



Belfast Health and
Social Care Trust

IMPORTANT INFORMATION REGARDING THE COMMENCEMENT OF EMPLOYMENT WITH THE BELFAST HEALTH AND SOCIAL CARE TRUST

Firstly, welcome to the Belfast Health and Social Care Trust.

The information contained within this document is intended to help ensure that the essential Medical HR/Payroll requirements around the commencement of your employment with the Belfast Health and Social Care Trust are understood, and that all roles and responsibilities are adhered to in order to ensure a smooth transition into employment.

You are asked to read this document carefully. Please ensure that you complete the Medical HR checklist and return this within the required time-frame along with all completed new start forms and associated paperwork.

**All listed forms and associated paperwork must be returned no later than
Friday 13th January 2012.**

**Unfortunately if you do not adhere to this deadline we CANNOT GUARANTEE
the following:**

- 1. That your details will be input onto HR and Payroll Systems by Augusts close-down for Salaries – THEREFORE YOU WILL NOT BE PAID IN FEBRUARY.**

If this applies to you please contact your bank to make arrangements for the provision of any direct debits paid from your account during August/September. The Belfast HSC Trust will not accept responsibility as adequate notice has been given for the return of all forms.

- 2. The issue of your Staff Number on commencement**
- 3. The issue of your ID/Security Pass**
- 4. The issue of a Car Parking Pass (Your Staff Number is required for this)**

**PLEASE COMPLETE THE MEDICAL HR CHECKLIST AND RETURN WITH ALL
FORMS AND ASSOCIATED PAPERWORK TO:**

**THE MEDICAL HR DEPT,
4TH FLOOR MCKINNEY HOUSE, MUSGRAVE PARK HOSPITAL,
STOCKMAN'S LANE,
BELFAST, BT9 7JB**