

Lead Employer

Foundation Dentists FAQs



Contacting the Lead Employer

How can I contact the Lead Employer?

Please do not hesitate to contact a member of our team at **0151 478 7777**. Alternatively, you can email the team at **Lead.employer@sthk.nhs.uk**. The Helpdesk Team are on hand to assist with any questions you may have relating to your forthcoming employment.

Where can I find policies relating to St Helens and Knowsley Lead Employer?

All policies relating to St Helens and Knowsley Lead Employer can be found on our website [here](#).



Pay Related Matters

How do I contact the payroll department at St Helens and Knowsley from 1st September?

The Payroll contact number for pay queries post 1st September 2022 is **0151 290 4658**. Alternatively, you can email the team at **leademployerpayroll@sthk.nhs.uk**.

How do I access my payslips and P60's electronically?

You will be given access to your new MYESR account, accessible via a username and password. This will be communicated to you by our Workforce Systems and information Team in advance of your pay day in September.

When do I get paid?

You will be paid on the 28th of each month by St Helens and Knowsley as the Lead Employer. Where this date falls over the weekend or a bank holiday, in these circumstances you will be paid on the working day immediately prior to the 28th. For example, if the 28th falls on a Sunday you would be paid on the Friday 26th.

How do I join the pension scheme?

Every employee is entered into the NHS Pension scheme upon commencement unless they are not eligible to join or choose to opt out. More information about the NHS Pension scheme can be found by visiting their website [here](#).

When will I receive my contract of Employment?

Contracts of Employment will be issued following confirmation that all your pre-employment checks have been completed.

Health Work & Well-Being (Occupational Health)

If I require an HWWB referral, will I have to travel to Merseyside for an appointment?

No, St Helens and Knowsley Lead Employer work with local 'spoke hospitals' to arrange HWWB appointments. All HWWB referrals are managed via the St Helens and Knowsley HR Case Management team who are contactable at **Lead.employer@sthk.nhs.uk**. Foundation Dentists who have an underlying health condition/s who wish to notify and discuss these further with the Lead Employer, should contact a member of our HR team at **Lead.employer@sthk.nhs.uk**.



GDC & National Performers List

How do I apply for GDC and NPL number?

Ensure immediate application to GDC (**How to join the register (gdc-uk.org)**) is made and once confirmation is received, apply to join the National Performers List **[here](#)**.

Uniforms

Who is responsible for providing me with a uniform?

The Host organisation will issue you with a suitable uniform.



Receiving your HWWB Fit Slip

Where do I get my Fit Slip in order to apply to the NPL?

This will be sent to you through your TRAC account by the Lead Employer immediately upon receipt from the HWWB team. Please ensure you have attended any appointments arranged by the HWWB teams, as failure to do so may result in a delay in your commencement date.