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|  **Dear Colleagues,** As you know, CKMP will be transferring to One Medicare from 1st July 2023. It has been a hectic few months, during which time we hope we have answered any questions you had. Hopefully your employee reps have cascaded information out, and we are also aware that One Medicare have been in situ at CKMP to help answer any questions and offer individual 1:1 meetings. Ahead of Charlotte Keel’s last week with BrisDoc, we thought it might be helpful to just get in touch with a few last-minute reminders / ‘house-keeping’ matters:1. **Payslips** - As you know payslips and P60s are sent to you care of Sage payroll. We will ensure we keep your Sage Payroll account open for 3 months (i.e. until 30th September 2023) to enable you opportunity to download all your payslips/P60. For ease, ensure you tick (select) all of your payslips and then click ‘Download all’.
2. **Pay** - Your new pay-date with One Medicare is slightly later – 28th of month. Where the 28th falls on a weekend, pay is transferred to the Friday prior. Just a reminder to check your bank account for any direct debits you have set up to coincide with BrisDoc’s current pay-date of 22nd of the month and change them appropriately.

In addition, BrisDoc are paying you this month any additional hours / bank hours, rather than the usual month in arrears. You therefore might need to plan accordingly (budget for your June additional/bank hours being paid to you early), particularly bank staff. 1. **NHS Email /IG** - To help ensure a smooth transition, you will keep your existing NHS email account. However, we ask that any BrisDoc sensitive information is removed from your email account before 1st July 2023. Please review and action the attached guidance as soon as possible.
2. **ID badges / lanyards -**  One Medicare will be providing you with new One Medicare ID badges. Hayley will make arrangements for the collection of any BrisDoc ID badges / lanyards during Charlotte Keel’s last week / day with BrisDoc.  If you miss this for some reason, please send your ID badge directly back to BrisDoc care of the People Team.

Finally, we want to thank you for all your hard work and dedication during your time with BrisDoc - it has been a pleasure to have CKMP as part of the BrisDoc family for the last 5 years.  We are sorry to be losing you but wish you every continued success with One Medicare.   |
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