

Introduction

This is the last issue of Our Onward Journey for 2014. It's been a busy few months getting ready for the implementation of our restructured organisation and there's still plenty to be done between now and the year end.

Last week we spent time with around 100 of Viapath's managers and senior scientists taking them through some of the things that will change and quite a few things that won't.

This issue of Our Onward Journey is a high-level round up of the things you need to know. If you want more information about any aspect then please don't hesitate to ask your managers. If they can't answer your question themselves, they will know who can.

Email addresses

Email addresses **WILL NOT** change, if you have a @bedfordhospital.nhs.uk or @nhs.net email address before the 1 January 2015 you will still have this after the 1 January 2015.

Email signatures

It's really important that every Viapath employee has an email signature that both provides important contact information and demonstrates our professionalism as an organisation.

However, our email signature does **not** need to tell the outside world which of the three Viapath companies we work for.

Externally we will simply be known as Viapath.

You can cut and paste the following email address and update it with your own details. You then need to save it as your signature in Outlook/Tools/Options/Mail format/signature

Your Name | Viapath
Your Title

Francis House | 9 King's Head Yard |
London | SE1 1NA
020 7188 7188 X00000
07700 000000

your.name@viapath.co.uk
www.viapath.co.uk

Had your letter yet?

Every employee working for Viapath (regardless of who the current employer is) will receive a letter confirming which of the three Viapath companies they will work for.

These letters should be hand-delivered to you by your manager or HR Advisor before the end of this week. If you haven't had your letter yet please check with your manager first, prior to letting your HR Advisor know.

Please let us know if you become aware that any of the personal details held on file for you may be incorrect.

Email: pathway@viapath.co.uk

Expenses

Viapath have a different way of paying expenses compared to the Trusts as we pay these separately on the first Wednesday of each month and not with your salary.

RoE employees new to this system will find the policy and forms [here](#). These should be completed, scanned and sent to accountspayable@viapath.co.uk the accounts team will seek the necessary authorisation(s) on your behalf.

Payroll – getting it right first time?

Understandably there is some nervousness about bringing in around 500 new employees to our payroll. So here's what we are doing to get it right:

The HR teams have spent a great deal of time and effort recently reviewing and reconciling the data from the Trusts to ensure that it is complete and correct before handing it over to our payroll supplier.

We're also expanding the pay elements of the current payroll system to cater for the RoE benefits that we haven't previously needed to consider. This system will be thoroughly tested before the payroll is run.

What's the contingency? We don't expect to need one, but rest-assured if there should be a problem which results in a major error we do have the capacity to fix it before pay day.

ID badges

These will not change. Over time as Trust badges are replaced they will likely be replaced with a dual-branded badge.



TUPE – what do I need to know?

- Your Terms & Conditions transfer automatically so you won't need to sign a new contract

Former RoE employees:

- Documents have been posted to the Pathway portal which explain about non-contractual benefits
- Your pension transfers under 'New Fair Deal' regulations and will be automatic. Please note if you have previously opted out of the NHS pension scheme you will be automatically re-enrolled and you will need to opt out again
- Viapath are legally obliged to check the 'right to work' in the UK of all the RoE transferring employees.

Right to work checks

Please be aware that it's part of TUPE law that Viapath have to make 'right to work' checks within 60 days of the transfer taking place.

All the former RoE staff will need to be checked, even though we know that some of you have recently completed this exercise with your Trust.

To conduct a check, we must:

- See your original documents
- Check that the documents are valid with you present
- Make and keep copies of the documents and record the date we made the check

We are currently making the logistical arrangements for how this will happen and further details will follow.

Reminder of what each of the Viapath companies is responsible for:

Viapath 'Group'

- Strategy
- Exec management
- Finance
- HR
- Commercial
- IT Servicedesk

Viapath Analytics

- Operations
- Will deliver testing, R&D, training
- Responsible for accreditation
- Clinical innovation

Viapath Services

- Manages laboratory facilities and LIMS
- Procures all equipment, consumables, maintenance
- Inventory Management System

Payslips

From January we will all be paid on the 24th of the month (or nearest if that falls on a weekend).

We will be introducing a new Viapath payslip which will hold a greater level of information. A decision will be made early in January as whether or not this is done in January or February. Rest assured that the format and type of content will be communicated well before pay day.

Contact:

communications@viapath.co.uk

Look out for Welcome packs in January....

The Exec and other senior leaders will be out and about our sites early in January providing you all with a 'Welcome pack'. This pack will outline what's coming up during 2015 as well as provide some practical information to help with the transition to our new structure.