

# Self Service Calculator Guidance Notes

**Leaving Date** – This has been set to 31<sup>st</sup> March 2016

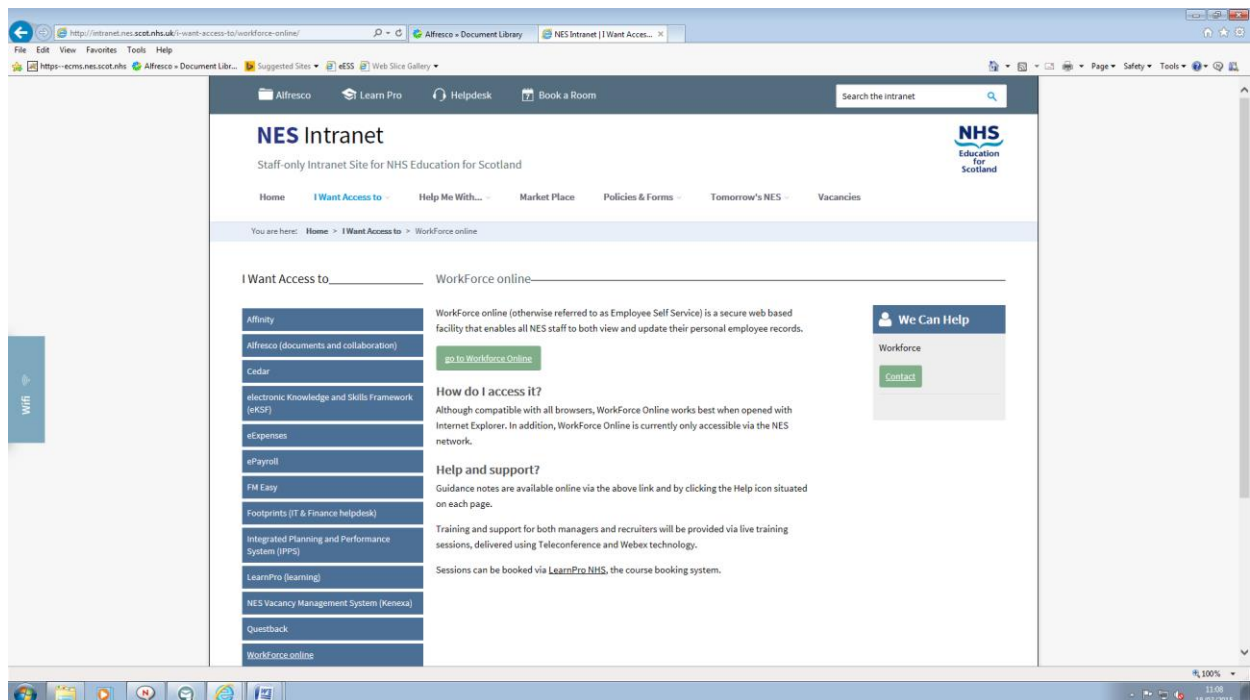
**Contracted Hours** – Enter your actual working hours per week

**Conditional Hours** – Agenda for Change 37.50 per week, Non Agenda for Change 40 hours per week

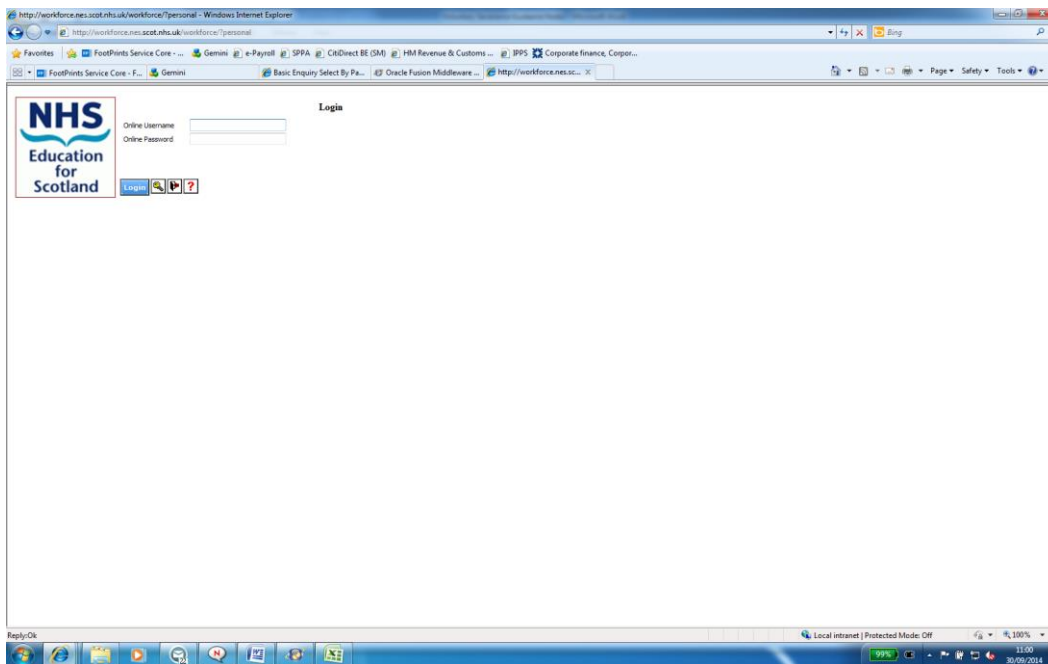
**Reckonable/Continuous Service Date** - You can get this date by logging into Workforce Online

1. Open Intranet
2. Click on I want access to
3. Select Workforce Online
4. Click on go to Workforce Online

You can request access details from [work.force@nes.scot.nhs.uk](mailto:work.force@nes.scot.nhs.uk)



A new window will open up showing this page



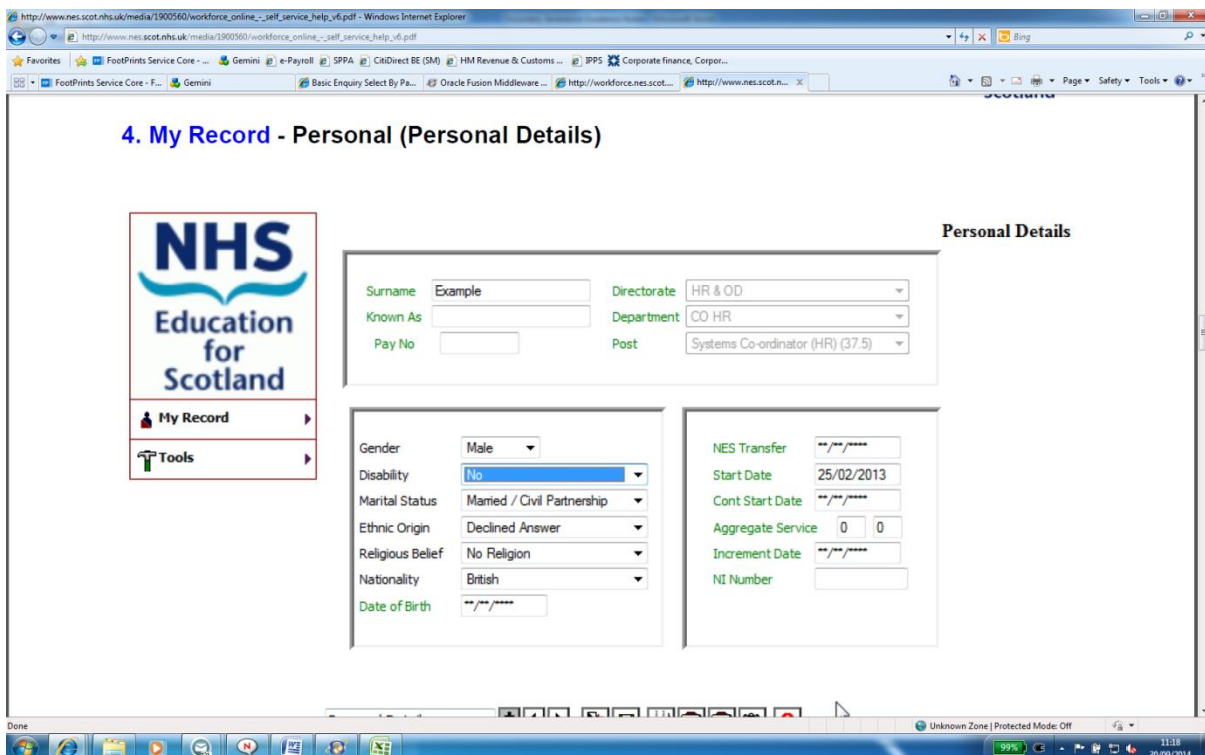
[http://www.nes.scot.nhs.uk/media/1900560/workforce\\_online\\_-\\_self\\_service\\_help\\_v6.pdf](http://www.nes.scot.nhs.uk/media/1900560/workforce_online_-_self_service_help_v6.pdf)

Copy the above link into your internet browser for instructions on how to use self service

Located in Section 4 – My Record are the details of your length of service

If you have continuous service with NHS and this section is blank please contact

[work.force@nes.scot.nhs.uk](mailto:work.force@nes.scot.nhs.uk)



**Member of the Superannuation Scheme** – Click on drop down arrow to select Yes or No

**Basic Salary** – Current WTE Salary (£) on payslip or you can log in to e-payroll self service and click on Pay Details and take the value from Annual Salary

**Seniority Allowance** – Only complete if you are in receipt of this allowance

**Discretionary Allowance** – Only complete if you are in receipt of this allowance

**Voluntary Severance Lump Sum Calculation** - The payment will take the form of a lump sum, dependent on the employee's reckonable service at the date of termination of employment. The lump sum will be calculated on the basis of one month's pay for each complete year of reckonable service, subject to a minimum of two years' (104 weeks') continuous service and a maximum of 24 years' reckonable service being counted.

**Please note these values are based on information you have entered and will only provide an estimate. To proceed with your quote you will need to submit an expression of interest form to HR.**