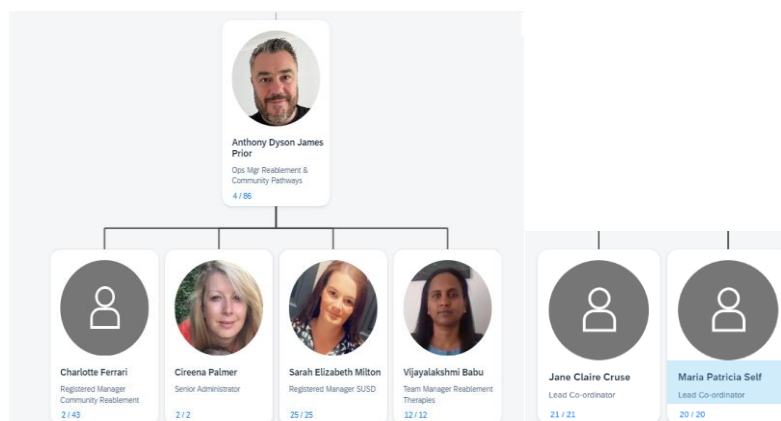


Reablement

Introduction and Guidance

Welcome to Reablement, meet the management team.



How to contact us.

Reablement Managers

Coordinator Role	Name	Contact Number	Email
Operational Manager	Anthony Prior	0300 300 6341	anthony.prior@centralbedfordshire.gov.uk
Registered Manager	Charlotte Ferrari	0300 300 4601	Charlotte.ferrari@centralbedfordshire.gov.uk
Registered Manager SUSU	Sarah Milton	0300 300 6803	sarah.milton@centralbedfordshire.gov.uk
Registered Manager OT/PT	Vijay Babu	0300 300 6982	Vijayalakshmi.Babu@centralbedfordshire.gov.uk
Lead Coordinator – North	Maria Self	0300 300 5587	maria.self@centralbedfordshire.gov.uk
Lead Coordinator – South	Jane Cruse	0300 300 4315	jane.cruse@centralbedfordshire.gov.uk
Senior Administrator	Cireena Palmer	0300 300 5785	cireena.palmer@centralbedfordsahire.gov.uk

Reablement Coordinators

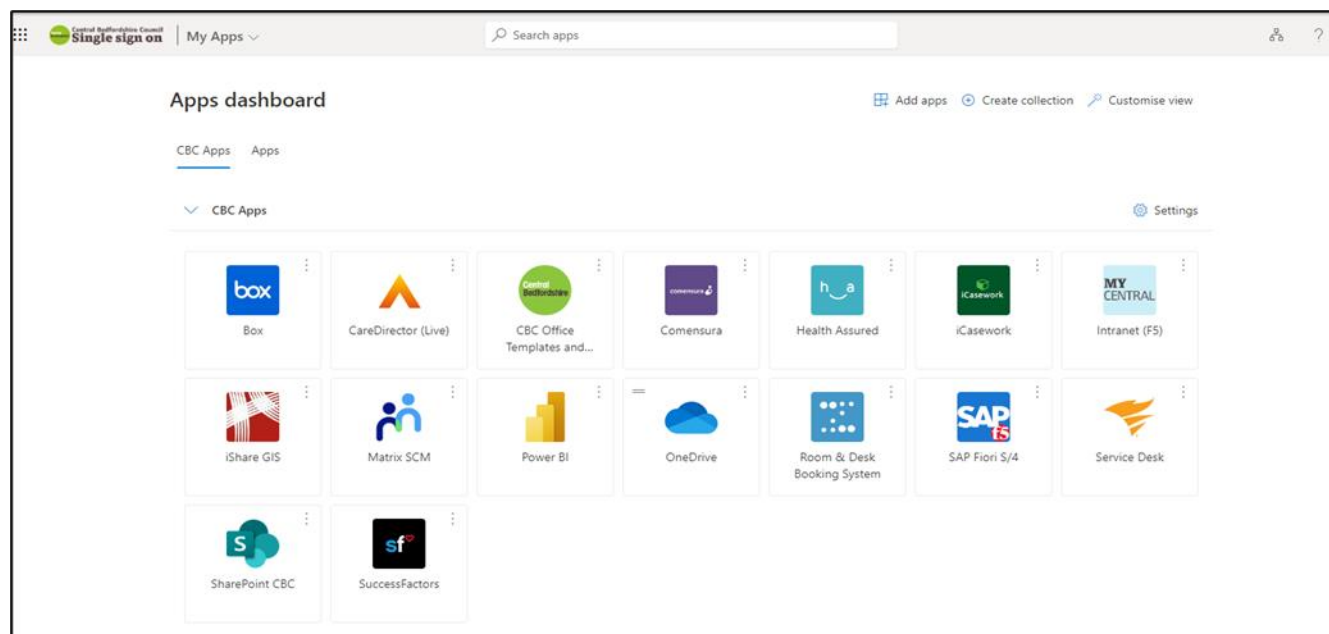
Coordinator Role	Name	Contact Number	Email
Reablement Coordinator	Charles Ewah	0300 300 5901	charles.ewah@centralbedfordshire.gov.uk
Reablement Coordinator	Chido Kunene	0300 300 6648	Chido.Kunene@centralbedfordshire.gov.uk
Reablement Coordinator	Erika Stancikaite	0300 300 6481	erika.stancikaite@centralbedfordshire.gov.uk
Reablement Coordinator	Jamie Morgan	0300 300 5544	jamie.morgan@centralbedfordshire.gov.uk
Reablement Coordinator	Louise Manderson	0300 300 4552	louise.manderson@centralbedfordshire.gov.uk
Reablement Coordinator	Sue Morgan	0300 300 6586	sue.morgan2@centralbedfordshire.gov.uk

Useful Contact details

	Contact Number	Email
Reablement Duty	0300 300 8163	N/A
IT	0300 300 8989 (78989)	Access Solar Winds via MyApps
Administration Team	NA	Admin.ReablementTeam@centralbedfordshire.gov.uk
Reablement OT/PT	NA	CommunityTherapist@centralbedfordshire.gov.uk
UHFRS Team	0300 300 8164	UHFRSTeam@centralbedfordshire.gov.uk

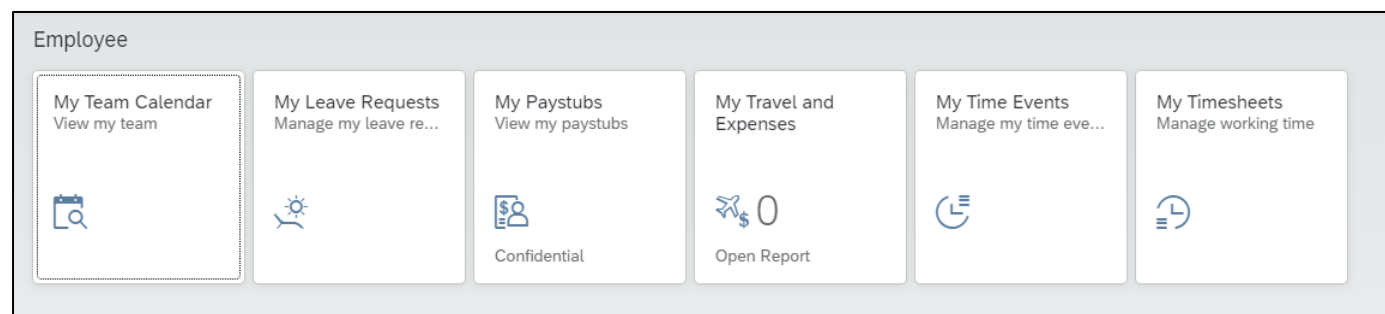
MyApps

This is accessible via the Microsoft Edge icon.

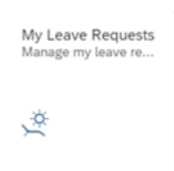


SAP Fiori S/4

You will see a dashboard of tiles as shown below:



My Leave Requests



This is where you can action your annual Leave and self-certificate your sickness absence.

Entitlement					
Items (3)					
Show From 22.08.2023					
Leave Type	Validity	Available	Planned	Used	Entitlement
Annual Leave	01.04.2023 – 31.03.2024	93.8 Hours	88 Hours	96 Hours	277.8 Hours



You will need to click on the icon – Create Request to initiate these.

You will see the screen below and you can choose either Annual Leave or Self Cert

The screenshot shows the SAP 'Create Request' interface. The 'Leave Type Selection' dropdown is open, displaying a list of leave types and their corresponding codes. The 'General Data' section on the left contains fields for Date, Start Time, End Time, Duration in Hours, Approver, and New Note.

Leave Type	Code
Annual Leave	0100
Sickness (Self Cert)	0200
Sickness (Fit Note)	0201
Special Leave	0272
Flexi Leave	0110
Time Off In Lieu (Paid)	0220
Medical Appointment-P	0217
Maternity Antenatal Appt	0264
Study Leave-P	0230
Study Leave-UP	0283
Qualification Training-P	0232
Exam Leave-P	0231
Seminar /Conf /Events-P	0233
Foster Care Leave	0266
Fertility Treatment	0259
Pre-Adoptive meetings	0261
Interview - Redundancy-P	0218
Jury Duty	0275
Public Duty-P	0225
Reservist Annual Camp	0270

My Travel and Expenses

My Travel and Expenses



Open Report

A step-by-step guide is included in your induction pack. You will need to adjust the date for the 1st and last day of the month and add the days throughout that month by clicking + Add Expense and make sure you click save after each new expense added. Before you submit to your manager you will need to provide a fuel receipt dated during the month which can be a photo you take or scanned document and uploaded.

The screenshot shows the SAP 'My Travel and Expenses' interface. The 'New Expense Report' section on the left contains fields for From, To, Destination, Purpose, Enterprise-Specific Trip Type, Comment, and Cost Assignment. The 'Expenses' section on the right shows the 'Total Reimbursement' and 'Total Expenses' (0.00 GBP). A modal window titled 'Add Expense' is open, displaying a list of expense types with checkboxes. The 'Mileage' option is highlighted.

Report Details

From: 22.08.2023, 08:00
To: 22.08.2023, 17:00
Destination: United Kingdom
Purpose: Business
Enterprise-Specific Trip Type: Business
Comment:
Cost Assignment: Cost Center Reablement - Management and Admin (521610)
+ Add Cost Assignment

Attachments (0)

Save the expense report before uploading an attachment
Drop files to upload, or use the "Upload" button.

Expenses

Total Reimbursement
Total Expenses 0.00 GBP
No data

+ Add Expense

Add Expense

Assign New
Search

- ☒ Mileage
- ☐ Breakfast Business
- ☐ Breakfast Training
- ☐ Car Parking
- ☐ Dinner Business
- ☐ Dinner Training
- ☐ Emergency Overnight
- ☐ Lunch Business
- ☐ Lunch Training
- ☐ Public transportation

Save Submit Cancel

SAP My Travel and Expenses

New Expense Report

Report Details

From: 22.08.2023, 08:00

To: 22.08.2023, 17:00

Destination:

Purpose:

Enterprise-Specific Trip Type:

Comment:

Cost Assignment:

Calendar: August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2						

Hours: 13:00

OK Cancel

Attachments (0)

SAP My Travel and Expenses

Mileage

Expense Details

Total Reimbursement:

Total Distance: 0 MI

Date: 22.08.2023

From:

To:

Enterprise-Specific Trip Type: Business

Comment:

Manage Cost Assignment

Vehicle

Vehicle Type: Car Business with VAT

Vehicle Class: No Banding

Vehicle Model:

Vehicle License Plate:

Rota: The template sheet will be in the induction pack and emailed to you

Success Factors

Online training via Success Factors. Your manager, assigned coordinator, or administrator will assign your training to you. During your first 2 weeks you will be expected to complete your mandatory training which you will find through the Success factors tile on MyApps.

IT Issues:

Any equipment issues you must notify Duty, your manager and assigned coordinator. If an IT ticket is required for assistance from the Central Bedfordshire Council help team, you will need to raise a ticket through the Solar Winds tile on MyApps or call on 0300 300 8989 (Ext 78989)

25 hrs shift:		30 hrs shift:	
Saturday & Sunday shifts	1.5	Saturday & Sunday shifts	1.5
Mon - Fri (first 2 shifts = 12 hrs)	1	Mon - Fri (first 7 hrs)	1
Mon - Fri (3rd shift or more)	1.5	Mon - Fri (8 th hr onwards)	1.5
37hrs shift:			
Saturday & Sunday	1.5		
Monday – Friday	1.5		