

Dear Colleague,

Re: Weekly Advance Payments System

You will automatically be set up to be paid monthly in arrears by direct credit to your bank or building society. If you wish to be paid on weekly advance payment method, please wait for your first months salary, then contact Payroll Department directly via payroll.dept@bsuh.nhs.uk.

If you decide you would like to be paid weekly advances, we would like to explain to you how your decision for the weekly advance payment will affect you.

This system enables bank workers to have a weekly advance payment for shifts worked, before the normal monthly payroll is run. You can expect that any shift worked in the week Monday to Sunday, would generate a weekly advance on the following Friday. This process is reliant on your line manager booking and signing off the times you have worked.

The weekly advance payment you receive will be based on the gross value of the shifts you have worked. For the majority of staff, the advance generated will be 60% of this gross value. Where paying 60% is too much, and would result in an overpayment, the Payroll Department will reduce the advance being paid across.

This could be due to your individual tax code, or the amount of earnings you have on your substantive post with the Trust. The actual payment of advances is made by BACS in the Accounts Department.

Please be aware that the amount of time between the date you worked your first bank shift and payment will vary depending on when you start. For example someone who starts on the 1st of the month will have to wait until the 24th of the following month for the first monthly pay, however if you start in the last week of the month you could receive money within 4 weeks.

You will receive a remittance advice from the Trust, and this will detail the dates and times of the shifts you are receiving an advance for. It also advises you of the grade you are working at. Please note the 'crediting date' this is the date you can expect to see the advance in your bank account. At various times during the year when there are bank holidays, please be aware that this Friday crediting day may be changed.

If after receiving your remittance slip, your shift times are not correct, or if the shift you have worked is not visible, please see your line manager in the first instance. If your grade is not correct, your line manager may need to liaise with HR Employment Services. If payment has not reached your bank account, please can you contact the Payroll Office.

We would like to thank you for applying to join our BSUH Bank.

Yours sincerely

HR Employment Services

Example Remittance Advice:



Joe Blogs
1 Any Street
Any Town
West Sussex
RH16 3ET

Salaries & Wages Department
The Princess Royal Hospital
Lewes Road
Haywards Heath
W. Sussex RH16 4EX

Tel : 01444 441881
Fax: 01444 453037

REMITTANCE ADVICE

Crediting Date : 04/07/2014

An advance payment has been made for the following shifts ;

| Date | Booking Ref | Grade | Shift Times | Hours | £ Advance |
|------------|-------------|------------------------|---------------|-------|-----------|
| 24/06/2014 | 1597365290 | 6a ICU Bank Nurse NIC1 | 09:00 - 13:00 | 4.00 | 56.89 |
| | | | | | 56.89 |

Assignment Number: 12345678

The above shift(s) will be noted on your monthly payslip on 24/07/2014

Please note this remittance advice does not show any hours for enhancements, however these are included in the payment and will show on your payslip.

Notes :

- (a) If the shift you were expecting to be paid is not visible, please contact your line manager to check that the shift has been signed off.
- (b) If the shift above has been paid at an incorrect grade, please contact the Bank Office.
- (c) If payment for the above shift(s) does not credit your bank account, please contact the Payroll Office.
