

New Starter Induction: Useful contacts and email addresses

Description	Contact Team	Inbox/Email address or link address
I.T. Support needs for new starter IT systems access (the request forms are submitted via a line manager) and for general IT systems support thereafter.	NHS SBS ICT Service Desk	itsd.sbs-e@nhs.net Email quoting your PC/laptop number, port and IP address and a contact phone number.
HealthRoster, EmployeeOnline, Allocate, MeApp, SafeCare; Shift and roster requests/Annual Leave/Bank Shifts/Rosters/E-Expenses claims system.	E-Rostering Team	erostering@cpft.nhs.uk
Training online Mandatory/Core Skills and other training courses: Tel Team for online learning and training modules via E-Academy.	CPFT Learning and Organisational Development Team	Learning@cpft.nhs.uk tel@cpft.nhs.uk
ESR Payslips online Payslips/P60s/Personal Details Total Rewards Statement (Pension) Line Manager Self-Service (MMS) All via Electronic Staff Record (ESR) : http://nwww.intranet.cpft.nhs.uk/sites/Corporate/PeopleBusinessDevelopment/HR/Pages/Electronic-Staff-Records.aspx	ESR Team Contact us after 10-15 working days after starting via the inbox and we will check to see if your ESR account is set up. We will need to update it with your work or personal email address (bank colleagues) before you can register for Online Expenses (see below).	ESR@cpft.nhs.uk Please email with your full formal name and include your DOB or N.I number. We will then send you first registration instructions. When you can access your ESR account please check your bank account details to ensure they are correct.
HR Queries HR general management queries relating to CPFT HR policies and procedures.	HR Advice Line	CPFTHRQueries@cpft.nhs.uk Or 0800 408 0341
Payroll All net pay and pension queries/individual tax coding queries/P45s.	SBS Payroll Services Portal Please note that there is a pre-registration process for this service. Instructions are on the CPFT Intranet. http://nwww.intranet.cpft.nhs.uk/Corporate/hrpayrollforms/SiteAssets/SitePages/Home/SBS%20Portal%20User%20Guide%20-%20Employee.pdf	www.sbs.nhs.uk/esportal
Bank and Agency Engagement	Temporary Staffing Services Team 01223 868800	temporarystaffing@cpft.nhs.uk