

A guide to setting up your new log in details for STAFFflow

Once a new booking is confirmed for STAFFflow you will receive a welcome email from helpdesk@liaisonfs.com. Please note one of the following **three** log on processes that applies to you when a new booking is confirmed via STAFFflow.

Note: you will no longer be able to access timesheetz.net

Brand New Worker to STAFFflow system

The STAFFflow system will send a welcome email and will ask you to set up a new STAFFflow account, you will be asked to confirm your date of birth and set a new password.

Worker Name
Dr
New password
Confirm new password
Confirm your Date Of Birth
Complete Signup

Existing STAFFflow system worker to a new trust/health board

If you have worked through STAFFflow before, but you are confirmed for the first time at a new trust – then the welcome email will send you a link to merge your new worker profile with that trust to your existing one, meaning you do not have to manage multiple log in details. The next time you log in you can select which trust/health board you wish to access.

NHS Organisation	NHS Foundation Trust	Payroll Number	XXA0002
Agency	ACME Medical Agency	Employment Type	PAYE
Job Title	Band 1	Speciality	Accident and Emergency
ConfirmationStatement			
<input type="checkbox"/> I confirm that I would like to merge			
Merge Worker			

Existing STAFFflow system worker

If you have been confirmed for a STAFFflow booking at a trust/health board you have worked at before, then the welcome email simply asks you to follow the link to log on to your existing STAFFflow account.

If you experience any difficulties please contact us on 0800 083 0300 or email us at helpdesk@liaisonfs.com