

Dear Colleague,

I am writing to confirm the arrangements that have been put in place regarding your pay.

Your Pay

South Central Ambulance Service NHS Foundation Trust (SCAS) will pay you via SBS Payroll Services on 25th of each month. This will be a paid a month in arrears of any shifts booked and worked.

As agreed as part of your contractual arrangements when you have completed your first shift you will be paid 4 hours for training. This is shown on your payslip as training. This is a one off payment.

How to View and Check Your Pay

The NHS pay system is called 'Electronic Staff Records' (ESR) which has self-service functionality that will allow you to view your payslips and personal details online. You will not be sent a paper payslip.

Attached is a leaflet? Called 'Your Payslip Explained' which will show you what your payslip will look like.

You can access ESR remotely from home using the attached slide pack will provide 'How To' guidance on ESR Self Service.

You will have already been sent your personal log in by South Central Ambulance Service but if you have any queries relating to access, your account or any questions about the self-service function the slide pack attached contains details of who you will need to contact.

Experiencing Problems?

If in the unfortunate event you have any issues relating to any payment that is made to you, you will need to contact SBS Payroll, attached is a leaflet called 'support with your pay and pensions' to assist you.

Please be aware that as we are approaching a bank holiday weekend your query may not be dealt with until Tuesday 26th May 2020 when normal business hours will resume.