

Portal User Guide (Employee/Flexible Worker)

This is a quick guide on how to access and navigate around the NHS SBS self-service portal.

Please note: Only registered users can access the portal.

All the Employee/Flexible Worker and case details in this document have been made up for training purposes.

How to register

To register click on this link: <https://nhssbs.microsoftcrmportals.com/registrationrequest/>

You will need to enter:

- your eight-digit assignment / Employee/Flexible Worker number
- your email address (this is the email address that has been associated with the system used by the HR team, which is the same as your MyBank email).

Type the code displayed on the screen into the box and click 'Submit'.

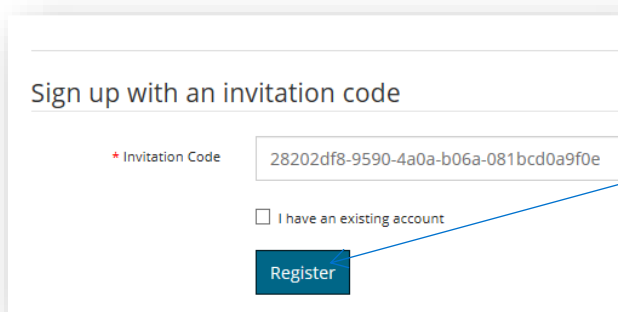
If your details are not recognised, you will receive a red error at the top of the screen

If you have entered the correct details and still receive an error, please click HERE and this will allow you to log a request for support with the registration error.

You will then receive an email with a link to the portal (please note, this can take up to five minutes to come through). If you receive an error message or your email address is not accepted, please contact our NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552.

Once you receive the portal invitation email, click on the link to accept the invitation.

This link will take you to the following screen:



Click 'Register'

You will then be asked to create and enter a username and password.

The password must contain eight characters
Including one uppercase letter, one special character
(*!&%\$£) and one number.

Once you submit these details, your account will be created.

How to Sign in

Once you are registered and have created your username & password, you can sign into the portal from any PC, laptop, tablet, or smartphone using this link: [Home · Customer Self-Service \(microsoftcrmporthals.com\)](https://microsoftcrmporthals.com)

(We suggest you save this to your favourites for easier access in the future)

Enter your username and password and click 'Sign In'.

The screenshot shows the NHS Shared Business Services sign-in page. At the top, there is a navigation bar with links: Knowledge Base, My Support, Feedback, Registration, and Sign in. The NHS logo and 'Shared Business Services' text are on the right. Below the navigation bar, there is a section titled 'Sign in with a local account'. It contains a 'Username' field, a 'Password' field, and a 'Remember me?' checkbox. Below these fields are three buttons: 'Sign in', 'Forgot your password?', and 'Forgot your username?'. Three callout boxes provide additional information: 1. A box pointing to the 'Sign in' button says: 'If you are unable to log in and have forgotten your password, click 'Forgot your Password'. You will be asked to enter the email address you used to register, so a password reset can be provided.' 2. A box pointing to the 'Forgot your password?' button says: 'If you are unable to log in and have forgotten your username, click 'Forgot your Username'. You will be asked to enter the email address you used to register and then an email will be sent out containing your username.' 3. A box pointing to the 'Forgot your username?' button says: 'If you are unable to log in and have forgotten your password, click 'Forgot your Password'. You will be asked to enter the email address you used to register, so a password reset can be provided.'

If you receive an error message or have any issues getting a password reset, please contact our NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552.

Once in the portal you will land on the home page, from here you can:

The screenshot shows the NHS Shared Business Services home page. At the top, there is a navigation bar with links: Knowledge Base, My Support, and a search icon. The NHS logo and 'Shared Business Services' text are on the right. Below the navigation bar, there is a section titled 'Helen Trainer'. Two callout boxes provide additional information: 1. A box pointing to the 'Knowledge Base' link says: 'Access the Knowledge base articles to answer NHS Professionals general questions.' 2. A box pointing to the 'My Support' link says: 'Go to My Support to log a new case or view previously logged open or closed cases. A case is a query you have raised with NHS SBS via this portal or by calling the NHS Professionals Employee/Flexible Worker Service desk on 0333 240 7552'

Self Service Portal

Welcome to the Employment Services Self Service Portal. Once you are logged in, you can find answers to frequently asked questions and raise and track any queries directly with our dedicated payroll and pensions teams.

Viewing and updating your profile

If you wish to view your profile information, click on your name at the top of the screen and select Profile.

This will display your key profile information, most of this is populated from ESR, so cannot be amended but you can update your additional phone number and job title.

If you do make any changes, please click on the 'update' button.

If this is your first time viewing your profile, you will be asked to confirm your email address is correct by clicking the 'Confirm email' button; this will then generate an email to be sent to you.

HOME / PROFILE

Profile

Pippa Coach

Profile

Security

Change Password

Your Information

First Name *	Pippa	Last Name *	Coach
Organisation Name	NHS Professionals Ltd	Employee Number	88887777
Email	Pippa@test.net	Personal Phone Number	
Additional Email		Additional Phone	

Security; if you wish to change your password, you can do so by clicking on 'change password'

This will then ask you to add your old password, your new password and repeat the new password to ensure it's correct.

The new password must contain eight characters
Including one uppercase letter, one special character (*!&%\$£) and one number.

Then click 'Change password' to confirm the change.

HOME / PROFILE / CHANGE PASSWORD

Change Password

Pippa Coach

Profile

Security

Change Password

Username Pippa

* Old Password

* New Password

* Confirm Password

Change password

Using the Knowledge base

If you have a general question about your pay or process, rather than calling the helpdesk in the first instance you can now use the knowledge base articles to find the answer.

To access the knowledge base, click on 'Knowledge base' at the top of your screen.

Underneath the 'What can we help you with? Box, type your query or a key word i.e., Sickness into the search box (you do not need to add a question mark).

The system will normally automatically search for matching results but if not click on the magnifying glass to start the search.

HOME / KNOWLEDGE BASE - HOME

Knowledge Base - Home

The Knowledge Base contains numerous support references, created by our support professionals who customers. It is constantly updated, expanded, and refined to ensure that you have access to the very la

Q What can we help you with?

x sickness

Sickness

... Q. Can you tell me what my sickness entitlement is? A. Employees are entitled to sick pay as per NHS Terms and Conditions, depe

Knowledge Base

You will see a selection of articles displayed under the search box, which contain the key words you entered.

To view any of these articles and find the answer to your questions, click on the article header (in blue) and this will display the full article for you to read.

Most Popular

Most Popular Articles

Sickness

Q. Can you tell me what my sickness entitlement is?

A. Employees are entitled to sick pay as per NHS Terms and Conditions, dependant on length of service as shown on the table below. (NB: This is for staff under Agenda for Change (AfC) and Medical and Dental (M&D) contracts). If you are not on an AfC or M&D contract please refer to your line manager or HR manager to find out about any local sickness policy for your organisation.

Length of Service	Full Pay	Half Pay
During the first year of service	1 Months full pay (31 days)	2 Months half pay
During the second	2 Months full pay (61 days)	2 Months half pay

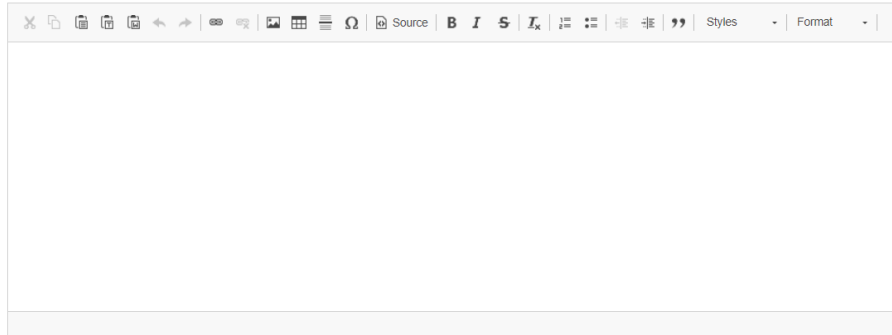
You will also see you have the option to print the article by clicking on the little printer icon in the top right corner. (Please note; printing is only available if the PC or tablet you are using is connected to a printer).

Leaving feedback

If you found an article of use or if you feel something key is missing, you can leave feedback at the bottom of the article.

Feedback (Add feedback on how useful this Knowledge Article is)

* Feedback

A rich text editor toolbar with various icons for text formatting, alignment, and insertion, followed by a large empty text area for writing feedback.

Post Feedback

The feedback will be reviewed by NHS SBS. Please note you will not receive a response to any feedback left on a knowledge article, so please do not ask questions.

If you do not find the answer you are looking for in the articles, you can now log your own case via 'My Support' on the portal or if need be, you can still call the Employee Service desk.

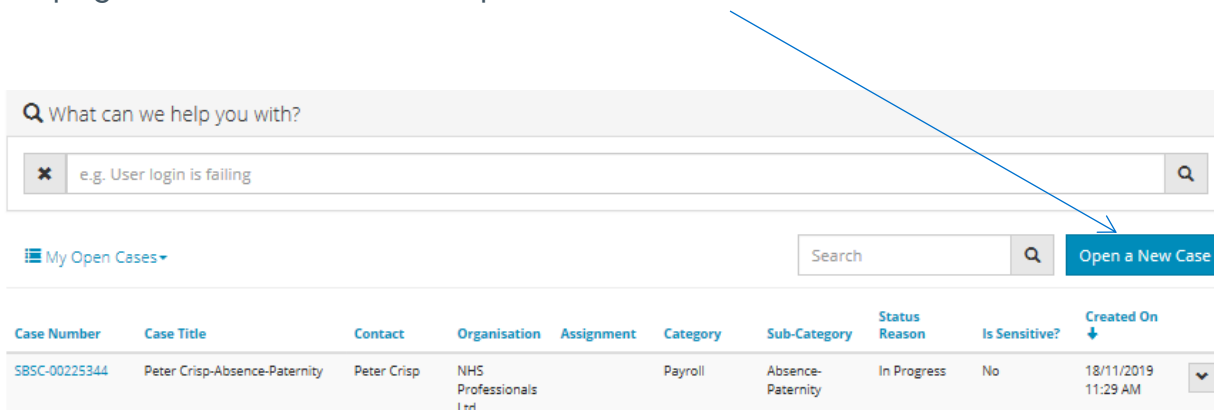
Using 'My Support' to log a case

If you have not found the answer to your query in the Knowledge Base article, you can send your query direct to the NHS SBS team by logging a case on the portal.

To do this click on 'My Support' at the top of the screen:



There are various options in My Support such as access to the knowledge articles and a list of previously logged cases but to open a new case, you need to scroll down on the page and click on the blue 'Open a new case' button.



This will take you into the new case screen and ask you to provide various details to assist the NHS Professionals payroll team to resolve your query.

Once you click to open a new case, you will need to provide some details:

HOME / SUPPORT / OPEN A NEW CASE

Open a New Case

Organisation & contact: will populate automatically.

Assignment: this will auto populate unless you have more than one assignment number with this NHS organisation – if so, click on the Magnifying glass, it will show all your assignment number(s), please select the applicable one.

Organisation *
510 Training Environment

Contact *
Pippa Sand

Assignment

Availability Details ⓘ

Category *
Payroll

Availability: Use the dropdown arrow to pick if you are only available for a call back at specific times. Click on the Question mark for more information

Category: click on the drop-down arrow to choose the category applicable to this query i.e., Payroll, pensions, or Overpayments

Sub-Category and Sub-Category 2: Please advise us of the key detail of your query. Click on the drop-down arrow to choose to most applicable sub category.

Sub-Category *
Absence

Sub-Category 2 *
Maternity

Suggested topics

Maternity
... Maternity ...
Knowledge Base

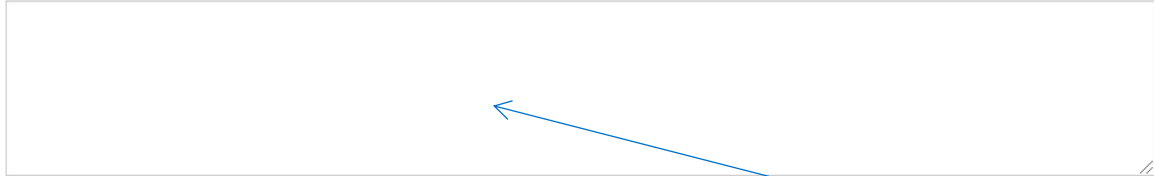
Callout Box: If NHS Shared Business Services are required to call you, we will endeavour to call within the time frame specified in this field. Please note this would only be in exceptional circumstances. You will receive an email to the email address populated in 'Additional Email' on the 'Profile' page when updates are available to view via the Portal.

Depending on what you select as the sub-category, the system will check to see if there is an applicable knowledge article available that may answer the query and if so, it will display a link to it under suggested topic.

The system will also check to see if you already have a case open under these categories and is so it will display a link to the previous case, so you can add extra information rather than creating a new duplicate case. If there is no previous case open, please continue to complete the description field:

In order to ensure that your information is as secure as possible please do not include any personal or sensitive information in the free text field. Information that can be used to identify you or another person is subject to protection under UK law and should not be provided where it is not required. Some examples of personal information are: National Insurance number, home address and home telephone number. Some examples of sensitive information are: sickness or absence reasons, salary information, pension entitlements, bank account details, pay and deductions.

Description *



Description: Please add as much information about your query as possible to assist the NHS SBS team to resolve it. Please limit any personal identifiable data such as NI number, bank details, salary, or sickness information.

Attach a file

No file chosen

☐ I have read, understand and accept your [GDPR Privacy Notice](#).

Attach a file: If you wish to attach a document, you can do so here by browsing your device to add. Attachment size limit is 5MB.

Once it is all complete, you will be asked to tick to say you have read the GDPR privacy notice (you can click on the link (in blue) to read the notice first.

This case screen will case, and you will see a green bar with your case reference number pop up.

A case
SBSC-00000585 has been created for the issue submitted by you.

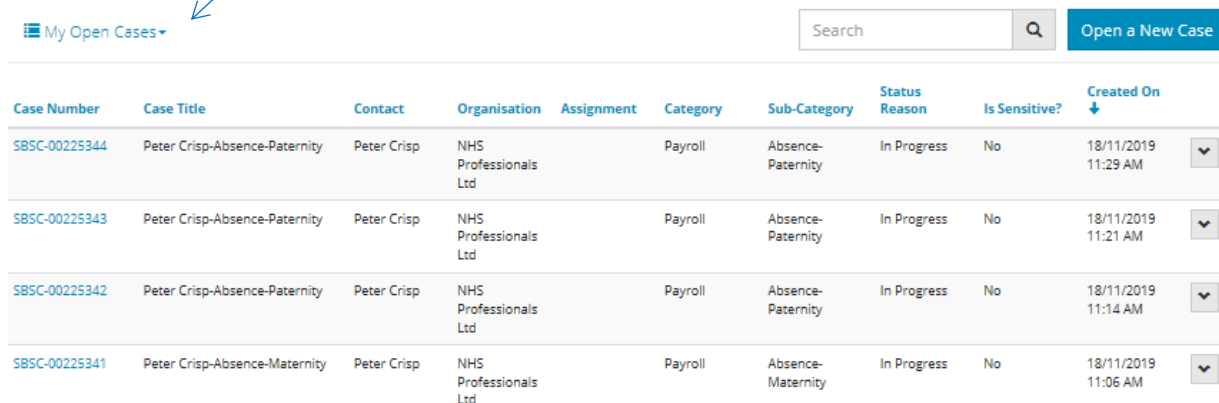
Using 'My Support' to track your cases

If you have raised a call through the Employee/Flexible Worker helpdesk or raised a case directly on the portal, they will all be available to view in the 'My Support' section.

To do this click on 'My Support' at the top of the screen:

You need to scroll down on the page, and you should see your open cases (if nothing is displayed, you have not yet logged any cases with NHS SBS):

The default is to show just your open cases, these are any that have not yet been resolved and closed. You can use the drop down arrow to amend the search to closed cases or all cases if you prefer.



My Open Cases ▾										Search 		Open a New Case
Case Number	Case Title	Contact	Organisation	Assignment	Category	Sub-Category	Status Reason	Is Sensitive?	Created On			
SBSC-00225344	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:29 AM			▾
SBSC-00225343	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:21 AM			▾
SBSC-00225342	Peter Crisp-Absence-Paternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Paternity	In Progress	No	18/11/2019 11:14 AM			▾
SBSC-00225341	Peter Crisp-Absence-Maternity	Peter Crisp	NHS Professionals Ltd		Payroll	Absence-Maternity	In Progress	No	18/11/2019 11:06 AM			▾

Cases will be displayed in order of creation, with the newest at the top.

You can search for a specific case by entering the:

- case number (rather than typing the full case number SBSC-00000578 you can just type *578)
- the case title (use the * wildcard to search for a key word, i.e., *Maternity)

In the search box and clicking on the magnifying glass.

This will display any cases that match your search criteria.

To open and view the case, click on the blue case number on the left-hand side.

Please note once you click into a case, your search criteria will be removed, and you would need to search again.

Pippa Sand-General Pay Query-Payslip Clarification

Active - In Progress

General

Case Number

SBSC-00332889

Organisation *

510 Training Environment

Assignment

—

Contact *

Pippa Sand

Availability Details

—

Category *

Payroll

Sub-Category *

General Pay Query

Sub-Category 2 *

Payslip Clarification

Last Updated

14/01/2022 12:13 PM

Raised By *

Pippa Sand

Created On

14/01/2022 12:12 PM

Description *

Hello, I have a payment on my payslip that I do not recognise.... Please provide as much info as you can. Do not provide personal identifiable data unless NHS SBS have specifically requested it.

The open case view will show all the info that was added when the query was raised;

- Case number
- Your NHS organisation
- Your name (contact)
- Your assignment number
- Availability details (if entered)
- The category, sub category & Sub category 2 of the query
- When the case was created
- When last updated

Description: is the information you provided to the helpdesk or that you added when raising the case on the portal, please note it should never include any personal identifiable data, such as bank details or NI number. This is the info NHS SBS will use to resolve your query.

Timeline



about a minute ago

Modified on 14/01/2022
12:13 PM

Pippa Sand → SYSTEM

Portal Attachment

Created by SYSTEM

important document.docx (11.50 KB)

Add Comment

Add Comment; If you wish to add an additional comment or info to this open case, you can do so by clicking on the 'Add Comment' blue button.

If this additional information is high priority, we would suggest calling the employee helpdesk and quoting the case

Update

Resolve Case

Portal attachments: If a document was attached when the case was created on the portal, it will show here.

Using 'My Support' to add comments, view comments and sending documents.

If you click on 'Add Comment' at the bottom of an open case, you will get a pop up, asking you to enter your information:

Add a Comment

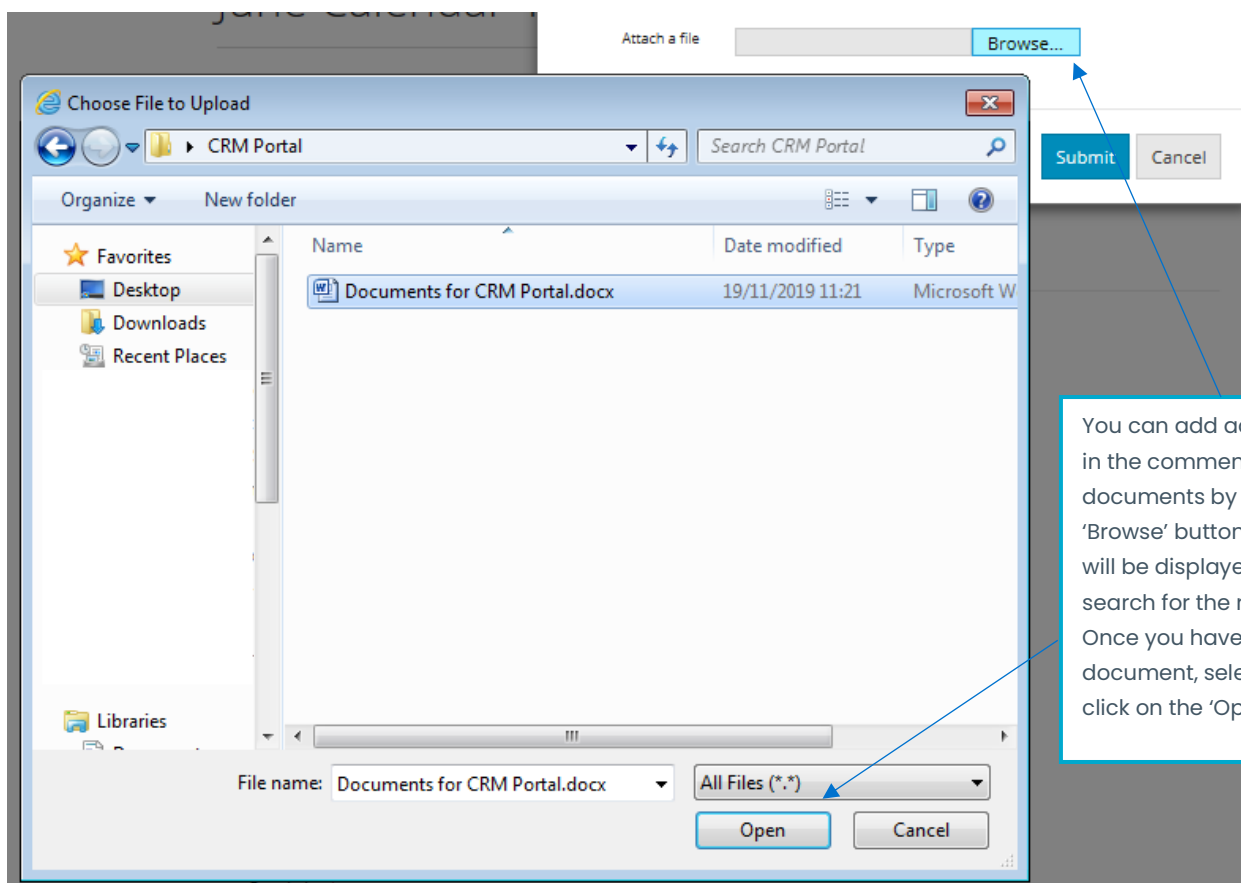
* Comment

Attach a file

Browse...

Submit

Cancel



You can add additional information in the comments box and also attach documents by clicking on the 'Browse' button. A pop out window will be displayed to allow you to search for the relevant document. Once you have found the required document, select the document and click on the 'Open' button. .

Add a Comment



* Comment

Please find attached the documents you have requested.

Attach a file

C:\Users\Philippa.Haines\De Browse...

Once you have added all of the information required, click on the 'Submit' button.

Submit

Cancel

Any comments or documents added by you will be displayed at the bottom of the case.

Timeline

Add Comment



about a minute ago

Modified on 19/11/2019
11:35 AM

Pippa Coach → Helen Elderton

Please find attached the documents you have requested.

Created by SYSTEM

Documents for CRM Portal.docx (12.21 KB)

Update

Resolve Case

To update the case and save the new comment click on the blue 'Update' button and this will send a notification to NHS Professionals payroll team that you have amended a case. Please note the NHS Professionals payroll team can also add comments to the case, for you to view here on the portal and you will receive an email notification to the email address you use to log in with.

How to close a case on the portal

If you no longer need the information from NHS SBS or have managed to solve the query yourself, you are able to resolve the case directly on the portal and therefore stop the NHS SBS team from working on it.

The screenshot displays a case timeline interface. At the top left, the word "Timeline" is visible. On the right side, there is a blue button labeled "Add Comment". The timeline entry shows a user profile icon, the text "about a minute ago", and a timestamp "Modified on 19/11/2019 11:35 AM". The comment text reads "Pippa Coach → Helen Elderton" followed by "Please find attached the documents you have requested." Below the comment, a box indicates "Created by SYSTEM" and lists an attachment: "Documents for CRM Portal.docx (12.21 KB)". At the bottom of the interface, there are two buttons: a blue "Update" button and a red "Resolve Case" button. A blue arrow points from the right towards the "Resolve Case" button.

To resolve and close a case, add a comment and update and then click on the red 'Resolve case' button.