

Allocate e-Expenses – Getting Started

Allocate e-Expenses is part of HealthRoster which you access via Employee on Line.

Access

At work you can click on the icon on your desktop computer.



You can also access Employee on Line from your smart phone, tablet or home computer via the link below:

<https://sasheol.allocate-cloud.com/EmployeeOnlineHealth/SASHLIVE/Login>

Login Page

A screenshot of the EmployeeOnline login page. The page has a blue header with the text 'EmployeeOnline'. Below the header, the word 'Login' is displayed in blue. There are two input fields: the first has a person icon and a vertical line, and the second has a lock icon and the text 'Password'. Below the input fields, there is a blue link that says 'Forgotten Password' and a grey button that says 'Login'.

If you are using a smart phone, once logged in, you will need to click on the menu and choose 'Go To Full Site' to access expenses.

Logging In

Your username will be your SURNAME & EMPLOYEE NUMBER e.g. smith12345678.

On first logon you will be required to change your password

“Your new password must be at least 6 characters long, and can be a combination of letters and numbers, but no symbols or spaces.”

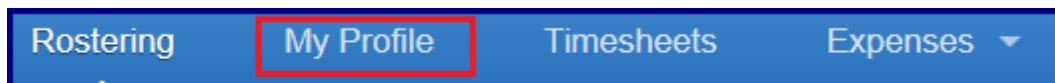
Forgotten your password? Employee Online has a password reset facility accessed from the login page.

Actions on first logon

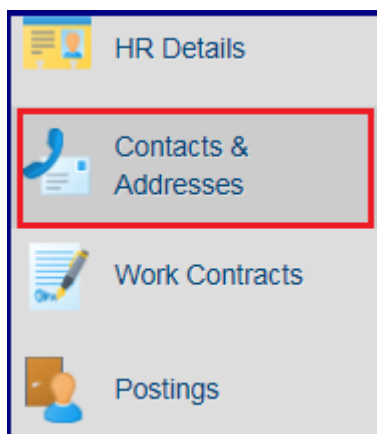
If you are making a mileage claim please check your **home** and **base** addresses details and **vehicle details**.

Home & Base Check

To check your home and base details select the tab ‘My Profile’.



Select the ‘Contacts & Addresses’ tab from the left hand menu.



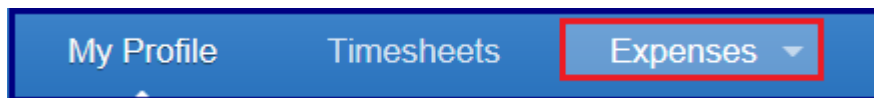
If your home address is incorrect please log into MY ESR Employee Self Service and update this.

If your base address is wrong please contact us on the ‘Getting Help’ details below

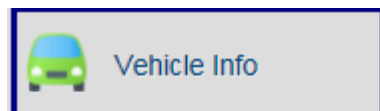
It is ESSENTIAL that these are correct for mileage claims

Vehicle Details Check

Select the 'Expenses' tab



From the left hand menu select 'Vehicle Info'



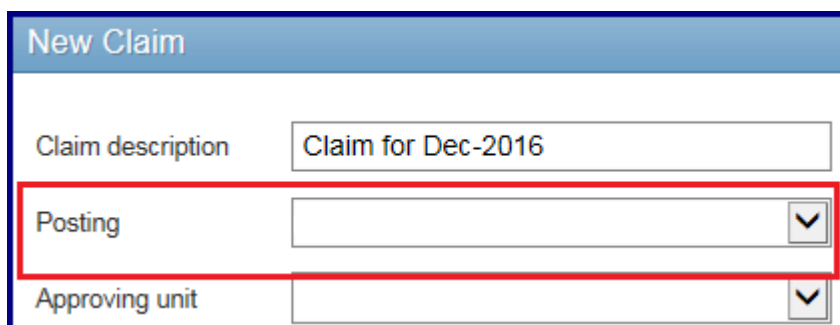
This screen will display all the necessary information in relation to your vehicle. If this information is incorrect or your vehicle has changed please use the Vehicle Details Amendment Form on the intranet.

<http://intranet.sash.nhs.uk/payroll-pensions/allocate-new-e-expenses/vehicle-details-check/>

NOTE 1: For those with multiple postings

Some staff members have multiple roles or a substantive and bank role. It is Important when claiming expenses that you select the role for which you are claiming against.

When you create a new claim, you will be able to view your Postings and select the correct one from a drop down list as shown below. The drop down list is in alphabetic order so if you have a bank post this is likely to be the one selected unless you change it.

A screenshot of a web form titled 'New Claim'. The form has a blue header. Below the header, there are three rows of input fields. The first row is 'Claim description' with the text 'Claim for Dec-2016'. The second row is 'Posting' with a dropdown menu, which is highlighted with a red border. The third row is 'Approving unit' with a dropdown menu.

NOTE 2: Receipts must be an image file

To create an image file you can either take a picture with a mobile phone and email the image to yourself or you can use the photocopier at work. SASH Printers automatically create a PDF file so you will need to change the file type on the printer, guidance for this can be found within the User Guides/Best Practice section on the intranet.

Getting Help



Workforce.Information@sash.nhs.uk



Sapna Vadgama – ext: 1325

Karen Pockett – ext: 6939



Come and see us (please call to book)

Room AD47 – Trust Headquarters