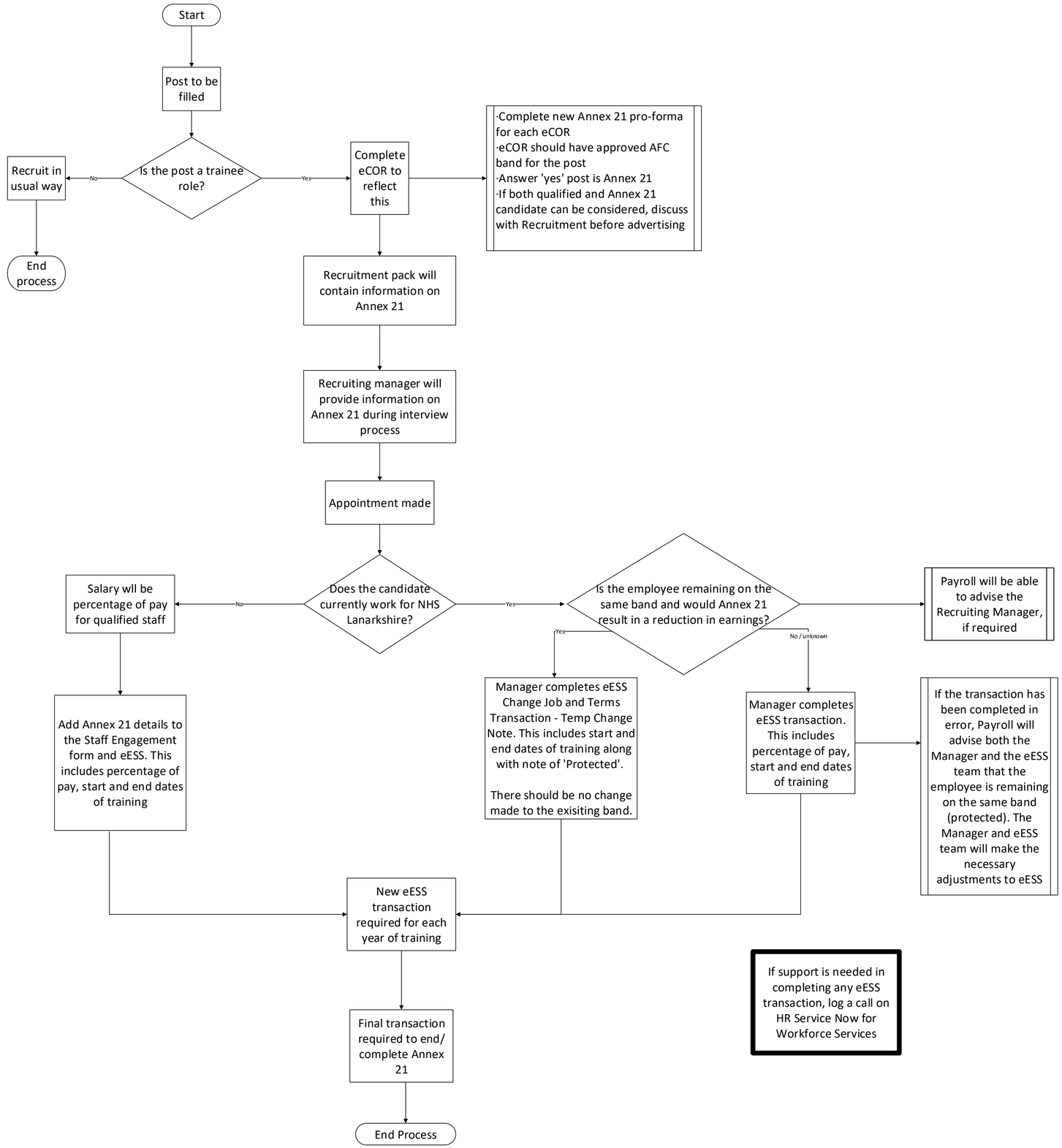
Start
Post to be filled
Is the post a trainee role?
No
Yes
Recruit in usual way
End process
Complete eCOR to reflect this
·Complete new Annex 21 pro-forma for each eCOR
·eCOR should have approved AFC band for the post
·Answer 'yes' post is Annex 21
·If both qualified and Annex 21 candidate can be considered, discuss with Recruitment before advertising
Recruitment pack will contain information on Annex 21
Recruiting manager will provide information on Annex 21 during interview process
Appointment made
Does the candidate currently work for NHS Lanarkshire?
No
Yes
Salary wll be percentage of pay for qualified staff
Add Annex 21 details to the Staff Engagement form and eESS. This includes percentage of pay, start and end dates of training
Is the employee remaining on the same band and would Annex 21 result in a reduction in earnings?
Yes
No / unknown
Payroll will be able to advise the Recruiting Manager, if required
Manager completes eESS Change Job and Terms Transaction - Temp Change Note. This includes start and end dates of training along with note of 'Protected'.
There should be no change made to the exisiting band.
Manager completes eESS transaction. This includes percentage of pay, start and end dates of training
If the transaction has been completed in error, Payroll will advise both the Manager and the eESS team that the employee is remaining on the same band (protected). The Manager and eESS team will make the necessary adjustments to eESS
New eESS transaction required for each year of training
Final transaction required to end/ complete Annex 21
End Process
If support is needed in completing any eESS transaction, log a call on HR Service Now for Workforce Services