

Electronic Staff Record

e-Expenses

Overview

The ESR Programme offers NHS organisations access to electronic expenses at no additional usage cost to its users. As part of the agreement with the suppliers NHS employees can create travel and subsistence claims via ESR, and transfer them to payroll for processing.

The expenses solution

The table below summarises at a glance the functionality and benefits of the Giltbyte solution available via ESR. The Giltbyte team will be able to provide a demonstration of their product, contact details are provided at the end of this document.

| Functionality already available | Giltbyte |
|---|----------|
| System available via the internet | ✓ |
| Post Code recognition for journey lengths | ✓ |
| Workflow based approvals for budget holder and/or payroll department | ✓ |
| Supports standard NHS and local terms and conditions | ✓ |
| Capability to record receipt images and/or receipt details | ✓ |
| Interfaced with ESR | ✓ |
| Functionality planned for future delivery in line with ESR Portal | Giltbyte |
| Integration with the DVLA for vehicles and driver licence checks (subject to approvals from the DVLA) | ✓ |

The process

The expenses product is available as part of the overall ESR solution to NHS Organisations; therefore it is available at no cost to ESR User Organisations. A formal sign up process is required to ensure that all appropriate approvals are in place within your Organisation before implementation begins.

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PLEASE NOTE – Once the necessary approvals are in place, the chosen expenses supplier will manage the implementation and support of the expenses solution.

1. Once you have chosen to use the ESR e-Expenses solution you must raise a call through the ESR Service Desk.
2. A pro-forma will is sent to you for completion, requesting details such as:
 - a. Local Project Lead (name and contact details).
 - b. Expected transaction volumes.
 - c. Indication of preferred timeframes for implementation.
3. When all the required details on the pro forma have been captured and the necessary commercial processes are completed, the NHSBSA ESR Team will begin engagement with the chosen expenses provider.
4. A representative from Giltbyte will then make direct contact with you to arrange a project commencement meeting.
5. All parties (the User Organisation, the expenses supplier, as well as the ESR team) are required to sign up to the Project Initiation Document (PID).
6. The PID contains details of the readiness milestones that must be achieved before implementation is deemed as complete. They include:
 - a. Project initiation
 - b. Data collection and validation
 - c. System set up and testing
 - d. System administrator training and end user training
 - e. Testing of interface extracts
 - f. Two cycles of live pay extracts and processing
 - g. Project implementation sign off and handover to formal support

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Benefits

- Enable NHS Organisations to make efficiency savings by removing time consuming back office processes for NHS payroll teams.
- Saves time;:
 - Expenses are processed much quicker;
 - Automation of time consuming back office processes;
 - Real time status of employee claim status;
 - The use of the bi-directional data flow to ESR saves time and ensures accuracy.
- Ensures accuracy:
 - Removes the manual process of inputting submission forms which removes the occurrence of manual errors.
 - Removes duplication of claim submissions
- Provides a comprehensive audit trail which supports NHS Corporate Accountability and also helps prevent fraudulent claims.
- Automated workflow notifications enable rapid claim status updates.
- Reporting functionality allows for better management and control of staff expenses and can identify claim patterns.
- Ensures compliance with NHS specific criteria including vehicle registration and NHS specific expense categories.
- Provides post code recognition for calculation of mileage.
- Allows receipt images/details to be recorded.
- Web based solution means access from any device at any time.
- Ensures expenses policy is adhered to, reducing the time spent checking each claim.

The Suppliers

Anyone interested in implementing e-Expenses can contact Giltbyte directly to begin the process.

Giltbyte

Contact: Graham Swinton

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