



Lead Employer Trust

FAQs

How to access the NE LET

<https://www.nenc-leademployertrust.nhs.uk/>





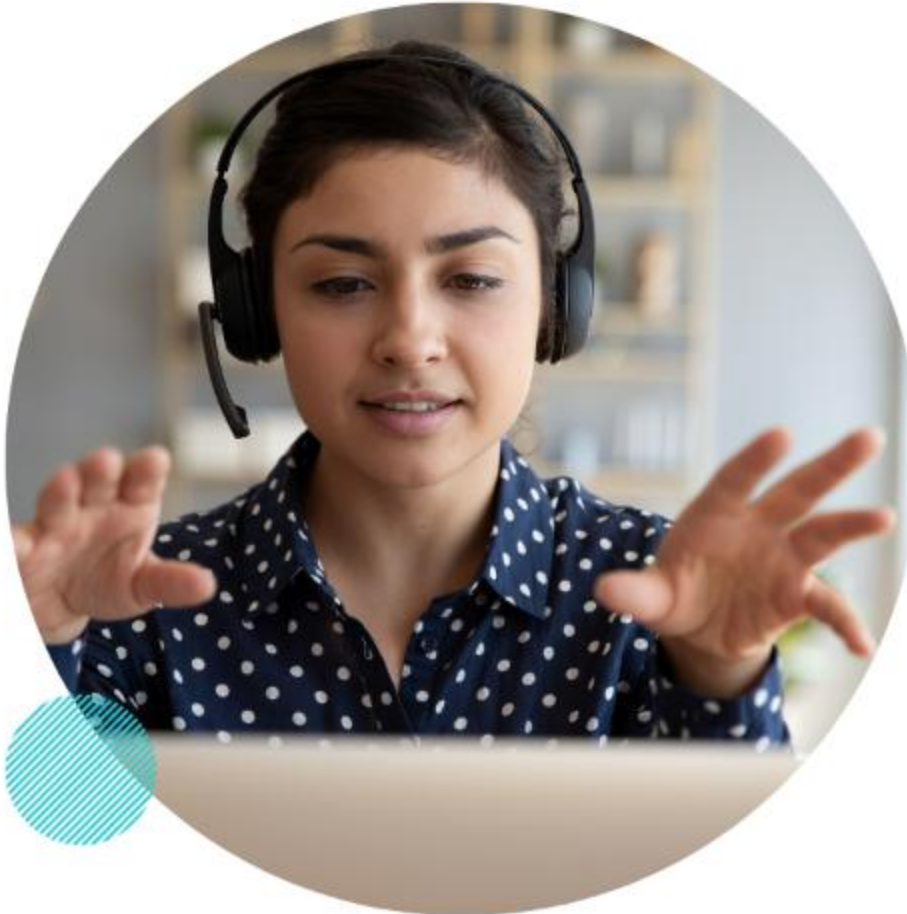
Am I eligible to join the bank?

- Providing you are currently employed by the LET in the North East, then you are eligible to join the LET bank.

How do I join the bank?

- You can download the TempRE App from the Apple Store and Google play store.
- Register an account by adding your email address and follow the prompted commands and confirm your account.
- Once your account has been created, navigate to the employers section where you will be able to click “Register with NHS Organisation” and then select “FlexiShift – NE Collab bank”.
- From this point the NE LET will review your application and apply the relevant grades and specialities to your profile.





How do I know when my association with FlexiShift has been accepted?

- You will receive an automated email to notify you of your approval.

How frequently will I get paid?

- All bank shifts worked via TempRE are paid on a monthly basis along with your substantive pay. This is provided you submit your hours and these are authorised by that month's cut off.

Where can I work?

- You can pick up shifts at any of the 9 Trusts who are registered to FlexiShift.
- These are:
 1. County Durham & Darlington NHS Foundation Trust
 2. Cumbria, Northumberland, Tyne & Wear NHS Foundation Trust
 3. Gateshead Health NHS Foundation Trust
 4. Newcastle upon Tyne Hospitals NHS Foundation Trust
 5. North Cumbria Integrated Care NHS Foundation Trust
 6. North Tees & Hartlepool NHS Foundation Trust
 7. Northumbria Healthcare NHS Foundation Trust
 8. South Tees Hospitals NHS Foundation Trust
 9. South Tyneside & Sunderland NHS Foundation Trust
- Please note, if you are an FY1, you can only work at your approved area of practice.



I'm unable to see any shifts. Why is this?

- Please note that the first time you log in, you may not be able to see any shifts. This is normal as you need to be invited to shifts before you are able to see them. This is done by matching your grade and speciality with those on the job.
- If you have specific shifts you have worked/will be working, please see the next question.



I have worked X shift recently/ have X shift coming up, can this be added to TempRE?

- Yes. The shift(s) should have already been created on the system by the department.
- You'll be able to find this under the "Vacancies" tab and by using the search box to find, then apply to it.

How will I know the status of my timesheet/payment?

- You can check this within “Timesheets”, then the area your timesheet(s) sit within on the left tell you where in the process it is.
- “Open” means you need to submit your hours.
- “First auth” or “Final auth” means it is with the Trust awaiting authorisation.
- “Authorised” means this has been signed off by the Trust and will be picked up in the next available payroll.

What happens when I leave the LET?

- Unfortunately, you will no longer be able to work bank shifts via the LET.

Why can I not see any timesheets?

- You will be unable to see timesheets until you have confirmed any shift(s) you have been offered. Once confirmed timesheets will generate in your Timesheets section.

How do I accept shifts I've been offered?

- Firstly, you'll need to electronically sign the Resident Doctor Contract. To do this, log in and go to "Tasks", then click "Resident Doctor Contract Compliance".
- Then to accept, go to "Vacancies" and filter to "Offered". This will then show all shifts you have been offered.





TempRE won't allow me to add my bank/tax details, why?

- We do not require your bank details as we do not run payroll, the LET are the payroll provider and therefore they do not need adding onto your profile.

Who should I contact regarding specific payroll enquiries?

- Please contact the LET's Helpdesk on 01912754782 and they will be able to direct you to payroll.



I've recently rotated and need to update my grades/specialities, how do I do this?

- If you feel extra grades and specialities require adding, please email us flexishift@liaisongroup.com and we will forward this on to the LET to confirm.
- Please note that only grades/specialities worked whilst you've been employed by the LET will be added.
- Any questions regarding your profile grade and specialty, please raise this directly with the LET via LET's Helpdesk 01912754782.