

# Core brief

Tuesday, 04 December 2018

## Introduction

This issue brings you the latest on e-Payslips, Spiderman comes to the RHC, Patient Admin Transformation Programme update and a new Clear Desk Policy.

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## e-Payslip countdown

You have two weeks left to check that your address is correct on eESS Employee Self Service to ensure the move to e-Payslip is smooth and secure for you.

Your secure envelope with login details will be posted in early January 2019.

You need to review your home address by: **14 December 2018**

Please check your latest payslip. If the address on your paper payslip is incorrect log on to eESS and update this – you can find the instructions on how to do this by clicking [here](#).

Detailed guidance and a set of Frequently Asked Questions, can be found at:

[http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Finance/GGC\\_pay\\_exp/Pages/GGCPay\\_Exp\\_Home.aspx](http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Finance/GGC_pay_exp/Pages/GGCPay_Exp_Home.aspx)

- Weekly paid staff will move to e-Payslip W/C 14 January 2019.
- Monthly paid staff will move to e-Payslip for 24 January 2019 pay date.

Staff groups not automatically moving to e-Payslips in January can still opt in for one.

By receiving your payslip electronically, you are helping NHSGGC make savings in time and costs that is put back into improving our services, so thank you and remember that Small Change Matters!

## Spiderman comes to the Royal Hospital for Children...nine days early

There might not have been a red carpet but there was lots of Spidey fun at the Royal Hospital for Children in Glasgow last night when the latest blockbuster Spider-Man: Into the Spider-Verse was screened in Scotland for the first time.

Patients were lucky enough to catch the first showing, nine days before it goes on general release, in the hospital's MediCinema. [Click here to read more](#).

## Patient Administration Transformation Programme - Update for Acute Services Administrative Staff

A previous Core Brief (20 November 2018) updated on the need to review the implementation for Phase 1 of the Patient Administration Transformation Programme for ward clerks and transcription services. The Programme Board met on 23 November 2018 and agreed to work towards a revised implementation date of 1<sup>st</sup> April 2019. This takes account of the need to conclude the Options Appraisal and Impact Assessment exercise and agree in partnership a detailed plan for migrating staff to a revised management structure. This key piece of work will be taken forward during December and a further update will be provided to all of those staff affected by the change early in the New Year. In the meantime current management arrangements will remain in place.

Staff can continue to ask questions or raise concerns through our dedicated SharePoint page at <http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/eHealth/eGov/PAT/Pages/PAT.aspx>

### Clear Desk Policy

To improve the security and protect confidentiality of information, NHSGGC has adopted a clear desk policy for papers and removable storage media, which includes clear screen guidance.

The aim of this Policy is to reduce the risk of unauthorised access, loss of, and damage to information during and outside normal working hours or when areas are left unattended.

Staff should ensure they have read and understood this Policy and ensure it is adhered to in order to keep our information safe and secure.

You can access the Policy [here](#)

If you have any questions about this Policy, please email the Information Governance Team at [data.protection@ggc.scot.nhs.uk](mailto:data.protection@ggc.scot.nhs.uk)

**Are your contact details up-to-date? [Click here to check](#)**