the impact on payslip distribution and may wish to advise of a temporary change of work area for this. If this the case then an email to the roster area’s Payroll point of contact, or the generic Payroll account [nhsq.grampianpayroll@nhs.net](mailto:nhsq.grampianpayroll@nhs.net) advising of the temporary area to which payslips should be sent will suffice. If payslips should be redirected to the new work area by the Payroll team then the Manager should notify their Payroll point of contract directly, otherwise payslips will be sent to the normal work area address.
- 2.3 Any shift pattern changes that reflects the deployment to another work area needs to be reflected in HealthRoster/SSTS using the normal process.
- 2.4 Any temporary changes to contractual hours need to be notified to HealthRoster and Payroll using the normal process of Notification of Change Form. However if changes apply to many individuals then a list or spreadsheet can be provided by email containing all of the relevant details provided it is authorised by an appropriate authorised signatory.

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2.5 When this temporary arrangement ceases then any appropriate action is required in terms of reverting back to the original practices as a result of any of the above HealthRoster/SSTS and Payroll operational changes.

2.6 For SSTS purposes only – there is no action required in terms of assignment date as a whole roster is moving and essentially this is a renaming of the roster.

**3. Operational Aspects of Deployment – group of employees within a roster**

3.1 Where a group of employees within a roster is, as a direct result of Covid19, deployed to another work area(s) for a period of time of more than one month, e.g. some employees moved from Ward X to Ward Z, then the Managers of the substantive roster and receiving roster(s) should agree whether the employees will remain on their original roster or move to their temporary roster(s).

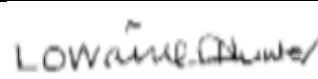
3.2 If both areas use SSTS and Managers agree that the employees remain on their substantive roster then there must be an arrangement whereby the receiving Manager advises the substantive Manager of shifts worked and absences in order for these to be recorded and authorised via the substantive roster. The arrangement must have an auditable channel of communication. There is therefore no requirement for any notification to SSTS and Payroll.

3.3 If both areas use HealthRoster and Managers agree that the employees remain on their substantive roster then they should use the redeployment functionality and the receiving manager should finalise the shifts.

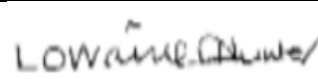
3.4 If one area uses SSTS and the other uses HealthRoster and Managers agree that the employees should transfer to the receiving roster then the receiving Manager is required to advise HealthRoster and Payroll of this temporary transfer using the normal Notification of Change process and that the reason is as direct result of Covid19. The receiving Manager then becomes responsible for the recording and authorisation of shifts worked and absences.

3.5 Shifts in HealthRoster/SSTS should be maintained as up to date as possible. The substantive manager should continue to enter shifts until such time as the roster move has taken place. There may be a requirement for the receiving manager to re-enter any shifts from the date of the deployment onwards.

3.6 Any shift pattern changes to reflect the deployment to another work area need to be reflected in HealthRoster/SSTS using the normal process.

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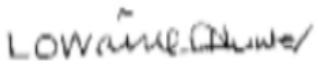
- 3.7 Any temporary changes to contractual hours need to be notified to HealthRoster and Payroll using the normal process of Notification of Change Form. However if changes apply to many individuals then a list or spreadsheet can be provided by email containing all of the relevant details provided it is authorised by an appropriate authorised signatory.
- 3.8 For SSTS purposes only – the “continue PAIAW assignment” box should be ticked by the CRT officer in order to maintain the 52 week reference period for Payment As If At Work (PAIAW).
- 4. Operational Aspects of Deployment – an individual employee within a roster**
  - 4.1 Where an individual employee within a roster is, as a direct result of Covid19, deployed to another work area(s) for a period of time of more than one month, e.g. employee is moved from Ward X to Ward Z or Ward X to Ward Z then Ward Y, then the Managers of the substantive roster and receiving roster(s) should agree whether the employees will remain on their original roster or move to their temporary roster(s).
  - 4.2 If both areas use SSTS and the Managers agree that the employee remains on their substantive roster then there must be an arrangement whereby the receiving Manager advises the substantive Manager of shifts worked and absences in order for these to be recorded and authorised via the substantive roster. The arrangement must have an auditable channel of communication. There is therefore no requirement for any notification to HealthRoster/SSTS and Payroll.
  - 4.3 If both areas use HealthRoster and the Managers agree that the employee remains on the substantive roster then they should use the redeployment functionality and the receiving manager should finalise the shifts.
  - 4.4 If one area uses SSTS and the other HealthRoster and both Managers agree that the employees should transfer to the receiving roster then the receiving Manager is required to advise HealthRoster and Payroll of this temporary transfer using the normal Notification of Change Form process and that the reason is as direct result of Covid19. The receiving Manager then becomes responsible for the recording and authorisation of shifts worked and absences.
  - 4.5 Shifts in HealthRoster/SSTS should be maintained as up to date as possible. The substantive manager should continue to enter shifts until such time as the roster move has taken place. There may be a requirement for the receiving manager to re-enter any shifts from the date of the deployment onwards.

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- 4.6 Any shift pattern changes that reflects the deployment to another work area needs to be reflected in HealthRoster/SSTS using the normal process.
- 4.7 Any temporary changes to contractual hours need to be notified to HealthRoster and Payroll using the normal Notification of Change Form process.
- 4.8 For SSTS purposes only – the “continue PAIAW assignment” box should be ticked by the CRT officer in order to maintain the 52 week reference period for Payment As If At Work (PAIAW).

**5. Operational Aspects of Deployment – less than one month**

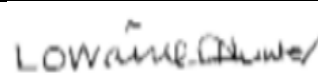
- 5.1 Where the period of deployment is less than one month then the employee(s) remain on their substantive roster.
- 5.2 There must be an arrangement whereby the receiving Manager advises the substantive Manager of shifts worked and absences in order for these to be recorded and authorised via the substantive roster. The arrangement must have an auditable channel of communication.
- 5.3 If both areas use HealthRoster, the redeployment functionality should be used and the receiving manager finalises the shifts,
- 5.4 If only the substantive area uses HealthRoster, then the redeployment functionality should be used to move the shift to the bank template on HealthRoster. This ensures the substantive HealthRoster shows the accurate staffing position. In addition to this the receiving manager must use SSTS “borrow” functionality to approve the shift for payment purposes.
- 5.5 If only the receiving area uses HealthRoster, then the substantive area must record the shift on their SSTS roster for payment purposes. The receiving HealthRoster area also needs to record the shift so that HealthRoster shows an accurate staffing position. To do this the substantive area needs to assign the shift to a blank “dummy” person. If wanted, they can add a note to the shift for their own records to remind them who worked the shift. If no blank “dummy” person exists the Central Rostering Team can add this upon request.
- 5.6 There is therefore no requirement for any notification to HealthRoster/SSTS and Payroll in terms of roster movement.

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- 5.7 Any shift pattern changes that reflects the deployment to another work area needs to be reflected in HealthRoster/SSTS using the normal process. Rather than use the normal process of Notification of Change Form a list or spreadsheet can be provided by email containing all of the relevant details provided it is authorised by an appropriate authorised signatory.
- 5.8 Any temporary changes to contractual hours need to be notified to HealthRoster and Payroll using the normal Notification of Change Form process. However if changes apply to many individuals then a list or spreadsheet can be provided by email containing all of the relevant details provided it is authorised by an appropriate authorised signatory.

**6. Version History**

Version/Revision Number	Date	Summary of Changes
1.0	07/04/2020	Document Created
1.1	21/04/2020	Document reviewed by CRT teams, changes incorporated.
1.2	01/05/2020	Document amended to reflect minor amendments from Silver Command/Board Control Room.

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