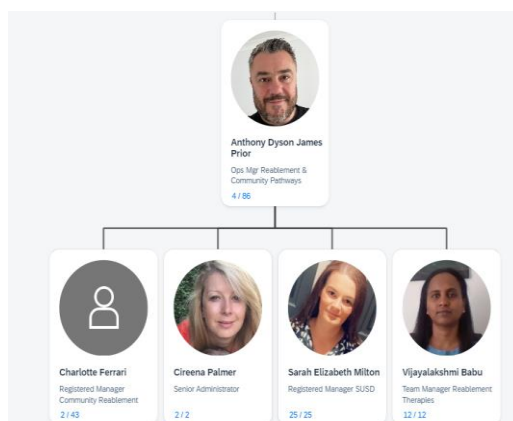


Step-Up Step-Down

Introduction and Guidance

Welcome to Step-Up Step-Down, 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
Senior Administrator	Cireena Palmer	0300 300 5785	cireena.palmer@centralbedfordshire.gov.uk

Unit Coordinators

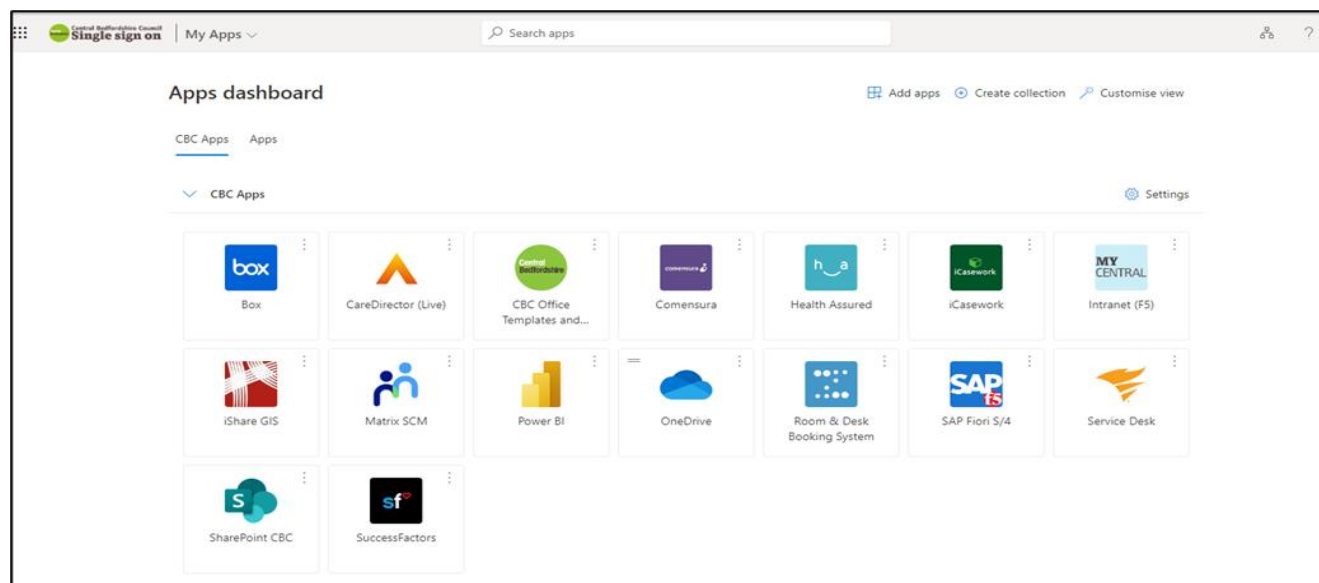
Coordinator Role	Name	Contact Number	Email
Unit Coordinator Evergreen	Sharon Anstey -	0300 300 6728	sharon.anstey@centralbedfordshire.gov.uk
Unit Coordinator Evergreen	Vivian Wray	0300 300 4238	vivien.wray@centralbedfordshire.gov.uk
Unit Coordinator Beech Close	Samia Atif	0300 300 5995	samia.atif@centralbedfordshire.gov.uk
Unit Coordinator Beech Close	Kelly Stokes		kelly.stokes@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

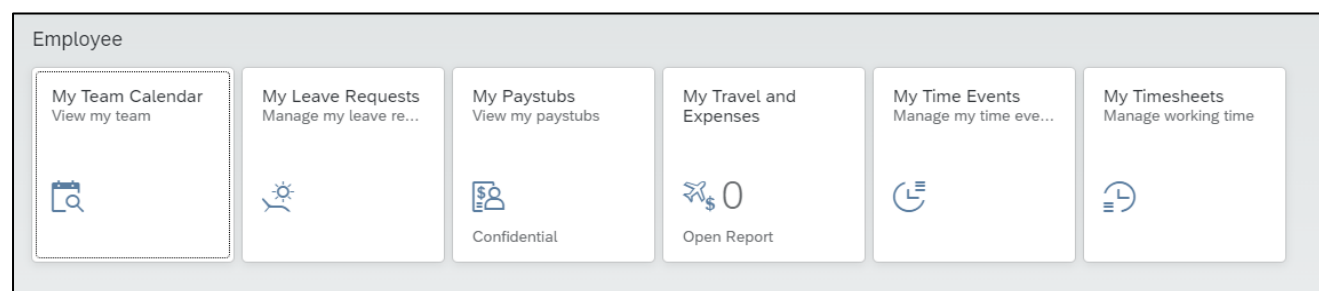
MyApps

This is accessible via the Microsoft Edge icon.

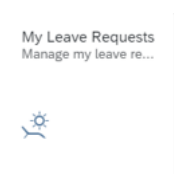


SAP Fiori S/4

You will see a dashboard of tiles as shown below:



My Leave Requests



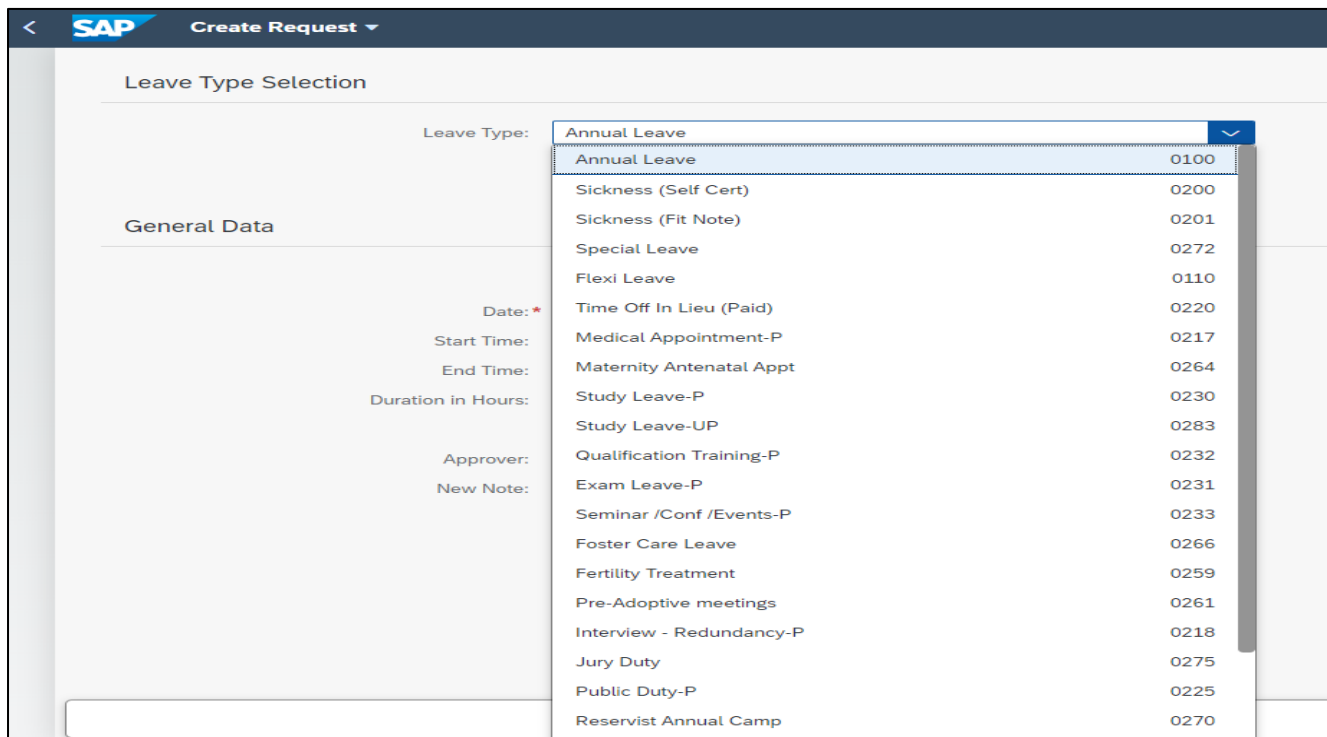
This is where you can action your annual Leave and self-certificate your sickness absence.

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 'Create Request' screen in SAP. The 'Leave Type Selection' section is active, displaying a list of leave types. The 'Annual Leave' option is selected, showing a value of 0100. The 'General Data' section is also visible, containing fields for Date, Start Time, End Time, Duration in Hours, Approver, and New Note.

Leave Type	Value
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

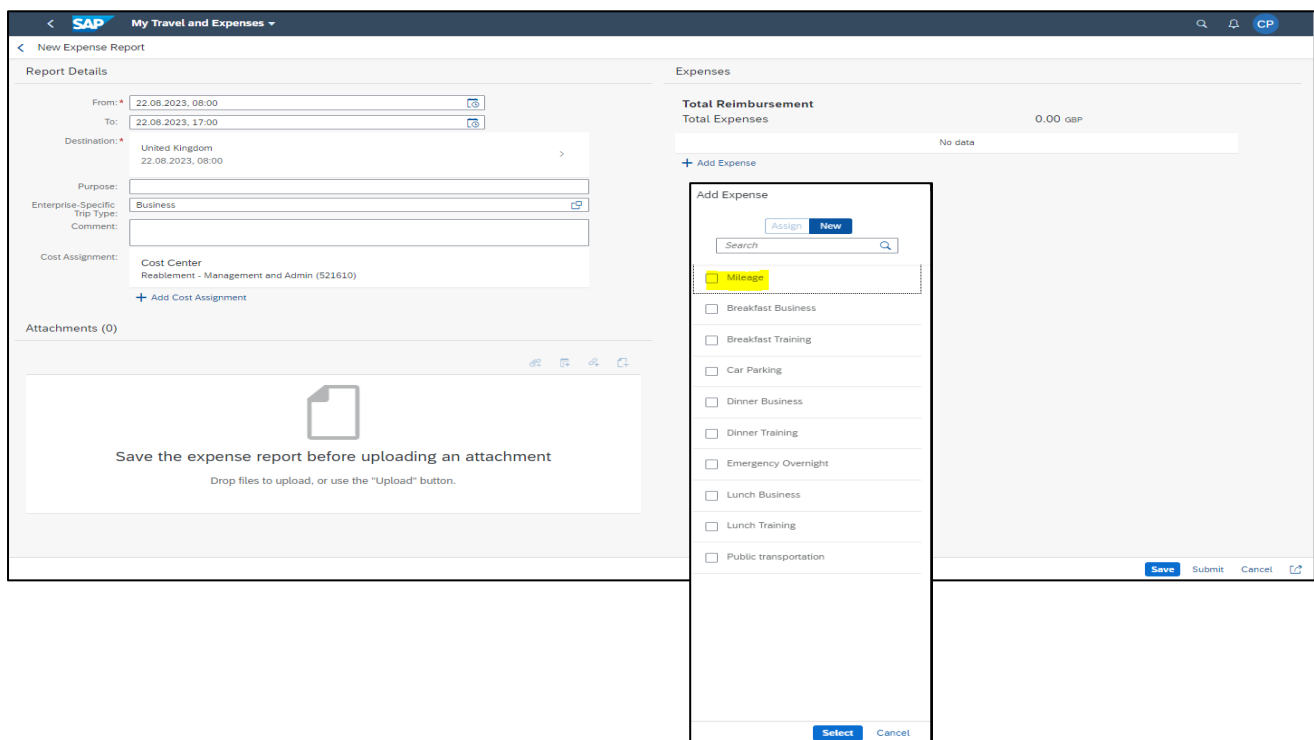
My Travel and Expenses

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 'My Travel and Expenses' screen in SAP. The 'New Expense Report' section is active, displaying fields for From, To, Destination, Purpose, Enterprise-Specific, Trip Type, Comment, and Cost Assignment. The 'Expenses' section shows the 'Total Reimbursement' and 'Total Expenses' as 0.00 GBP. The 'Add Expense' button is highlighted, and a dropdown menu is open, showing various expense categories like Mileage, Breakfast Business, Breakfast Training, Car Parking, Dinner Business, Dinner Training, Emergency Overnight, Lunch Business, Lunch Training, and Public transportation.

Report Details

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

Expenses

Total Reimbursement
Total Expenses 0.00 GBP

+ Add Expense

Add Expense

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

SAP My Travel and Expenses

New Expense Report

Report Details

From: 22.08.2023, 08:00

To: 22.08.2023, 17:00

Destination: < August 2023 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	30	31	1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31	1	2

Hours: 13:00

Purpose:

Enterprise-Specific Trip Type:

Comment:

Cost Assignment:

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)

PCS (Person Centred Software): The guides will be in your induction pack and emailed across to you.

Overtime - The template sheet will be in the induction pack and emailed to you for you to save and use each month.

The date the overtime needs to be received by the manager is the 6th of every month except November when the deadline is 29th November due to early December payment.

Examples of overtime Rates for different contracted hours are shown below. The difference in hours between your contracted hours and 37 hours undertaken during Monday to Friday will be paid at rate 1, and rate 1.5 after 37 hrs.

25 hrs shift:

Saturday & Sunday shifts	1.5
Mon - Fri (first 2 shifts = 12 hrs)	1
Mon - Fri (3rd shift or more)	1.5

30 hrs shift:

Saturday & Sunday shifts	1.5
Mon - Fri (first 7 hrs)	1
Mon - Fri (8 th hr onwards)	1.5

37hrs shift:

Saturday & Sunday	1.5
Monday – Friday	1.5