**PANORAMIC HR Advice and Support**

If you are employed on PANORAMIC via your local Hub or the Clinical Research network, please contact your local representative if you have any queries relating to payment and tracking hours worked.

If you are employed directly to PANORAMIC and have completed your right to work and payroll details with the Nuffield Department of Primary Care Health Sciences please see the FAQ below.

**Confirming hours worked**

You need to complete your PANORAMIC clinical cover claim form [link to form] of the dates and hours of the sessions you work to our Payroll department.

Please submit your claim form to [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk) at the end of the month you have worked.

**Payment**

You will be paid in arrears by BACS transfer directly into your bank account, following receipt of your completed PANORAMIC clinical cover claim form of the dates and hours of the sessions you work to our Payroll department.

A payslip will be produced advising the casual worker of gross pay, deductions, and net pay.

**Rates of Pay**

Your rates of pay will be stated in your letter of engagement sent to you from the HR team.

**University card and network access**

Unless you are working on-site for the Nuffield Department of Primary Care Health Sciences you should not require access to the IT network or buildings.

**Work instructions and Standard Operating Procedures**

The induction email sent to you to confirm your participation with PANORAMIC included a zip file of your work instructions and how to access the Standard Operating Procedures. If you have not received this email please email PANORAMIC@phc.ox.ac.uk