

Dear Colleague,

As previously communicated, on **Thursday 1<sup>st</sup> April 2021**, **Manchester University NHS Foundation Trust (MFT)** will formally acquire the **North Manchester General Hospital (NMGH)** site and services from The Pennine Acute Hospitals NHS Trust (PAT).

**Salford Royal NHS Foundation Trust (SRFT)** was due to formally acquire the Bury, Rochdale, and Oldham sites and services of PAT as part of the [Northern Care Alliance NHS Group \(NCA\)](#). Please note that this date has now changed with the intention that SRFT will now acquire the Bury, Oldham and Rochdale services **later in the year**.

We are getting in touch to communicate the next steps for you as a Bank Worker who works at PAT.

### Releasing Timesheets

So that the transitional process takes place smoothly, please ensure that all timesheets for shifts worked at PAT up until and including **Wednesday 31<sup>st</sup> March 2021** are released by **Wednesday 31<sup>st</sup> March 2021**.

### New Starter Checklist

As your employment will be transferring across to MFT, please can you complete the form [here](#) and return to [DirectEngagement@NHSProfessionals.nhs.uk](mailto:DirectEngagement@NHSProfessionals.nhs.uk) by **Friday 26<sup>th</sup> March**.

### Booking Shifts

Please continue to access *My:Bank* and book shifts following the normal process. The integration will have no impact on the way you book and work shifts across the Trusts.

MFT will automatically be updated and will be visible on your profile once the transaction is completed.

### ESR Number

As part of the migration, if you have worked shifts at NMGH in the last 12 months, you will be set up with a new ESR record under the MFT DE payroll and a new ESR number will be provided to you.

Your registration with NHSP will not change however, please note that as you are transferring across to MFT, PAT may be removed from your profile.

## Bookings and payments for dates post 1<sup>st</sup> April 2021

All your existing PAT bookings for NMGH that are on the system for dates on or after **Thursday 1st April 2021**, will be migrated across from Pennine to MFT by NHSP & the Trust.

Please note that from **Thursday 1<sup>st</sup> April 2021**, you will be paid by MFT rather than PAT.

### Terms & Conditions

Please click [here](#) to view the terms & conditions that you will agree to upon working your first shift and thereafter.

### Where can you find out more?

To keep up to date with latest communications, updates and to access Frequently Asked Questions (FAQs), please visit our dedicated support page [PAT Transactions \(nhsprofessionals.nhs.uk\)](#). You can also find further information [here](#).

### Pension

Please be aware, as this is a new payroll, MFT is required to auto-enrol all individuals into a workplace pension. If you do not wish to remain in the pension scheme you will need to complete the following forms **after** you have been enrolled:

- SD502 (opt out form)
- RF12 (refund form)

Both forms can be found on the NHS Business Services Authority website and we would recommend you read through the information on there before completing and sending the form to [Ahp&hcs@nhsprofessionals.nhs.uk](mailto:Ahp&hcs@nhsprofessionals.nhs.uk). Forms dated prior to enrolment will not be accepted and will need to be amended and re-sent.

Thank you for your support while we implement these changes. If you require further support, please get in touch with the AHP team at [Ahp&hcs@nhsprofessionals.nhs.uk](mailto:Ahp&hcs@nhsprofessionals.nhs.uk) or 03330 144370.

Kind Regards,

NHS Professionals