**Bank staff - Easter Pay Arrangements**

**Bank holidays 7th April 2023 & 10th April 2023**

Please note the forthcoming arrangements for the submission of **Bank Timesheets** during the Easter period.

**Manual Timesheets**

Bank workers who are **in the line of work** are requested to submit their timesheets by latest **3pm on Thursday 06th of April 2023 as opposed to Friday.**

Please note, timesheets received after this will be processed the following week.

Kindly detail **“Estimated”** on the top of timesheet.

Staff who have adjustments to this timesheet thereafter are asked to re-submit their timesheet noting **“Actual Hours”** to [elft.bank-pay@nhs.net](mailto:elft.bank-pay@nhs.net) by 5pm Friday 14th April 2023

**Managers Responsibilities**

As one shift may be paid in advance to Bank workers, managers should be aware that any changes to Bank worker’s circumstances that is likely to have an impact on pay (i.e. in the case of a shift that has been submitted prematurely) should be reported to the Bank-Pay immediately to reduce the risk of overpayment.

**For Manual timesheets** - Managers are responsible for emailing timesheets to [elft.bank-pay@nhs.net](mailto:elft.bank-pay@nhs.net) **by 3pm on 06th of April 2023.**

**Healthroster Timesheets**

For departments/wards managing bank hours on **Healthroster**, this will remain the same, please finalise by Friday 7th 5pm.

**Pay Days**

**For period 24/03/2023 – 30/03/2023 pay day will be Thursday 06/04/2022**

**For period 31/03/2023 – 06/04/2023 pay day will be as normal on Friday 14/04/2023**

For further queries, please email [elft.bank-pay@nhs.net](mailto:elft.bank-pay@nhs.net)