USEFUL EPAY INFORMATION FOR BANK STAFF

1. What is EASY?

EASY is an electronic system that must be used to claim the following

- Travel and expenses
- Timesheets (salary and enhancements) (where not already being claimed on Health Roster)

2. Can I use EASY from home?

Yes. EASY can be used from any computer system that has an internet connection. EASY works on a computer, laptop or tablet.

3. How can I access EASY from home?

Log on to www.google.com and type EASY LPT in the search box. The first search that is displayed will provide you with access to EASY.

You will need a username (employee number) and password to login to EASY.

4. How can I register for an EASY account?

EASY is self-service. This means that you have to register your own EASY account. You can do this by navigating to the EASY website by either

- Clicking on the EASY Website icon on your work computer
- Clicking on the following link: https://lpt.easy.giltbyte.com.
- Searching for EASY LPT on www.google.com

When presented with the EASY homepage, click on the New to EASY? Register here link.
5. How do I use EASY?

All EASY user guides are available on all LPT computers as a desktop icon. Please search for EASY User Guides. These user guides have simple and easy to follow step by step instructions on using the system.

6. What extra information will I require when entering a claim?

To create a bank claim in EASY you will need to be familiar with the cost centre and name of the person who will approve that claim.

7. Which assignment number do I use?

When you create your claim ensure you choose the correct assignment number so that you are paid correctly. You may need to contact the Centralised Staffing Solutions (CSS) Team on 0116 225 6111 to clarify which assignment relates to the pay band/job that you are doing. If you choose the incorrect assignment number your pay will be incorrect.

8. What is the EASY Payroll Deadline?

The EASY payroll deadline depends on how frequently you get paid. Employees should normally submit their claim for approval at least three working days prior to the deadline, to allow managers sufficient time to check and authorise the claim prior to the deadline.

<table>
<thead>
<tr>
<th>Monthly Paid</th>
<th>Weekly Paid</th>
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<tbody>
<tr>
<td>Claims must be submitted and approved by the 10th of the month to be paid at the end of that month.</td>
<td>Claims must be submitted and approved by Midday on every Tuesday to be paid on the following Thursday.</td>
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| For example;  
  - Deadline - 10th November 2018  
  - Pay Day - 27th November 2018 | For example;  
  - Deadline – Midday, Tuesday  
  - Week worked  
  - The same week is processed  
  - The same week is paid |

Once a claim has been submitted your claim will come to the Workforce Systems Helpdesk for approval. We will then inform the appropriate approver to get them to validate and authorise your claim.

9. Why is my timesheet authorised by the Workforce Systems Helpdesk?

The system is being developed to allow bank timesheet claims to be submitted with email notification to the relevant line manager.
10. What happens if my claim is submitted or approved after the deadline?

If a weekly paid claim is entered or approved after the weekly deadline then a manual payment cannot be raised to speed up payment. The claim will need to be entered or approved by the next payroll deadline in order to for the claim to be paid.

11. When do I need to contact the Workforce Systems Helpdesk?

The Workforce Systems Helpdesk is here to help if you are experiencing any problems accessing your EASY account or submitting a claim. The team can help you to resolve most problems quickly over the phone or by logging on to your PC.

You can email us at workforcesystemshelpdesk@leicspart.nhs.uk or call on 0116 295 5854 / 295 7565.

We are unable to advise you of the cost centre or name of the manager that you are working for. You will need to contact the CSS Team on 0116 225 6111 to enquire about this.