Fieldglass Important Information

Setting Yourself Up

• You will receive a link via email, the subject will be 'Invitation to Join SAP Fieldglass
System'.

• The link will take you to the Fieldglass website where you will need to create a username and
password. It will also ask for a 'Security ID' which will be your national insurance number.

• Please ensure your username and password is kept safe as you will need to login weekly to
upload your hours.

<u>Pension & Taxa</u>

• You will be auto enrolled in to the NEST pension scheme.

• Initial employee contribution is 1% of the locum's earnings, with an employer contribution of
1%.

• The NEST pension contributions can be increased to a maximum of 5% employee and 3%
employer contributions.

• If you wish to opt out, please follow this link:
https://www.nestpensions.org.uk/schemeweb/memberhelpcentre.html

• To ensure you are on the correct tax code please complete the starter checklist attached within your booking confirmation email and return to us.

Timesheet Submission & Deadlines

The deadline to submit your hours by is 10am Monday morning for payment every Friday. We
recommend uploading your hours once your working week has finished

to ensure they are
uploaded way ahead of the deadline.

• To upload your hours- under 'Work Items to Act Upon' on your homepage there will be a list of weeks, you will need to select 'Complete Time Sheet' on the relevant week.

• Please enter your hours in the Time In/Time Out box & ensure you are inserting a break, (in Meal Break Out/In section) if no break is submitted the trust will automatically deduct 20 minutes from each day. You can free type in the box's, we recommend this to ensure hours are inputted accurately.

• Lastly click submit!

Payslip Access

All payslips are accessible online and will generate close to your weekly payment date.

• The website used to access your ESR is: https://my.esr.nhs.uk/.

• Instructions on how to set this up is attached within your booking confirmation email.