



Welcome to HR Reception. Please ensure that you action all new starter paperwork which will have already been emailed to you prior to your start date, especially your Payroll Forms, to avoid any delay in salary payments.

- **Employment Contract**

You will have already received a copy of your contract via email. Please also ensure that you have actioned the acceptance of your contract on the NHS Jobs Website.

- **Payroll Forms**

(New Starter Notification, Pension Auto Enrolment Questionnaire for New Starters, HM Revenue & Customs Starter Checklist)

Please ensure that these forms are completed in full and checked and signed by your Line Manager where applicable.

*PLEASE NOTE:* Completed Payroll Forms can only be accepted during our HR Reception opening hours, which are Mondays and Tuesdays 8:30am – 4:30pm in the Education Centre. Please make returning the forms a priority, to avoid any delay in salary payments. Should you have any queries regarding the forms, the Payroll Team may be contacted on: (01226) 433933, 433942, 433945 or 433943.

- **Trust Identification/Access ID Badge**

**This will be issued at your HR New Starter Appointment in the Education Centre.** Your Manager will have completed an electronic form (eForm) prior to your start date, which will enable us to produce an ID Badge in our HR Reception. If we have not received the electronic form from your Manager, this may delay you receiving your ID Badge, as a further appointment will need to be made – However we will endeavour to ensure your Badge is issued as quickly as possible to your start date, as this badge is required for your appointment with IT as detailed below.

- **IT Appointment**

You will need to make an appointment with the IT Team to obtain your NHS login details and NHS email address – Ext 2771. **Again, please note:** you will need to take your Trust Identification/Access ID Badge to the appointment.

- **Existing NHS Smartcard**

You may already have a Smartcard if you have worked elsewhere in the NHS. If you have advised the HR Recruitment Officer of this, we will have “Associated” the card which means you may go ahead and continue to use it at this site.

- **If you have never had an NHS Smartcard**

Once you have been to your IT appointment and received your NHS email address and login details, please telephone HR on **432721**, **435704** or **435388** to make a **telephone appointment** to go through the process of setting up your Virtual Smartcard. A “Virtual Smartcard” means a physical card will not be issued, it is simply a password which will enable you to access various IT systems.

*PLEASE NOTE:* Virtual Smartcards can only be set up over the telephone.

- **Get in touch with the Recruitment team**

Call 01226 435704, 01226 435388, or email [barnsley.recruitment@nhs.net](mailto:barnsley.recruitment@nhs.net)