Logon to Nextra Employee Calculation sheets
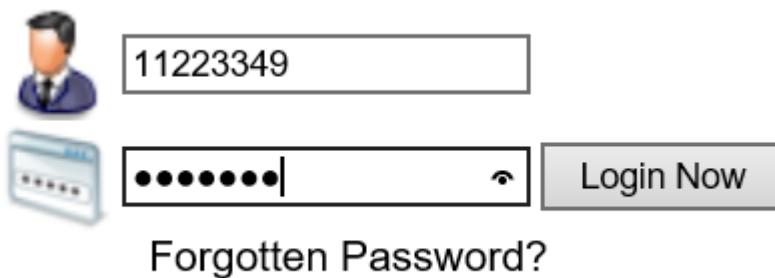
The URL below should be copied in to your Browser:

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

*** Why not add this to your favourites so it will be there every time you log on***
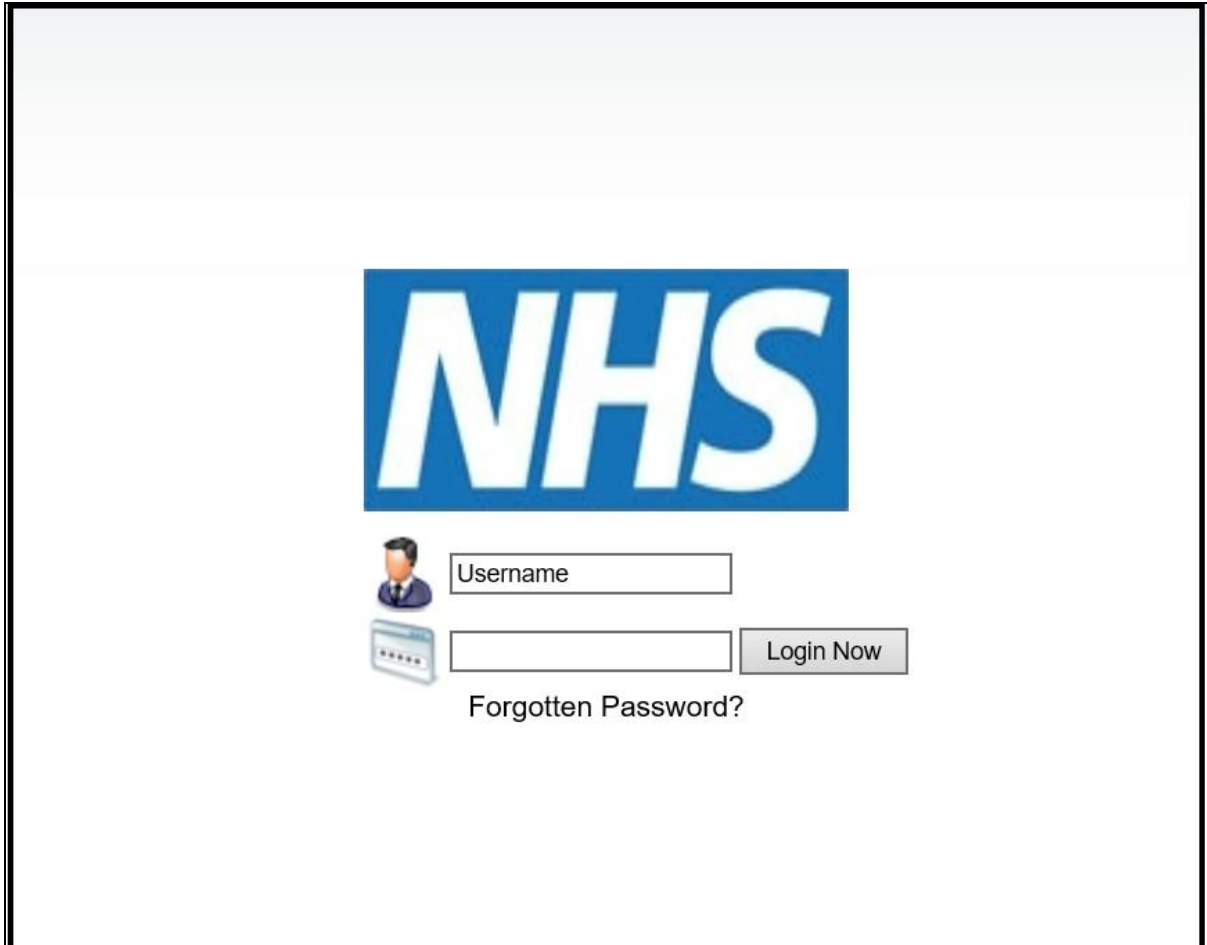
You will need to enter your Username and Password

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

Below shows the tile where you would do this:

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:

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

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										
				Work Done				Total Hours			Enhancements				Part-time excess hours	Overtime				Mobile Subsistence	
Contracted hours	Day's date	Week number	Venue	Actual ABS	Actual Hrs from	Actual Hrs to	Actual Hrs Break	Actual Total Hrs - decimal	Actual Total Hrs & minutes		Saturday	Sunday	Unsocial	Public holiday		Weekday	Saturday	Sunday	Public holiday	Early	Late
30	26/09/2017	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](#)