



Claimant User Guide

Version 1.1
Status: Draft
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From Systems Access on the intranet homepage, pick 'e-Rostering Employee Online'

BFWNet - Windows Internet Explorer
http://bfwnet/

Blackpool, Fylde and Wyre Hospitals
NHS Foundation Trust

MON JUL 19 14:49:33
Daily on-call rota

Latest Trust News: 15/07/2010: Family Fun Day - Sunday

Divisions and Departments: Search: []

- Cardiac:
- Clinical Support:
- Corporate Services:
- Facilities:
- Medical:
- Surgical:
- Womens and Childrens:
- Non-Divisional:
- Can't find it? A to Z

Select a Division, or start typing above.

- NEW: eDischarge System
- Document Library
- Communications
- Phone Book
- Library Services
- Room Booking System

Read the Chief Executives Blog

System Access: Search: []

- Antimicrobial Formulary
- British National Formulary (BNF)
- British National Formulary for Children (BNFC)
- DynaMed (Full)
- e-Rostering Employee Online
- ESR System [Smartcard required]
- Incident Reporting
- NHS Choices

Celebrating Success Awards 2010: There are only 4 days left to submit applications. This year we have introduced a new Award: Patient Safety. Please see the new Celebrating Success Awards intranet site for more information and to make your submissions. Please note that submissions must be made before July 23rd 2010.

Vision Project: 52 Days, 09:10:26 until A & E go-live. Click here to make a booking in the Vision Village. Visit the Vision intranet site with access to documentation, events, Vision newsletter, the Vision Blog and information surrounding the Trust's Vision Project.

The Place To Be... Visit the Trust's recruitment website. Did you know that you can earn £750 by referring a friend? See the Employee Referral Programme for more information.

Nursing and Midwifery Strategy: Following the success of Nurses Day on Friday 7th May, the Nursing and Midwifery Strategy 2010-2013 has been launched.

Infection Prevention: Next Infection Prevention Roadshow: Friday 18th August 2010 at 2:00pm in the Cardiac

108

http://fcvmsrv066/EmployeeOnline/Login.aspx?ReturnUrl=%2femployeeonline%2fdefault.aspx

Employee Online from Allocate Software plc - Windows Internet Explorer
http://fcvmsrv066/EmployeeOnline/Login.aspx

MAPS Employee Online

Welcome to Employee Online

PLEASE LOGIN

Username []

Password []

Login

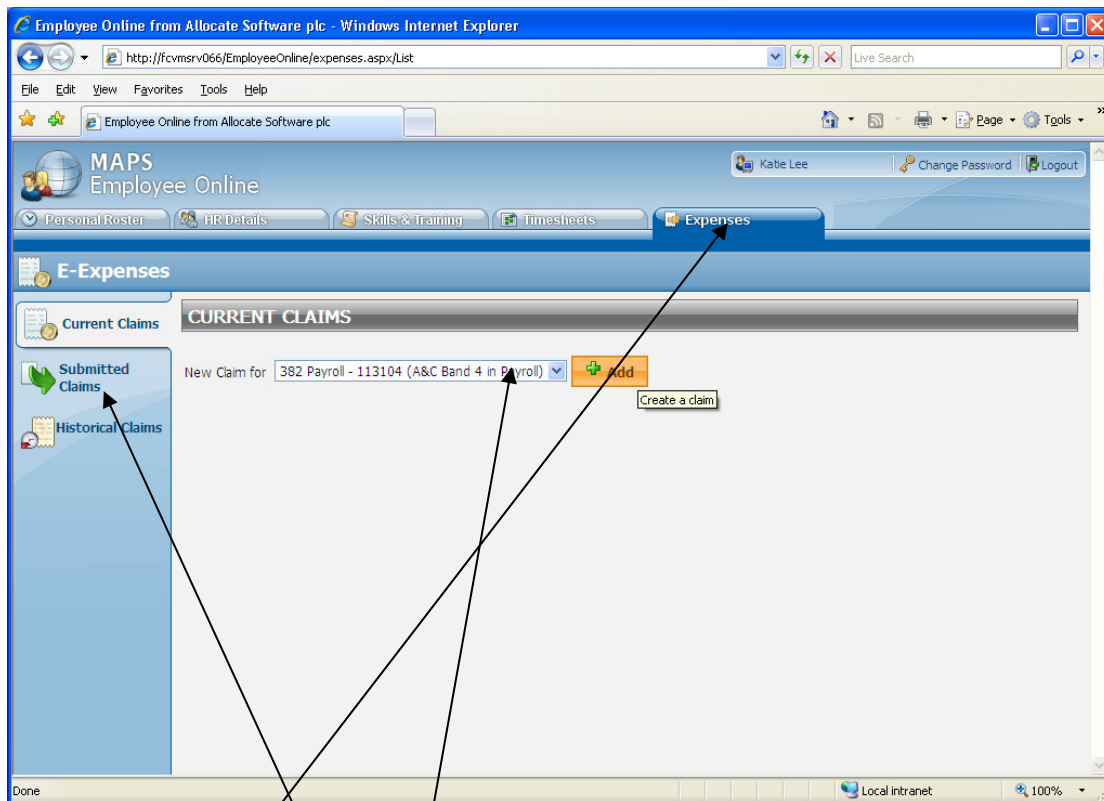
Version 2.5.6888

Local intranet 100%

Your Username is 'Surname & employee number' (ie Smith12345678)

Your password is your employee number (ie 12345678).

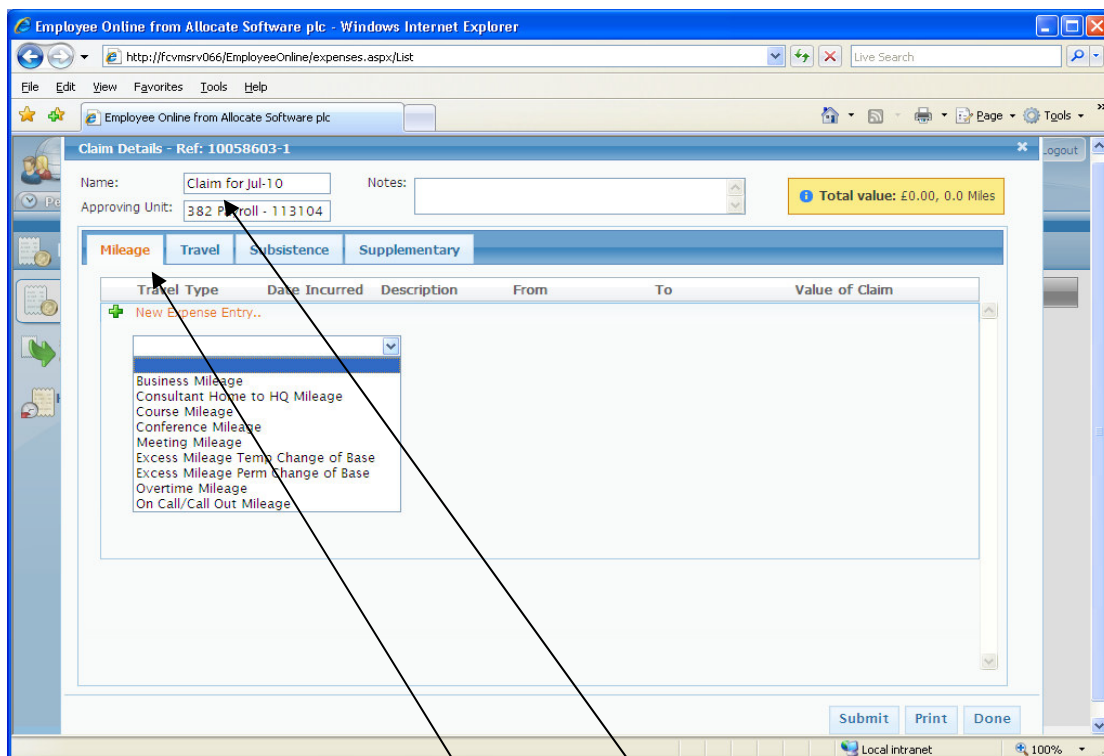
You will be prompted to change your password the first time you login. Your password can be any combination of letters and numbers up to a maximum of 20 characters



Click on the Expenses tab across the top of the screen. Please ignore all other tabs as these are for use with e-Rostering and not E-Expenses.

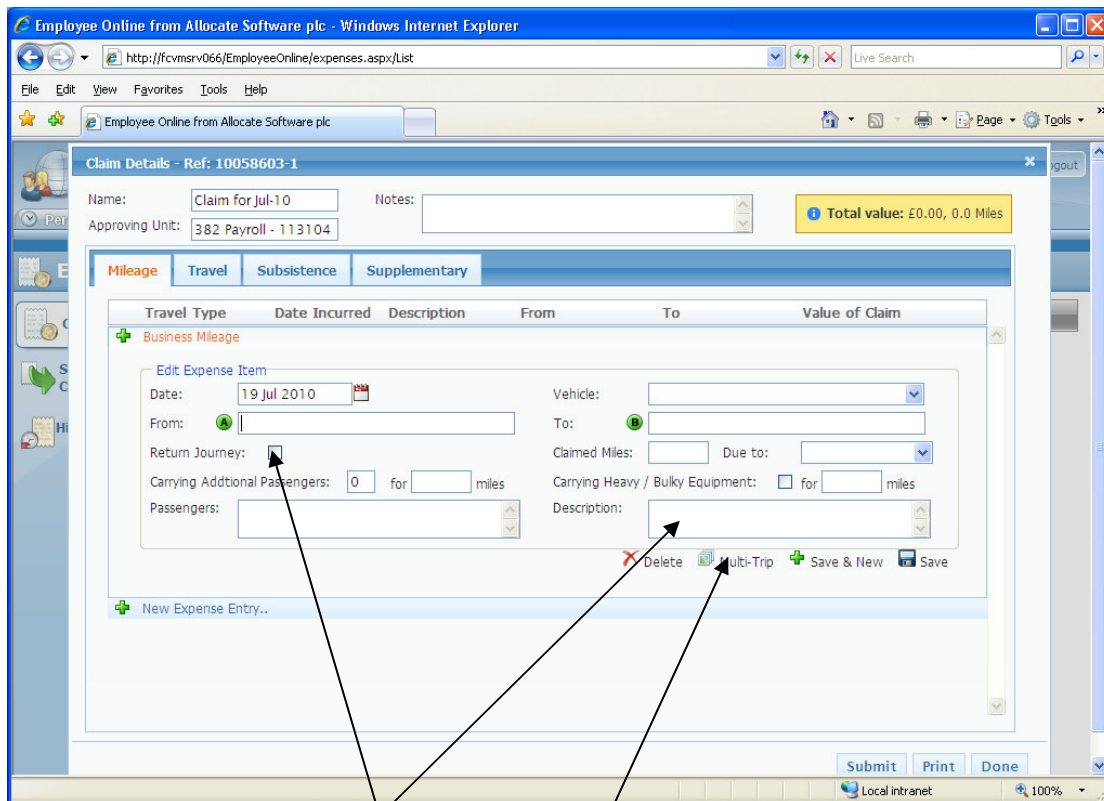
Within this screen you can view your current claims along with submitted and historical claims using the tabs on the left.

To add a new claim, pick the role that the claim applies to (ie if you have 2 jobs within the trust) and click 'Add'



The Name field will automatically default to 'Claim for [period]'. As this field is for your reference only, you can leave this as it is or change it to something more relevant to you, but don't worry as it does not drive anything

Select the appropriate element using the tabs across the top and the dropdown list within each tab



The claim date will automatically default to current date, change it if necessary. Select the appropriate 'Vehicle' from the dropdown/list, type in the postcode or place name of the From (A) and To (B) destinations and the claimed miles will be calculated automatically using Google Maps when the claim is saved. If you do not have the postcode, you must be quite specific when entering place names or the correct result will not be returned. You can override the calculated mileage with the actual miles travelled. If you need to override what Google has calculated then you must use exact miles i.e. do not round up or down. You can enter details of your journey in the Description box

You can use the 'Return Journey' tickbox and total mileage will be calculated i.e. Poulton – Vic is 3.02 miles, ticking 'Return Journey' will calculate 6.04 miles for the same description of Poulton – Vic. This function will work providing you allow Google to calculate the miles and do not enter anything in the Claimed Miles box.

If you have been on a journey that consists of many destinations/stops ie:

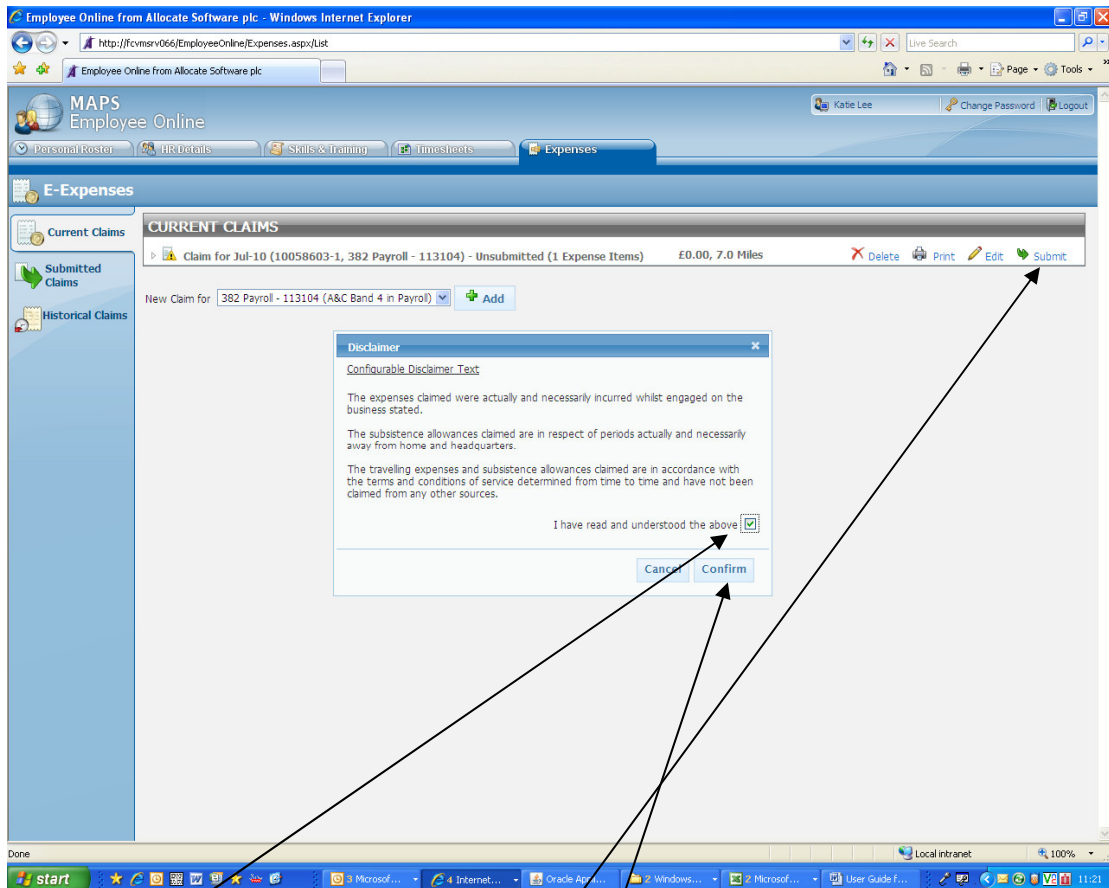
Poulton Offices – Victoria Hospital – Fleetwood Hospital – Poulton Offices

you can use the 'Multitrip' function:

- You should key in the first leg of trip as normal ie: 'From' Poulton Offices, 'To' Victoria Hospital, 'Claimed Miles' 3.5,
- Click Multitrip
- You will see that the 'Vehicle' field and the 'From' field' are pre-populated from the previous leg of the journey.
- You should repeat these steps for each leg of the journey.

Save the current claim and click 'Done' if you have finished or 'Save & New' if you want to add another line straight away. You can revisit the same claim under the current claims tab, using the edit icon and keep entering lines until the end of the claim period.

**** Please note that if you click 'Add another Claim' when you log back in to enter more lines, you will be starting a brand new claim not adding to the one you already have open. Best practice is to have only one claim open per month.**



Once you have finished entering your claim for the month and have checked the entries are correct, you will need to submit the claim from the current claims screen. Tick the box on the disclaimer and click 'Confirm' The claim will now appear in the Submitted Claims screen.

Once your claim has been submitted to your manager, it will either be accepted for payment or rejected for you to amend. If your claim is rejected, it will appear again in the current claims screen with a message as to why it has been rejected. You will need to make any necessary changes and re-submit your claim.

Any receipts relating to your claim should only be presented to your manager/approver upon their request. It is your responsibility to ensure all receipts are kept for a minimum of 3 years and are available should they be requested.

Claims should be submitted by the 5th of each month and must be approved and ready for payroll action by the 10th of each month. Any claims that have been rejected must also be re-submitted and approved by the 10th.

****NB**** It is strongly recommended that claims are input as they arise on a regular basis and are submitted and approved on time every month, regardless of how large or small the claim. - Retrospective claim date restrictions will apply.

****NB**** If your journey starts or ends at your home address, the miles claimed should be the difference between Home to Base and Home to Destination (in effect you should deduct normal home to base mileage from the total journey). To administer this in EoL, type in the postcodes of the true journey i.e. home to destination but override the calculated miles with actual mile to be claimed.