

Shared vision.
Better together



Shared Business Services

HR Administration

The smart end-to-end solution that
streamlines your HR service



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NHS Trusts are constantly required to undertake numerous **manual, time-consuming actions** in ESR to process new starters, contract terminations and contractual changes.

Our HR Administration service streamlines HR and workforce processes by managing transactional tasks, where MSS is not implemented, related to:



Onboarding new employees



Updating contractual terms



Adjusting working hours



Managing promotions



Overseeing contract terminations

If **MSS is being used**, we can support with the remaining HR Administration tasks.



Why HR Administration?

Effective HR Administration is crucial because it:

- Establishes streamlined processes.
- Supports compliance with policies and regulations.
- Ensures accurate and timely payments to staff.
- Improves the employee experience.

All of which contribute to **employee satisfaction**, aiding **staff retention** and employee **wellbeing**.

Key benefits



Reduced **risk of inaccuracies** and under- and over-payments.



Saves time, freeing up staff capacity.



Enhanced employee satisfaction due to the effective management of complex issues.



Ability to **scale up and down**, and handle peaks and troughs in **demand**.



Reduced **risk of fraud** due to segregation of duties within ESR.



Strict **governance controls** and regulation compliance **minimises risk**.



One point of contact and **dedicated** support from our **expert team**.



Increased controls around end-to-end processing.



Increased control over retrospective entries and payments.



Why NHS SBS?

As part of the NHS family, we have **in-depth understanding** of its unique needs and challenges and our solutions are designed specifically for the NHS and its employees.

Trusted by more healthcare providers than any other organisation, our Payroll and HR services are successfully delivered to over **500,000 NHS employees** every month.

Partnering with us allows organisations to focus on their **core competencies** with **peace of mind**, knowing that our dedicated team will manage the end-to-end HR Administration process.

Our specialist team are solely focused on these tasks, providing efficient, fast and personalised support with a quick query response time.

Our service ensures the process for entering employee assignment data into ESR is efficiently managed with **strict governance controls** to industry standards ISO:27001 and ISO:9001, and audited annually to ISAE3402.

[Read more](#)

Find out more about our HR Administration Service at www.sbs.nhs.uk/hr-administration/





It was great that NHS SBS could provide HR admin too, giving us consistency of service from a well-established external team. The whole transition process was slick and straightforward. Our project manager was excellent. He gently and expertly steered us through all the important milestones and made an effort to develop a strong working relationship with our whole team."

Sally Dibben

Head of Human Resource
South London and Maudsley NHS Foundation Trust

[Read more](#)



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Why NHS SBS Employment Services?

Our solutions are designed specifically for the NHS and its employees, adding value in the areas which really matter – enabling the NHS to recruit, retain and support the very best employees to provide outstanding levels of frontline patient service whilst driving down costs and streamlining processes.

For any queries, please contact us on: sbs.hello@nhs.net

NHS Shared Business Services was created in 2004 by the Department of Health and Social Care to deliver the most cost effective and highest quality corporate services to the NHS. A unique joint venture with Sopra Steria, a European leader in digital services and software development, we make life easier for NHS employees, patients and suppliers, and deliver value for money to the taxpayer.

Proud members of the NHS family, we provide finance & accounting, procurement, workforce, digital and expert advisory services to more than half the NHS in England. Sharing common values and unity of purpose with the rest of the NHS family, our solutions are underpinned by cutting-edge technologies and our teams' expertise, in-depth understanding of the NHS, and commitment to service excellence

For more information, please visit www.sbs.nhs.uk