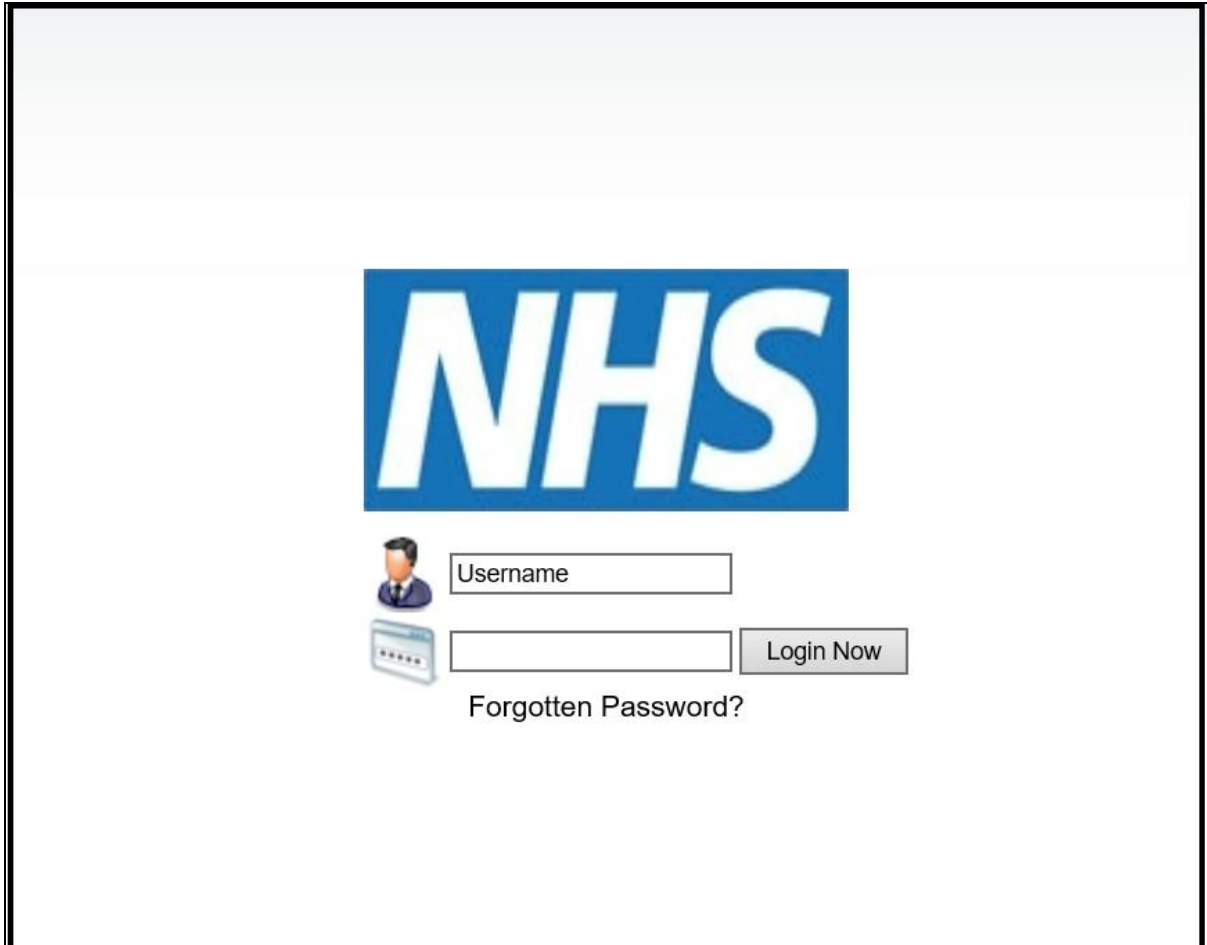


# Logon to Nextra Employee Calculation sheets

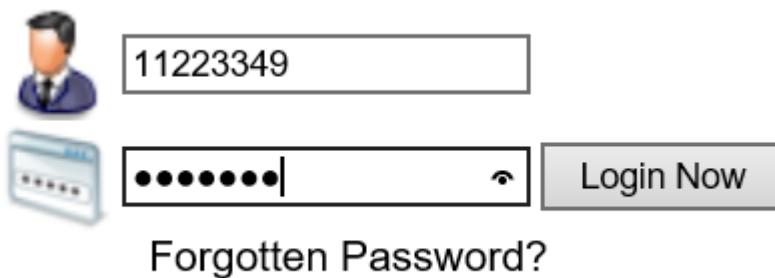
The URL below should be copied in to your Browser:

<https://secure.nextracloud.com/nhsbtlive/login>

\*\*\* Why not add this to your favourites so it will be there every time you log on\*\*\*




You will need to enter your Username and Password



Once you have successfully logged on, you should reset your password to something meaningful, you will remember.

Below shows the tile where you would do this:



Change Password

Old Password

New Password

Re-enter Password

You may have to log out and back again to do this.

To access your Employee calculation you need to click / tap on the icon below:



**My Calculations**

Period

From the drop down box, you would choose the relevant month and press the GO button.

**My Calculations**

Period

15/01/2018 (Pay Month 23-Mar-18)
18/12/2017 (Pay Month 23-Feb-18)
20/11/2017 (Pay Month 23-Jan-18)
23/10/2017 (Pay Month 22-Dec-17)
25/09/2017 (Pay Month 23-Nov-17)
14/08/2017 (Pay Month 23-Oct-17)
17/07/2017 (Pay Month 22-Sep-17)
19/06/2017 (Pay Month 23-Aug-17)
22/05/2017 (Pay Month 21-Jul-17)
24/04/2017 (Pay Month 23-June-17)
27/03/2017 (Pay Month 23-May-17)
13/02/2017 (Pay Month 21-Apr-17)
16/01/2017 (Pay Month 23-Mar-17)
19/12/2016 (Pay Month 23-Feb-17)
21/11/2016 (Pay Month 23-Jan-17)
24/10/2016 (Pay Month 23-Dec-16)
26/09/2016 (Pay Month 23-Nov-16)
15/08/2016 (Pay Month 21-Oct-16)

The first date is the period end date and in the brackets is the pay month.

This will produce the Employee calculation as below, you will use the scroll bar to read to the bottom, where the summary is.

Session information				Attendance Information						Payments Due										
Contracted hours	Day's date	Week number	Venue	Work Done			Total Hours			Enhancements				Overtime				Mobile Subsistence		
				Actual ABS	Actual Hrs from	Actual Hrs to	Actual Hrs Break	Actual Total Hrs - decimal	Actual Total Hrs & minutes	Saturday	Sunday	Unsocial	Public holiday	Part-time excess hours	Weekday	Saturday	Sunday	Public holiday	Early	Late
30	28/09/2017	1	Early Toot	ND	00:00	00:00	00:00	7.500	07:30											
30	28/09/2017	1	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000								
30	29/09/2017	1	Early Toot		08:00	16:15	00:45	7.500	07:30											
30	30/09/2017	1	Early Toot		08:00	16:15	00:45	7.500	07:30	7.500										
30	02/10/2017	2	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000								
30	03/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30											
30	05/10/2017	2	Late Toot		13:00	21:00	00:30	7.500	07:30			1.000								
30	06/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30											
30	07/10/2017	2	Early Toot		08:00	16:15	00:45	7.500	07:30	7.500				7.500						

Press the log out button on the top right hand side of the screen when you have finished.

You can find a explanation of your calculation sheet and how it relates to your payslip on People First. [Link](#)