



e-Timesheets

e-Timesheets delivers improved accuracy of payroll data and alleviates the administrative burden of timesheet management. The solution can be used as a standalone to automate timesheets for all staff, or as part of an integrated solution with our HealthRoster product to manage the timesheets of non-rostered staff and put in place a more effective solution to achieve improved accuracy of data, cost savings and efficiency benefits across the organisation.

e-Timesheets Key benefits

- Increased accuracy of payroll data
- Improved security by calculating claims against the hours worked or absence taken
- Time savings within the Payroll Department- not just in reducing manual keying but also “data prep” of incorrectly completed timesheets
- Fewer month end pay queries from staff
- Robust ESR links further reducing the administrative burden on the Payroll department.
- Enables staff to quickly enter the data thus releasing time to care

Our unique approach completely removes the need for staff and managers to calculate payment claims based on complex payment rules.

Without manual intervention, the application electronically calculates accrued enhanced hours utilising data of actual shifts worked. This approach completely removes the need for staff (including flexi-time workers who are not rostered, for example) and managers to understand payment rules, thus ensuring the accuracy of this data prior to uploading it into ESR. This saves considerable time (around 1 day per month per ward manager) and leads to significantly greater pay accuracy.

e-Timesheets Background

The process of managing and uploading timesheets is incredibly burdensome for multiple departments including staff, managers, payroll and HR. It is currently largely managed through paper-based systems which are time consuming and highly susceptible to error – our research shows that without our solution up to 70% of staff are wrongly paid their enhancements.

Current processes make it prone to manual error such as individual interpretation of payroll rules, general lack of information available to help managers make informed checks, and poor security which makes the process susceptible to fraudulent claims.

In response to this, our unique e-Timesheets solution has been designed specifically to simplify that problem – to simplify the data entry, automatically calculate enhanced payments using Agenda for Change rules, and then automatically submit to ESR for payment.

e-Timesheets does not just automate the existing manual process, like other computer-based systems, but instead puts in place a more effective solution to achieve improved accuracy of data, cost savings and efficiency benefits across the Trust.

“Implementation of the Health Connect-ESR Interface on HealthRoster has saved considerable time within the Payroll Department not just in reducing manual keying but also “data prep” of incorrectly completed timesheets. Timesheet data being transmitted to ESR is now far more accurate than before resulting in a reduction of overpayments, underpayments and advances. In addition to this end of month queries are far fewer, and in the first instance, are reported to the unit manager instead of to Payroll.”

*Clive Bennett, Payroll Manager,
Surrey and Borders Partnership,
NHS Foundation Trust*

e-Timesheets Capabilities

Unique data entry approach Staff positively report by entering only their hours of work, leave and other absence such as sickness, rather than referring to pay rules and calculating what they think they should be paid. This simplifies the process and allows staff to quickly enter the data, and thus enabling them to dedicate more time to patient care.

Auto-calculation The unique Timesheet Engine functionality that forms the heart of the solution calculates the pay hours from the work entered, allocating the correct pay for each shift worked based on pre-defined payment rules. This reduces the potential for error as it no longer requires the member of staff to individually calculate the payment required for each shift worked.

Integration with ESR The module is fully integrated with the NHS Electronic Staff Record (ESR), sending the pay hours to Payroll, further reducing the administrative burden on the Payroll department.

Fraud prevention The solution supports enhanced security of the process. By calculating claims against the hours worked or absence taken the scope for fraudulent claims can be reduced.

Enhanced security The solution supports enhanced security of the process through electronic recording, reporting and evidencing

Recording of absence As well as recording worked time, absence such as sickness and annual leave is also entered and transferred to ESR.

Integrated solution As part of the Allocate Health Suite, e-Timesheets is integrated with our other solutions to offer a complete end-to-end workforce management solution, including:

- **e-Expenses** Which helps ensure claims are made correctly by cross checking expenses with attendance or absence, and allocating payment in relation to Trust specific pay rules and variations
- **e-Rostering** A fully integrated solution that manages the entire NHS workforce process from patient demand, establish management through to staff working preferences, absence management, rostering and payroll
- **Bank and Agency Management** Which manages all bank and agency requests and is completely integrated to rostering, resulting in streamlined processes and the tracking of working time directives.

e-Timesheets Key Benefits

This solution simplifies the process for all users, and ensures the accuracy of the data before it is uploaded to payroll, furthermore the data is not only 100% accurate but it also takes a matter of seconds to do this rather than days.

Key benefits include:

More time to attend to patient needs

- Automates and hence eliminates all paper based processes associated with timesheet and absence returns for both staff and managers alike enabling staff to spend more time attending to patient needs.

Increased accuracy of data

- Automates and hence eliminates all paper based processes associated with timesheet and absence returns for central ESR functions, e.g. Payroll and HR via the automatic feed of this data to ESR without manual intervention.
- Eliminates human error within these processes by automating completely the enhancement calculation process and load into ESR, thus generating more accurate pay and absence data.

- Delivers complete visibility and hence greater levels of local control in terms of staff working arrangements, preferences and restrictions
- Robust link to ESR reduces incorrect claims under wrong categories.

Flexible solution that allows for changes in payment rules

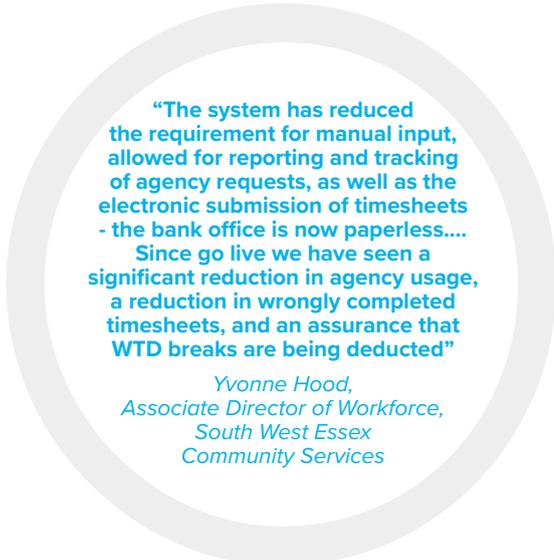
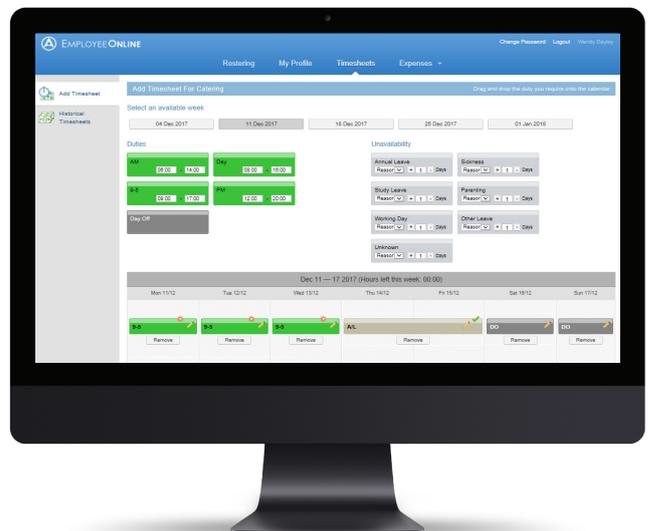
- Flexible solution that allows for changes in payment rules and processes to be changes quickly and easily.

Enhanced recording capabilities

- Provides robust, real-time, monitoring and reporting arrangements throughout, both historical and in the future.
- Enables managers to track and monitor staff movements accurately to maintain safe staffing levels on wards, and also manage undue absences from work reduced back office effort for HR and Payroll departments.

Familiar and intuitive module

- Follows on 'one screen, one click' methodology so that it can be easily adopted by both clinical and non-clinical staff across a Trust.



“The system has reduced the requirement for manual input, allowed for reporting and tracking of agency requests, as well as the electronic submission of timesheets - the bank office is now paperless... Since go live we have seen a significant reduction in agency usage, a reduction in wrongly completed timesheets, and an assurance that WTD breaks are being deducted”

*Yvonne Hood,
Associate Director of Workforce,
South West Essex
Community Services*