

What is STAFFflow?

STAFFflow is a direct engagement model which processes temporary worker payments for selected NHS organisations across the UK, managing payments and offering support in relation to payment queries.

Guide to Completing STAFFflow ‘Onboarding Actions’

When you have been booked for a shift via STAFFflow, the trust/health board will inform us and you will receive an email with an invitation to join STAFFflow from ‘helpdesk@liaisonfs.com’

Please read your welcome email paying particular attention to any instructions regarding paper timesheets used by some trusts.

Upon first log in for the first time, you will be prompted to create an identity using your email address and a password of your choice.

You will be taken to a screen called ‘Onboarding Actions’, you maybe required to select the relevant NHS organisation and agency the booking relates to if you are registered with more than one.

Please note, that all onboarding actions below must show as answered and all documents under ‘Contracts and Documents’ must be signed before the system will allow you to submit a timesheet

Before you start work you need to complete the items below

If you have any difficulties completing this page or any personal details are incorrect please contact Liaison Payroll on 0800 000 000

	Date Completed	Status
Payment		Unanswered
Tax		Unanswered
Pension Auto Enrolment		Unanswered

Click the section names to answer. Note; only Payment appears if you operate through a Limited Company.

All documents in the ‘Contracts and Documents’ tab must also be completed as part of onboarding, via electronic signature. Click on preview next to the document to display it, read through and then electronically sign.

My Contract(s) & Other Document(s) Status

WARNING - You have documents that need action, failure to sign a Contract before your first shift may result in refusal of entry to the workplace

[View Signed Documents](#)

	Ref	Type	Relates To	Action	Expires	Status
Preview	94391	PAYE Contract	NHS Foundation Trust	Signed	27/01/2018 08:53:03	Awaiting signature

Note for mobile devices: When using Safari you will be presented with page 1 of the contract and you will need to click “download” to view the contract in full, before clicking back on your browser to sign the document. When using Google Chrome on you will need to download and view in your documents folder before signing within Chrome

Guide to Completing STAFFflow Timesheets

Contracts & Documents

View Timesheets

My Payslips & Invoices

Click "View timesheets" and the select relevant timesheet dates

Timesheet Entry

	Agency Name	Start	End	Status
Select	ACME Medical Agency	08/01/2018 00:00:00	21/01/2018 00:00:00	Open

Worker Name: Reference:

Agency: Status: Open - Cancel this timesheet

	Date	Start	End	Break Duration	Total		
Monday	08/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Tuesday	09/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Wednesday	10/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Thursday	11/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Friday	12/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Saturday	13/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear
Sunday	14/01/2018	00:00:00	00:00:00	00:00:00	00:00:00	Amend hours	Clear

Click amend hours against each day to enter your worked hours, note if you did not work this timesheet click Open - Cancel this timesheet next to the status field.

Tuesday, 16 January 2018

24 Hour Timesheet

Start: 9 : 30 End: 17 : 30 Break: 0 : 30

Hours Worked: 7 hours 30 minutes (7.5)

Additional Notes:

Time breakdown please complete where applicable

Shift Type	Job Code	Length
Day	B1DY - Band 1 Day	5 : 0
Night/Saturday	B1NS - Band 1 Night/Saturday	2 : 30
Total		7 hours 30 minutes (7.5)

← Return to timesheet
Save

24 Hour Timesheet

Hours Worked: 24 hours 0 minutes (0)

If you worked an "on call" shift for 24 hours you will need to tick the 24 hours timesheet box

Enter your start time and finish time and any appropriate break times. Please note this is in 24 hour format.

If you have 2 different rates such as day rate, night rate, oncall or for core and unsocial, you will state the breakdown and to choose the amount of hours worked under each rate.

Then press Save at the bottom of the page, and then repeat for other worked days on that timesheet.

Send a copy of my timesheet to be signed by:

Amy King

I agree that the information entered and submitted in this timesheet is an accurate account of the hours and/or days I have worked during the relevant period. I am aware that falsification of this information, or submission of inaccurate information will be regarded as gross misconduct and may result in the termination of the assignment. It may also be regarded as fraudulent activities and appropriate action may be taken.

Please note that payments are made weekly each Friday for every authorised timesheet received by 09:00 am on the previous Monday. You will receive a SMS message and email confirming that the timesheet has been authorised

Submit My Timesheet for Authorisation

You will then see this page. Leave the authoriser name as it appears, unless you have been advised to select another name. You agree that the information entered is accurate by clicking the “Submit My Timesheet for Authorisation” button. Your timesheet will now be uneditable and is with the authoriser at the NHS organisation to review.

Key Information:

Timesheet Status:

- Open – Timesheet incomplete and is available for hours worked to be submitted.
- Awaiting authorisation stage 1– Hours have been submitted and are awaiting authorisation by the trust.
- Awaiting authorisation stage 2 – Hours have been approved by 1st stage trust approver and are awaiting authorisation by the trust 2nd stage approver (not all trusts have 2 stage approval)
- Approved for payment by trust – Approved by trust, ready for processes in the next weekly payroll
- Paid – Processed for payment, or has already been paid.
- Rejected – Trust has rejected your timesheet and has stated a reason

Timesheet Deadlines:

- Online and Paper Timesheets must be submitted before the trust deadline.
- The trust’s process includes a deadline for timesheet authorisers to action timesheets.
- If these deadlines are adhered to, we will be able to make payment to you on the following Friday. Payments made on a Friday can take up until 6pm to appear in your account.

Please note that automated reminders are sent weekly via text and email to inform you of any unsigned documents or open timesheets that you still have on your account. These can be removed via your login, or you can notify us via email and we will remove unused documents/timesheets.

If you have any queries, or need assistance with the system, please call the Helpline number below or email helpdesk@liaisonfs.com

Operating Hours: Monday – Friday 8am-6pm

