

Portal User Guide (Employee/Flexible Worker)

This is a quick guide on how to access and navigate around the NHS SBS self-service portal.

Please note: Only registered users can access the portal.

All the Employee/Flexible Worker and case details in this document have been made up for training purposes.

How to register

To register click on this link: <https://nhssbs.microsoftcrmportals.com/registrationrequest/>

You will need to enter:

- **your email address** (this is the email address that has been associated with the system used by the HR team, which is the same as your MyBank email.
- **your eight digit assignment / Employee/Flexible Worker number**

Type the code displayed on the screen into the box and click '**Submit**'.

You will then receive an email with a link to the portal (please note, this can take up to five minutes to come through). If you receive an error message or your email address isn't accepted, please contact our NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552.

Once you receive the portal invitation email, click on the link to accept the invitation.

This link will take you to the following screen:

Click '**Register**'

You will then be asked to create and enter a username and password.

The password must contain eight characters including one uppercase letter, one special character (*!&%\$£) and one number.

Once you submit these details, your account will be created.

How to Sign in

Once you are registered and have created your username & password, you can sign in to the portal from any PC, laptop, tablet or smartphone using this link:

<https://nhssbs.microsoftcrmportals.com/SignIn?returnUrl=%2F>

(We suggest you save this to your favourites for easier access in the future)

Enter your username and password and click **'Sign In'**

If you are unable to log in and have forgotten your password, click **'Forgot your Password'**

You will be asked to enter the email address you used to register, so a password reset can be provided.

If you receive an error message or you have any issues getting a password reset, please contact our NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552.

Once in the portal you will land on the home page, from here you can:

Access the **Knowledge base** articles to answer NHS Professionals general questions.

Go to **My Support** to log a new case or view previously logged open or closed cases.

A case is a query you have raised with NHS SBS via this portal or by calling the NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552

Viewing and updating your profile

If you wish to view your profile information, click on your name at the top of the screen and select **Profile**.

This will display your key profile information, most of this is populated from ESR, so can't be amended but you can update your additional phone number and job title.

If you do make any changes please click on the **'update'** button.

If this is your first time viewing your profile, you will be asked to confirm your email address is correct by clicking the **'Confirm email'** button; this will then generate an email to be sent to you.

Security; if you wish to change your password, you can do so by clicking on 'change password'

This will then ask you to add your old password, your new password and repeat the new password to ensure it's correct.

The new password must contain eight characters including one uppercase letter, one special character (*!&%\$£) and one number.

Then click **'Change password'** to confirm the change.

Using the Knowledge base

If you have a general question about your pay or process, rather than calling the helpdesk in the first instance you can now use the knowledge base articles to find the answer.

To access the knowledge base, click on **'Knowledge base'** at the top of your screen.

Underneath the 'What can we help you with? Box, type your query or a key word i.e. *Sickness* into the search box (*you do not need to add a question mark*).

The system will normally automatically search for matching results but if not click on the magnifying glass to start the search.

The screenshot shows the 'Knowledge Base - Home' page. At the top, there is a search box with the text 'What can we help you with?'. Below the search box, the text 'Sickness pay' has been entered. The search results are displayed as a list of articles. The first article is titled 'What is SSP?' and has a blue header. Below the header, there is a small printer icon in the top right corner. A blue callout box points to the search results, stating: 'You will see a selection of articles displayed under the search box, which contain the key words you entered. To view any of these articles and find the answer to your questions, click on the article header (in blue) and this will display the full article for you to read.' Another blue callout box points to the printer icon, stating: 'You will also see you have the option to print the article by clicking on the little printer icon in the top right corner. (Please note; printing is only available if the PC or tablet you are using is connected to a printer).'

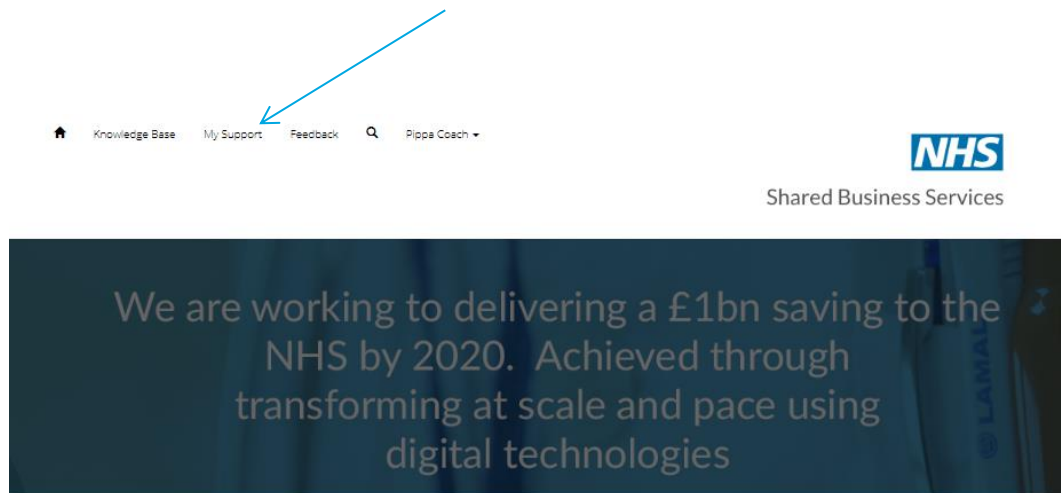
The screenshot shows the full article page for 'What is SSP?'. The article text reads: 'SSP stands for Statutory Sick Pay. When you are on sick leave your pay is normally made up of two parts: Occupational Sick Pay and Statutory Sick Pay. Statutory Sick Pay (SSP) is a guaranteed minimum wage that you are entitled to receive by law when you are sick (provided you satisfy certain conditions) and this is paid by the Trust. OSP is under agenda for change based on basic pay only and SSP will be included in payment whilst on full pay entitlement. If you go to half pay, then SSP will be paid in addition to your half pay. For more information please see: <https://www.gov.uk/statutory-sick-pay>'. In the top right corner, there is a 'Views: 32' indicator and a 'Print' button with a printer icon.

If you do not find the answer you are looking for, you can now log your own case via **'My Support'** on the portal.

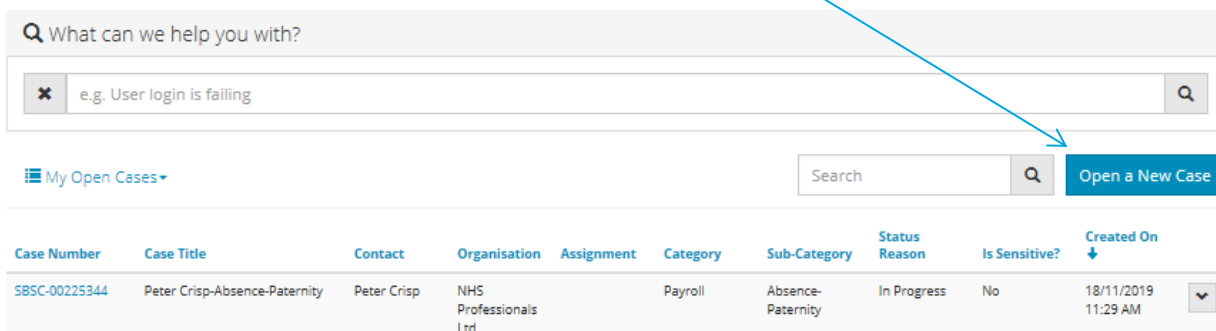
Using 'My Support' to log a case

If you have not found the answer to your query in the Knowledge Base article, you can send your query direct to the NHS SBS team by logging a case on the portal.

To do this click on 'My Support' at the top of the screen:



There are various options in My Support such as access to the knowledge articles and a list of previously logged cases but to open a new case, you need to scroll down on the page and click on the blue 'Open a new case' button.



This will take you into the new case screen and ask you to provide various details to assist the NHS Professionals payroll team to resolve your query.

Open a New Case

Raised By: will show your name

Is Sensitive & Do you wish to be notified?: This is only applicable if a Manager is raising a case on behalf of an Employee/Flexible Worker, so leave both as NO

Organisation & contact: will populate automatically.

Availability: Use the dropdown arrow to pick, if you are only available for a call back at specific times.

Assignment: If you click on the Magnifying glass, it will show your assignment number(s) to choose from or you can type in the box.

Category: If you click on the magnifying glass, you can then choose the category /department applicable to this query i.e. Payroll, Pensions or Overpayments and click 'Select'

Sub-Category: Please advise us of the key detail of your query i.e. if it's about your maternity leave or pay, select Absence; Maternity. Click on the magnifying glass and then in the search box at the top, type in *followed by a key word i.e. ***maternity** and then click search. Potential sub categories will be displayed, ensure the one you want is ticked and click on 'Select'.

In order to ensure that your information is as secure as possible please do not include any personal or sensitive information in the free text field. Information that can be used to identify you or another person is subject to protection under UK law and should not be provided where it is not required. Some examples of personal information are: National Insurance number, home address and home telephone number. Some examples of sensitive information are: sickness or absence reasons, salary information, pension entitlements, bank account details, pay and deductions.

Description: Please add as much information about your query as possible to assist the NHS SBS team to resolve it. Please do not include any personal identifiable data such as NI number, bank details, salary or sickness information.

Once it is all complete, please click '**Submit**'. Your query will then be sent to the NHS SBS team to answer within our allocated timescales.

You will then be asked to complete a short survey to provide NHS SBS with feedback on the portal experience, once you complete this and click '**Submit**', you will see a green bar with your case reference number – please make a note of this for future reference.



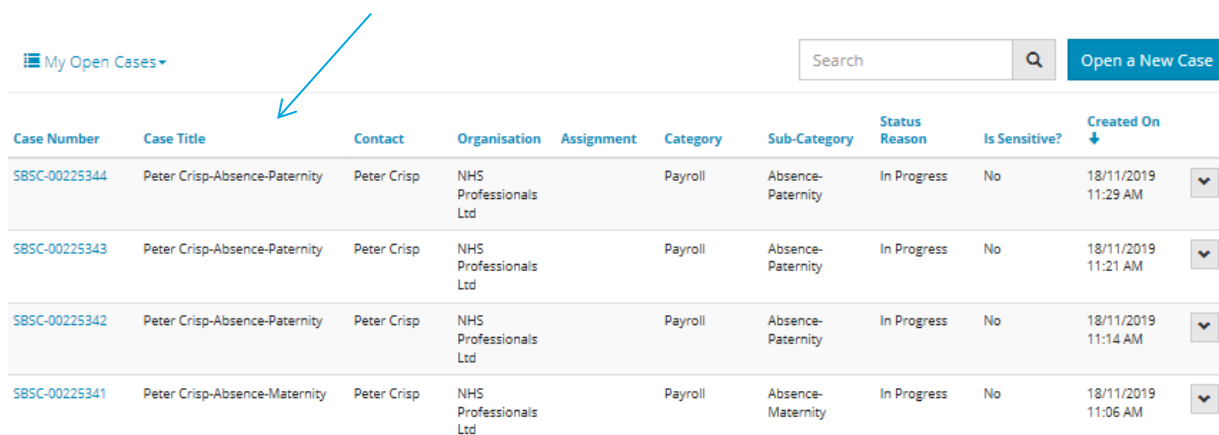
Using 'My Support' to track your cases

If you have raised a call through the Employee/Flexible Worker helpdesk or raised a case directly on the portal, they will all be available to view in the 'My Support' section.

To do this click on 'My Support' at the top of the screen:

You need to scroll down on the page and you should see your open cases (if nothing is displayed, you have not yet logged any cases with NHS SBS):

The default is to show just your open cases, these are any that have not yet been resolved and closed. You can use the drop down arrow to amend the search to closed cases or all cases if you prefer.



Case Number	Case Title	Contact	Organisation	Assignment	Category	Sub-Category	Status Reason	Is Sensitive?	Created On
SBSC-00225344	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:29 AM
SBSC-00225343	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:21 AM
SBSC-00225342	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:14 AM
SBSC-00225341	Peter Crisp-Absence-Maternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Maternity	In Progress	No	18/11/2019 11:06 AM

Cases will be displayed in order of creation, with the newest at the top.

You can search for a specific case by entering the:

- case number (rather than typing the full case number SBSC-00000578 you can just type ***578**)
- the case title (use the * wildcard to search for a key word, i.e. ***Maternity**)

In the search box and clicking on the magnifying glass.

This will display any cases that match your search criteria.

To open and view the case, click on the blue case number on the left hand side.

Please note once you click into a case, your search criteria will be removed and you would need to search again.

June Calendar-Travel & Expenses-Claim Query

Active - In Progress

Is Sensitive; leave on the default of NO.

General

<p>Case Number SBSC-00225334</p> <p>Organisation * NHS Professionals Ltd</p> <p>Assignment 12345678-6</p> <p>Category * Payroll</p>	<p>Is Sensitive? <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Contact * June Calendar</p> <p>Availability Details —</p> <p>Sub-Category * Absence-Maternity</p>
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Last Updated 13/11/2019 1:12 PM

Created On 13/11/2019 1:12 PM

Raised By
—

Raised By; this will show your name as you are raising a case.

Description *

Please can you provide me with a copy of my maternity breakdown as I have mislaid the previous copy, Thank you.

Description; is the information you provided to the helpdesk or that you added when raising the case on the portal, please note it should never include any personal identifiable date, such as bank details or NI number. This is the info NHS SBS will use to resolve your query.

Please can you provide me with a copy of my maternity breakdown as I have mislaid the previous copy, Thank you.

Timeline

Add Comment

There are no activities to display.

Add Comment; If you wish to add an additional comment or info to this open case, you can do so by clicking on the '**Add Comment**' blue button. *If this additional information is high priority, we would suggest calling the Employee/Flexible Worker helpdesk and quoting the case reference.*

The open case view will show all the info that was added when the query was raised;

- Case number
- Your NHS organisation
- Your name (contact)
- Your assignment number
- Availability details (if entered)
- The category and sub category of the query
- When the case was created
- When last updated

Using 'My Support' to add comments, view comments and sending documents.

If you click on '**Add Comment**' at the bottom of an open case, you will get a pop up, asking you to enter your information:

You can add additional information in the comments box and also attach documents by clicking on the 'Browse' button. A pop out window will be displayed to allow you to search for the relevant document.

Once you have found the required document, select the document and click on the 'Open' button. .

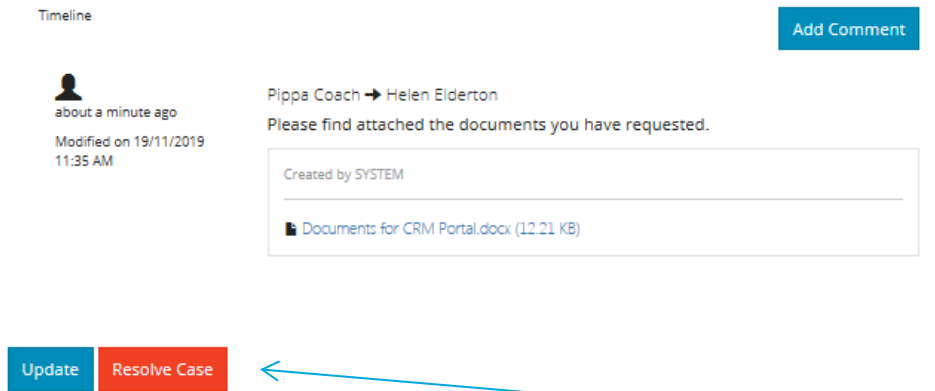
Any comments or documents added by you will be displayed at the bottom of the case.

To update the case and save the new comment click on the blue **'Update'** button and this will send a notification to NHS Professionals payroll team that you have amended a case.

Please note the NHS Professionals payroll team can also add comments to the case, for you to view here on the portal and you will receive an email notification to the email address you use to log in with.

How to close a case on the portal

If you no longer need the information from NHS SBS or have managed to solve the query yourself, you are able to resolve the case directly on the portal and therefore stop the NHS SBS team from working on it.



To resolve and close a case, add a comment and update and then click on the red **'Resolve case'** button.