

# Core brief

## Daily update

(28 November 2022, 2.30pm)

Topics in this Core Brief:

- Christmas and New Year pay arrangements
- Disability History Month 2022
- Postal Disruption

## Christmas and New Year Pay Arrangements

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

With this in mind, please see below details of the earlier deadlines for December and January.

### Monthly Paid Staff

In keeping with previous years, the December monthly pay date has been brought forward to **Thursday 22 December 2022**.

There is no change to the January monthly pay date of **Thursday 26 January 2023**.

Given the earlier payroll closures associated with these pay dates, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	31/12/22	05/12/22	15/12/22	05/12/22	06/12/22	09/12/22
10	31/01/23	10/01/23	19/01/23	09/01/23	10/01/23	13/01/23

### Weekly Paid Staff

In keeping with previous years, weekly paid staff will be paid three weekly wages on **Friday 23 December 2022**, and then paid for the first time in January on **Friday 13 January 2023**.

Given the earlier payroll closures associated with this dates, please note the following revised submission dates for weekly paid staff:

Week	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
38	18/12/22					
39	25/12/22	19/12/22	20/12/22	19/12/22	19/12/22	19/12/22
40	01/01/23					

### Important Points

To try to make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

If multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

### Disability History Month 2022

Thank you to everyone for the interest and support already shown for NHS Greater Glasgow and Clyde Disability History Month.

We have a range of exciting activities underway throughout this month and we would love to see you there.

This week we have the following activities taking place:

#### Conversations on Disability – Margaret Callander & Kelly Given - NHS Lothian

Mon 28 November 11am – 11:30am

[MS Teams Link for Monday 28 November](#)

**Reasonable Adjustments - Rona Wall, Head of Occupational Health and Safety**

Tues 29 November 11am – 11:30am

[MS Teams Link Tuesday 29 November](#)

#### Staff Disability Forum Stalls

Inverclyde Royal Hospital - Thurs 1 December 12pm – 2pm

We would love it if you joined us. Further information on each event, dates and timings can be found on the website at [Staff Disability Forum - NHSGGC](#)

#### Upcoming Postal Disruption

Royal Mail have confirmed that there will be strike action taking place on the following dates: **Wednesday 30 November and Thursday 1 December.**

While talks between Royal Mail and the Communication Workers Union (CWU) continue in an attempt to avert industrial action, NHSGGC staff are asked to send post items as early as possible in advance of the strike dates in order to minimise potential disruption.



Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.scot](http://www.nhsggc.scot). If you have any questions about the current situation please check the FAQs first. If you have any further questions, please visit the [HR Self Service Portal](#)

\*\*\*Staff are reminded to make sure their [personal contact details are up to date on eESS](#).\*\*\*

**Are your contact details up-to-date? [Click here](#) to check**