

## 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.

### Pension & Tax

- 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.

Work Items to Act Upon						
Information / Reason	Job Title	Worker ID	ID	Status	Site	Period
Complete Time Sheet	Physiotherapist- Pulse	NELFWK00006993	NELFTS000059306	Draft	Waltham Forest	24/01/2022 - 30/01/2022

- 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.

Time In/Time Out

Please Note  
To enter time, you can either type the time in the entry box or select the time from the dropdown list and edit from there.

Day	15/11 Mon	16/11 Tue	17/11 Wed	18/11 Thu	19/11 Fri	20/11 Sat	21/11 Sun	Total
Time In								
Meal Break Out								
Meal Break In								
Time Out								
Total	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m	0h 0m

- Lastly click submit!

Submit Complete Later Cancel

## 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.

This guide was created by Acacium Group to benefit our candidates not by SAP Fieldglass