

Shared vision.
Better together



Shared Business Services

Serenity Expenses Administration Service

Administration of a trusted expense system
on behalf of NHS organisations



Selenity is a trusted expenses system for NHS employees, but managing it can be a time-consuming administrative task for NHS organisations. We can help by managing it on their behalf.

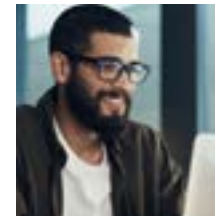
Our comprehensive service ensures prompt, accurate expense payments for employees and a reduced workload for NHS staff, enabling them to focus on higher-value activities



Selenity Expenses Administration Service

Having NHS Shared Business Services (NHS SBS) **manage the Selenity expenses system on behalf of your organisation** ensures all employee expenses are paid accurately and on time.

Our service includes



Manual activation
of user accounts



Adding/amending
cost centre approvers



Approving
vehicle set-ups



Monthly
extractions

When employees create a claim in the Selenity system, it is approved either by their line manager, or a cost centre owner. A monthly extraction is then completed by NHS SBS and loaded into Electronic Staff Record (ESR). We also resolve any resulting failures.

Why Selenity Expenses Administration Service?

The NHS SBS Selenity Expenses Administration Service provides NHS organisations with an efficient expenses system.

Managed by our specialist team, the service **ensures employee expenses are approved and paid quickly** and efficiently. Risks are minimised by strict governance controls and compliance with all relevant regulations.



Key benefits



Full end-to-end expenses administration service.



No dedicated staff members required (at the NHS organisation), reducing staffing costs.



Removes the administrative responsibility freeing up staff time to invest elsewhere.



A quick and accurate service with less risk of errors.



Dedicated support from our expert team.

Why NHS SBS?

As part of the NHS family, we have an in-depth understanding of its unique needs and challenges. 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 employees every month.

Partnering with us gives organisations peace of mind, knowing that our dedicated team – providing efficient, fast and personalised support with a quick query response time – will manage the end-to-end Selenity Expenses Administration Service.

Read more

Find out more about our **Selenity Expenses Administration Service**



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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