

HR Web portal

Author: Ehsan Fazal

Owner: Husman Rafiq

Date: 21.03.2017

Version: 1.1

Document Control:

1.1 Amendment History

ISSUE TYPE	EFFECTIVE DATE	AUTHOR OF DOCUMENT	COMMENT(S)
1.0	08.07.2016	Ehsan Fazal	First Draft
1.1	20.06.2017	Bradley Swaby	Second Draft
1.2			
1.3			

The latest version of this document supersedes all other previous issues. Printed Copies Expire on the date of the last issue type.

1.2 Distribution List

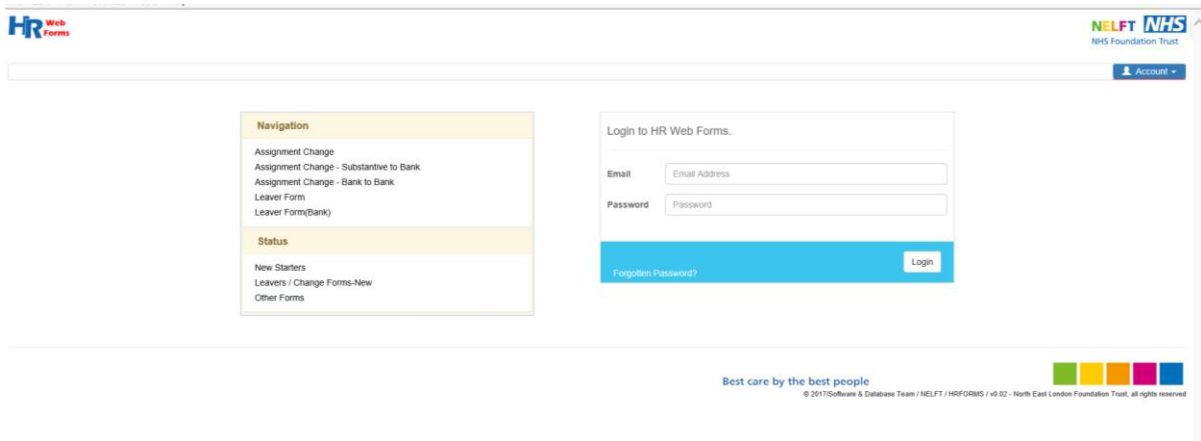
ISSUE TYPE	DATE	Name
1.0		
1.1		

URL:

The URL to access the HR Web Portal system is: <https://apps.nelft.nhs.uk/HR>

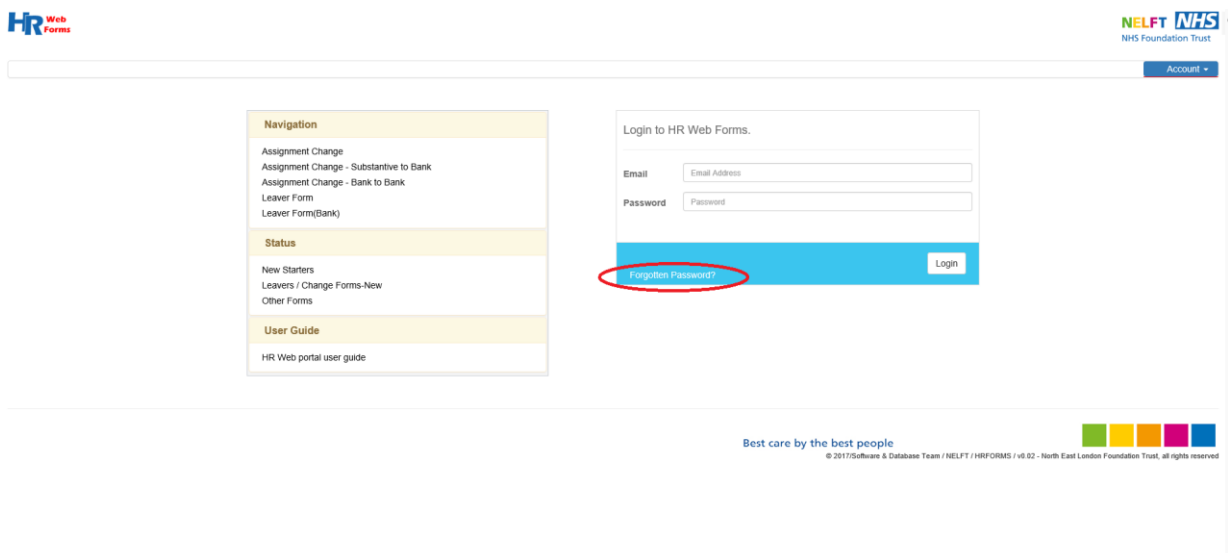
Log-On Screen:

After navigating to <https://apps.nelft.nhs.uk/HR> you will need to login. You can login to HR Web Portal System as an Employee or Other Role (Manager, System Admin, HR, Finance, HR Temp Staffing, and HR System). From the login screen, you can access External Forms which any user can complete.



Forgotten Password:

If you are unable to log in and have forgotten your password select the 'Forgotten Password?' link shown below. The next page will prompt you to enter your email address and select 'Email link'. You will then receive an email with instructions on how to change your password.



Logging on as other role:

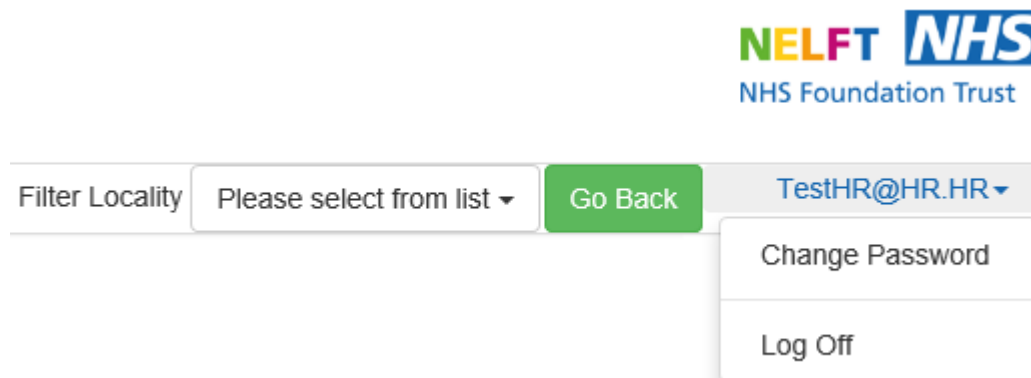
Once user has received their log in details, they can log in and will be able to select to log in as other role. This is only if their assignment changes, otherwise system will automatically log you in by your role

Please select login role below

Login as Employee:	<input type="radio"/>
Login as other role:	<input checked="" type="radio"/>
<input type="button" value="Submit"/>	

Changing your password:

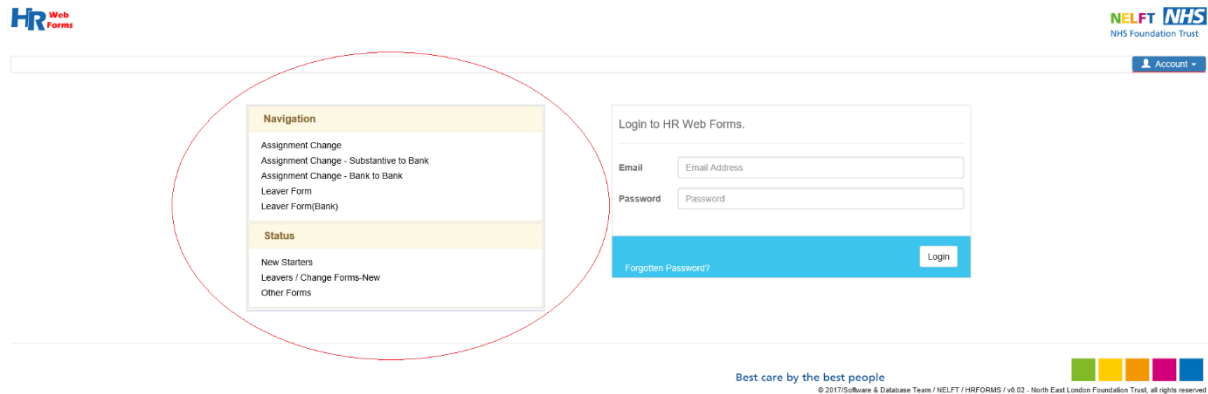
To change your password, select the down arrow next to your email address in the top right hand corner of the screen as shown below, and select change password. The next screen will prompt you for your current password and to enter and confirm your new password.



The screenshot shows the top right corner of the application interface. It includes the NELFT NHS NHS Foundation Trust logo. Below the logo is a navigation bar with the following elements from left to right: a 'Filter Locality' button, a dropdown menu with the text 'Please select from list', a green 'Go Back' button, and a user profile dropdown menu. The user profile dropdown menu is currently open, showing the email address 'TestHR@HR.HR' with a downward arrow, and two options: 'Change Password' and 'Log Off'.

External Forms and Status Check

You can select, fill out, submit a range of forms, and check the status of current forms from the login screen as shown below. All users can access these features - as login details are not required.



Forms from Navigation:

Once a form has been selected, you will be directed to the relevant form to complete it.

All details have to be correctly completed and a valid email needs to be used. The white fields must be completed. All green fields are read-only and all pink fields should be disabled.

External Forms

Navigation

Assignment Change

Assignment Change - Substantive to Bank

Assignment Change - Bank to Bank

Leaver Form

Leaver Form(Bank)

Status

New Starters

Leavers / Change Forms-New

Other Forms

Forms-Assignment Change Form Reference Number: AC19

All forms must be fully completed and submitted within payroll deadlines, to avoid pay errors and overpayments. Should any of the below changes stated on this Assignment Change Form consist of either a change of hours, work base, or a re-grading of your current post, completion and acceptance of this form constitutes a formal amendment to your employment contract. You should retain a copy for your personal record with your original contract. (A re-grading may also affect your contracted period of notice in accordance with the Agenda for Change Terms & Conditions 'Periods of Notice'). All other terms and conditions of your employment will remain unchanged.

Employee First Name: First Name Employee Surname: Surname

Employee Email address: Email

Is this a replacement form?: No Yes Form reference number if known: N/A

Employee/assignment Number (8 Digits): Employee Number

Send to Employee: Please Select

Reason: Please Select

Does the change involve any working patterns or restrictions that need to be made within the Healthroster?
 Does the change involve any working patterns or restrictions that need to be made within the Healthroster?

Change Details	Current Details	New Details
Job Title:	<input type="text"/> Current Details	<input type="text"/> New Details
Locality:	<input type="text"/> Select locality	<input type="text"/> Select locality
Team:	<input type="text"/> Current Details	<input type="text"/> New Details

After completing and submitting a form. If any mandatory fields have not been completed, a red comment box will appear next to each field as shown below.

Additional Comments:

Manager Name: * Required

Manager Contact Number: * Required

Manager Email Address: * Please enter an email

Authorised

Manager Print Name:	<input type="text" value="Manager Signature"/>	Date:	<input type="text" value="Date"/>
Employee Print Name:	<input type="text" value="Employee Signature"/>	Date:	<input type="text" value="Date"/>
Finance Print Name:	<input type="text" value="Finance Signature"/>	Date:	<input type="text" value="Date"/>
Processed by HR:	<input type="text" value="HR Signature"/>	Date:	<input type="text" value="Date"/>
Processed by HRSystem:	<input type="text" value="HR System Signature"/>	Date:	<input type="text" value="Date"/>
Payroll Action by:	<input type="text" value="Please print full name"/>	Date:	<input type="text" value="Date"/>
Payroll Action Checker:	<input type="text" value="Checker Signature"/>	Date:	<input type="text" value="Date"/>

This is the same for all other External Forms from the login screen.

Once a form has been successfully submitted, it will progress to the next stage and the process will have been initiated.

Status:

From the login screen (as previously shown above), you can check the status of current forms which have already been submitted. After selecting a form type to check, you will be taken to the following screen.

Status New Starters

Please enter **New Starters** form reference number(Only numbers)

Surname(s):

Form reference id:

You would have received a Form Reference ID after previously submitting a form. Add this Form Reference ID along with the User’s surname to check the status of the form.