## **Booking Timeline**



Please use the below guidance to understand changes to the process based on booking dates.

Until 8<sup>th</sup> March

8<sup>th</sup> March to 31<sup>st</sup> March 1<sup>st</sup> April 2021 on

Shifts dated up to including 31st March 2021

All shifts to be booked against PAT using existing login

Shifts dated up to including 31<sup>st</sup> March 2021

All shifts to be booked against PAT using existing login

Shifts dated up to including 31<sup>st</sup>
March 2021

Refer to Trust Temporary Staffing Team

Shifts dated for 1<sup>st</sup> April 2021 and beyond

Shifts to be held until 8<sup>th</sup> March 2021 if possible. A secondary account will be provided to you on the 8<sup>th</sup> March to book against your new Trust for shifts for these dates

Shifts dated for 1st April 2021 and beyond

Shifts to be booked using the secondary account provided. This will book the shifts against your new Trust

Shifts dated for 1<sup>st</sup> April 2021 and beyond

Shifts should all be now booked using your secondary login. Once all shifts are authorised on PAT, your original account will be removed

Your new access is coming on the 8th March - where possible, hold your bookings for 1st April onwards until then

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