


Useful Information about systems and Teams

- 1. Electronic Staff Record (ESR):** to view payslips, change personal details. Use icon on desktop.
Please send email to ESR@cpft.nhs.uk with either employee number or NI number to gain access 
- 2. Employee Online:** to request shifts, annual leave and days off. Use icon on desktop
Please send email to erostering@cpft.nhs.uk with either employee number or NI number to gain access 
- 3. Healthroster:** rostering system for managers
Operating Team erostering@cpft.nhs.uk 
- 4. CPFT Academy:** virtual learning environment and record. Use icon on desktop.
Operating Team CPFTLearning@cpft.nhs.uk 
- 5. SBS Payroll/Pension portal:** Any issues or queries regarding your gross or net pay need to be directed to the SBS team
Via [SBS payroll portal](#) or via MySBSPay app. **To use this service, you will have to be registered on ESR first!**
- 6. Expenses:** to submit expenses claims. Use icon on desktop.
Any issues with the system contact expenses@cpft.nhs.uk  
To use this service, you will have to be registered on ESR first!
- 7. SystemOne:** clinical system, smartcard needed to access the system – talk to line manager to arrange smartcard 
[Clinical systems | Intranet \(cpft.nhs.uk\)](#)
- 8. IT support:** click on Digital Desk icon on your desktop to log an IT issue with the support team 
- 9. CPFT Intranet:** set up as your home page on your internet browser, useful information about teams, policies, system user guides, etc. Use the search bar on the home page to find relevant information e.g. staff benefits, pay progression, annual leave calculator etc.
- 10. Useful Team emails and intranet links:**
 - retention@cpft.nhs.uk: contact the team and help us improve the employee journey with your feedback
 - HRQueries@cpft.nhs.uk - [HR Operations | Intranet \(cpft.nhs.uk\)](#)
 - temporarystaffing@cpft.nhs.uk - [Temporary Staffing Service | Intranet \(cpft.nhs.uk\)](#)
 - cpftrecruitment@cpft.nhs.uk - [Recruitment | Intranet \(cpft.nhs.uk\)](#)
 - erostering@cpft.nhs.uk - [E-Rostering | Intranet \(cpft.nhs.uk\)](#)
 - CPFTWorkforceInformation@cpft.nhs.uk - [Workforce information | Intranet \(cpft.nhs.uk\)](#)
 - Freedomtospeakup@cpft.nhs.uk - [Freedom to Speak Up | Intranet \(cpft.nhs.uk\)](#)
 - edi@cpft.nhs.uk - [Equality, diversity and inclusion | Intranet \(cpft.nhs.uk\)](#)
 - StaffWellbeingService@cpft.nhs.uk - [Staff wellbeing | Intranet \(cpft.nhs.uk\)](#)
 - staffsupporthub@cpft.nhs.uk - [Staff Support Hub | Intranet \(cpft.nhs.uk\)](#)
- 11. If you need more guidance, please talk to your line manager**