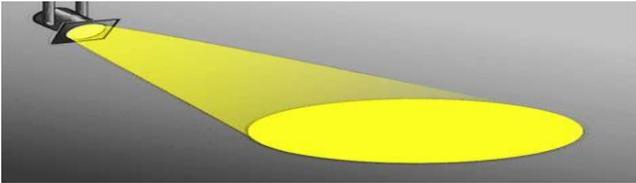


## Wales National Workforce and Reporting System ([WNWRS](#))

### Covid Bonus Payments

Following the Welsh Government communication to Health Boards setting out details on the Covid bonus payment, NWSSP would encourage all Practices to ensure that they check all staff who were employed between 17/03/2020 – 28/02/2021 have full and valid Staff Records on the WNWRS. This includes accurate National Insurance numbers and contractual and/or working hours. The risk of claims being inadvertently submitted for staff already in receipt of the payment from Local Health Boards by GP Practices has been highlighted.

We are aware that some Practice staff work in multiple locations for different employers, to minimise this risk to your Practice please ensure the staff records are correct for your Practice to enable the validation process to avoid any overpayment of the Bonus. We will keep you informed of the next steps as this becomes available to us.



### Focus on: National Insurance numbers

As per the guidance above, please ensure the following is completed by 21 May 2021. Please complete this for all staff working at your Practice between 17/03/2020-28/02/2021.

**PLEASE CHECK ALL STAFF RECORDS IN BOTH THE ACTIVE STAFF AND LEAVERS AREAS OF THE WNWRS**

**Action required:** All Practice Managers or WNWRS data entry users to:

- Check all Staff have valid, correct NI numbers
- Check all Staff have contracted and/or working hours
- Clear any outstanding alerts by filling in the missing information

### Confused about the WNWRS?

NWSSP would be happy to attend any Practice Manager meetings or arrange a Teams session to answer any queries on the WNWRS or LHW – please email [nwssp.primarycarewnwrs@wales.nhs.uk](mailto:nwssp.primarycarewnwrs@wales.nhs.uk) to book us in!

### Hints and Tips

#### NI numbers



When entering NI numbers please remember:

- NI numbers should be in the format LLNNNNNNL (L = letter, N = number)
- There should be 9 characters in total
- Don't leave any spaces between the characters

### Covid Vaccinations

Updated guidance on Indemnity arrangements relating to Covid vaccination clinics has been released by NWSSP's Legal and Risk Team. Please click [here](#) to see the updated Information. If you have any indemnity queries relating to COVID-19 vaccinations please contact the GMPI team at [GMPI@wales.nhs.uk](mailto:GMPI@wales.nhs.uk).