



# Quick Guide to NHSP:Connect

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## 1. Getting Started

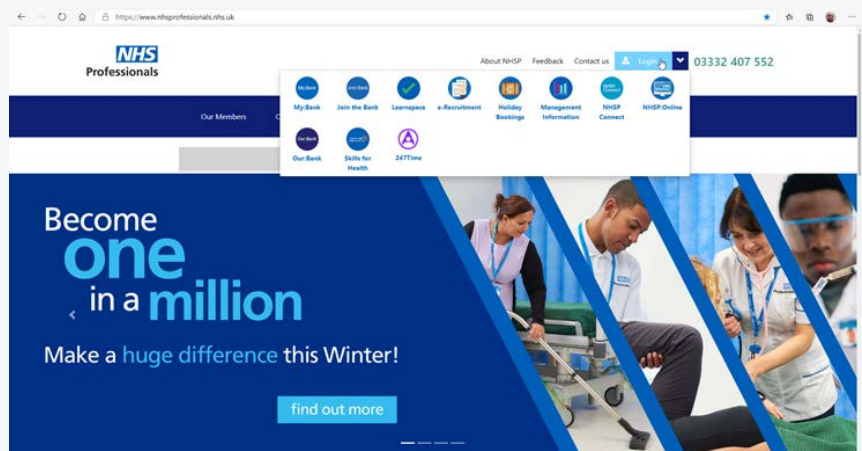
The following guide has been compiled to aid you in your day-to-day use of NHSP:Connect, to help with all aspects of bookings, from requesting a Worker to viewing the status of those requests to authorising timesheets.

To gain access to the system you must logon to the NHS Professionals web site, for the best experience use either Google Chrome or Internet Explorer 11 and then enter the NHS Professionals website address into the address bar (you can also access directly from <https://connect.nhsp.co.uk/>):


<http://www.nhsprofessionals.nhs.uk>

On this page click 'Logins'

(Note: If you click on 'Help & Advice' -> Help Guides & Useful Forms -> you can access this guide by clicking on 'NHSP:Connect Agency User Guide')



When the login pop up appears, enter your credentials as supplied by NHS Professionals and click Log In:



**NHS Professionals**

Username  
  
[Forgot your username?](#)

Password  
  
[Forgot your password?](#)

**LOG IN**

[Privacy Notice](#)

### 1.1. NHSP:Connect overview

Once the page loads you will see the following:

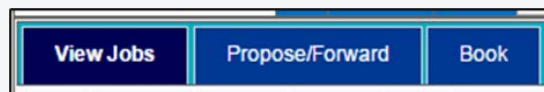


This page allows you to control all the key activities for managing your Worker bookings and Timesheets. This page is split into several parts, which will be covered in depth later on in this guide.

The top panel allows you to filter your requests:



Below this is a panel that allows you to access other functions and propose candidates for a job:



Below this panel is the Worker requests panel, this panel shows the requests by any filters that you may have selected:

| No   | Grd/Spce | Job Start | Job End   | Shifts | Client     | Status | Sta |
|------|----------|-----------|-----------|--------|------------|--------|-----|
| 8980 | EMed     | Mon 15.08 | Tue 23.08 | 7      | Lister     | FIBC   | TT1 |
| 8971 | EMed     | Mon 15.08 | Wed 24.08 | 8      | Lister     | LIVE   | TT1 |
| 8970 | OG       | Mon 15.08 | Fri 26.08 | 7      | ListerTCnt | CNCL   | TT1 |
| 8969 | Ger      | Fri 26.08 | Fri 26.08 | 1      | ListerTCnt | LIVE   | TT1 |
| 8968 | Ger      | Thu 25.08 | Thu 25.08 | 1      | ListerTCnt | LIVE   | TT1 |

The panel on the right of the page allows you to search for or add and edit a candidate:



Each of these sections will be referred to in detail, further on in this document.

## 2.0 Adding your Candidates

One of the first things you will need to do is to add candidates that you will be booking.

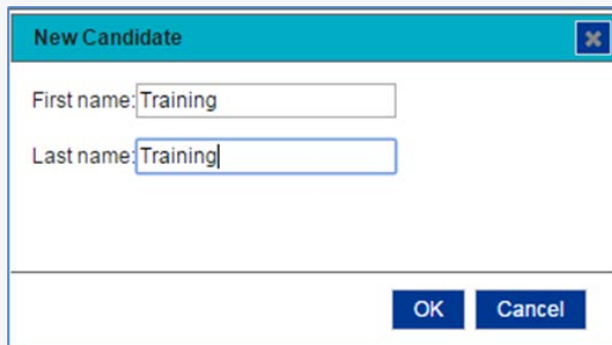
On the right-hand side of the screen, you will see the candidates' admin panel:

Clicking on the  will allow you to add a candidate:



| No | Name          | Compliance  | Recommended For |
|----|---------------|---|-----------------|
| 7  | Doctor Test   | <span style="color:red">X</span> <span style="color:green">G</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> | EMed ChPath     |
| 6  | agency 35     | <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span>   |                 |
| 5  | test 3        | <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span>   |                 |
| 4  | Doctor Test 3 | <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span>   |                 |
| 3  | Doctor Test 2 | <span style="color:green">G</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> |                 |
| 2  | Doctor Test   | <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span>   |                 |
| 1  | Doctor Test1  | <span style="color:green">G</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> <span style="color:red">X</span> | EMed EMed       |

Enter the First name and Surname of the Candidate and click 'Ok'

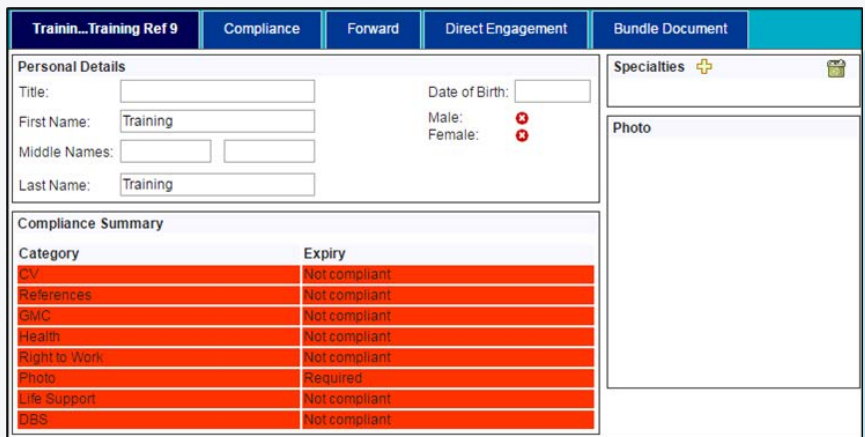




**New Candidate** ✕

First name:

Last name:

Once you have entered the name of the candidate and clicked Ok, you will see the Candidate's profile has been created.



| Trainin...Training Ref 9                                | Compliance                               | Forward | Direct Engagement   | Bundle Document |
|---|--|---------|---|-----------------|
| <b>Personal Details</b>                                 |  |         |   |                 |
| Title: <input type="text"/>                             | Date of Birth: <input type="text"/>      |         | Specialties  |                 |
| First Name: <input type="text" value="Training"/>       | Male: <span style="color:red">✕</span>   |         | Photo        |                 |
| Middle Names: <input type="text"/> <input type="text"/> | Female: <span style="color:red">✕</span> |         |   |                 |
| Last Name: <input type="text" value="Training"/>        |  |         |   |                 |
| <b>Compliance Summary</b>                               |  |         |   |                 |
| Category  | Expiry                                   |         |   |                 |
| CV  | Not compliant                            |         |   |                 |
| References  | Not compliant                            |         |   |                 |
| SMC   | Not compliant                            |         |   |                 |
| Health  | Not compliant                            |         |   |                 |
| Right to Work   | Not compliant                            |         |   |                 |
| Photo   | Required                                 |         |   |                 |
| Life Support  | Not compliant                            |         |   |                 |
| DBS   | Not compliant                            |         |   |                 |

Enter as much detail as you can in the top portion of the screen



**Personal Details**

Title:  Date of Birth:

First Name:  Male: ✔

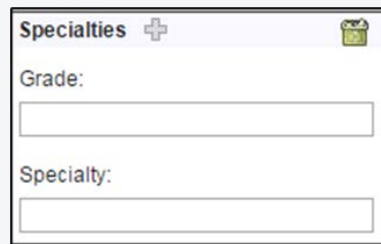
Middle Names:   Female: ✕

Last Name:

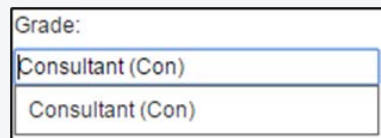
## 2.1 Adding Specialties

You will need to add the Grade/ Specialties of the candidate, if you wish to use the candidate to job matching function of NHSP:Connect

Click on the Add function in the Specialties box in the top right of the candidate's profile.

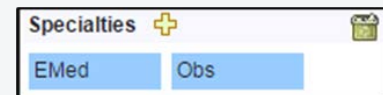
Start typing the Grade, and a drop-down list will appear – select the option from the list.




Do the same for the speciality

Once you click on the speciality, NHSP:Connect will added that grade speciality to the candidate's profile.

You can add more than one grade/ speciality to the candidate.

## 2.2 Removing Specialties

If you need to remove a grade/ specialty click the Bin icon and drag it on to the one you wish to remove.

Click it again and the Grade/ specialty will be removed



## 2.3 Compliance Details:

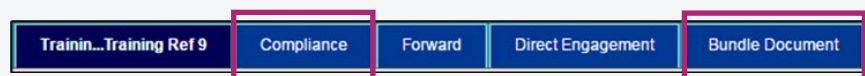
When you setup a new candidate, you will need to provide NHSP:Connect with their compliance details.

Initially these will all default to "Not Compliant" and you will not be able to book the candidate for any jobs:

You will need to add documentation and details to NHSP:Connect to allow you to book this candidate.

You have two options to do this. The first is in the compliance tab, which will allow you to update each element of compliance individually. The second is in the "Bundle Document" tab. This tab will allow you to upload one document and assign pages from that document to each element of the compliance check.

| Category      | Expiry        |
|---------------|---------------|
| CV            | Not compliant |
| References    | Not compliant |
| GMC           | Not compliant |
| Health        | Not compliant |
| Right to Work | Not compliant |
| Photo         | Required      |
| Life Support  | Not compliant |
| DBS           | Not compliant |



## 2.4 Compliance Details (Individual Documents)

Click the "Compliance" tab, the following screen will be displayed:

Each of the blue boxes indicates an area of compliance that you need to upload a document and details for.

Click on the blue button to upload a document. Once you have done this enter the details below to make the Candidate compliant in that area.

Once you have uploaded a document the text in the blue box will turn green.

A fully compliant candidate's profile will look like the example displayed here.

## 2.5 Compliance Details – Bundle Document

You can upload a single document and indicate which pages of the document relate to each area of compliance.

Click the 'Upload Bundled Document' to upload the document.

In each box enter the page number that relates to that area of compliance

Bundle Document

Upload Bundled Document

**(PDF Only)**  
**Pages** (Put 2-4 for pages 2 to 4  
 1 for Page 1  
 2, 4 for 2 and 4 pages  
 3-5, 7 for 3, 4, 5 and 7 pages)

|                      |    |              |
|----------------------|----|--------------|
| <input type="text"/> | -> | CV           |
| <input type="text"/> | -> | Fitslip      |
| <input type="text"/> | -> | REF1         |
| <input type="text"/> | -> | REF2         |
| <input type="text"/> | -> | REF3         |
| <input type="text"/> | -> | GMC          |
| <input type="text"/> | -> | Passport     |
| <input type="text"/> | -> | Home Office  |
| <input type="text"/> | -> | Visa         |
| <input type="text"/> | -> | Photo        |
| <input type="text"/> | -> | Life Support |
| <input type="text"/> | -> | Police Check |

Once you have done that, click the -> button next to add that compliance.

Once the system has uploaded that section of the document, the link text will turn green.

Upload Bundled Document

**(PDF Only)**  
**Pages** (Put 2-4 for pages 2 to 4  
 1 for Page 1  
 2, 4 for 2 and 4 pages  
 3-5, 7 for 3, 4, 5 and 7 pages)

|                                    |    |              |
|------------------------------------|----|--------------|
| <input type="text" value="1"/>     | -> | CV           |
| <input type="text" value="2"/>     | -> | Fitslip      |
| <input type="text" value="3"/>     | -> | REF1         |
| <input type="text" value="4"/>     | -> | REF2         |
| <input type="text" value="5"/>     | -> | REF3         |
| <input type="text" value="6-9"/>   | -> | GMC          |
| <input type="text" value="10-14"/> | -> | Passport     |
| <input type="text"/>               | -> | Home Office  |
| <input type="text"/>               | -> | Visa         |
| <input type="text" value="15"/>    | -> | Photo        |
| <input type="text" value="16"/>    | -> | Life Support |
| <input type="text" value="17"/>    | -> | Police Check |

|    |              |
|----|--------------|
| -> | CV           |
| -> | Fitslip      |
| -> | REF1         |
| -> | REF2         |
| -> | REF3         |
| -> | GMC          |
| -> | Passport     |
| -> | Home Office  |
| -> | Visa         |
| -> | Photo        |
| -> | Life Support |
| -> | Police Check |

Once you have uploaded the Bundle Document, you will then need to enter the compliance dates/details for each in the Compliance tab.

Once you have uploaded the Bundle Document, you will then need to enter the compliance dates/details for each in the Compliance tab.

You will see that the text on the buttons is green (indicating that the document has been uploaded).

Underneath each compliance button, enter the details to indicate issue dates/expiry dates etc.

This is an example of a fully compliant candidate.

You will need to ensure that the "Your DBS or Online DBS" box is ticked, or the candidate will not be compliant for DBS.

If you click on the main tab for the candidate, you should now see the Compliance Summary section will be green for each of the areas that the candidate is compliant for.

| Category      | Expiry    |
|---------------|-----------|
| CV            | 02/08/17  |
| References    | 01/08/17  |
| GMC           | 01/09/16  |
| Health        | 31/12/99  |
| Right to Work | 02/11/17  |
| Photo         | No expiry |
| Life Support  | 01/08/17  |
| DBS           | 01/08/17  |



## 2.6 Compliance Rules:

| Compliance document             | Rules   |
|---------------------------------|---|
| CV                              | Must have been updated in the last month  |
| References                      | Must have worked in the last year, for at least two refs  |
| Professional registration check | Must have been checked in the last month, status must be eligible to work jobs  |
| Fitness to Practice certificate | Must have been issued in the last year  |
| Passport                        | Expiry date must be in the future   |
| Home Office correspondence      | Not required unless applicable  |
| Visa                            | If visa type is EU eligible e.g., British Citizen or EU Rights, you will not need to upload a document. Otherwise, expiry date must be in the future. |
| Candidate photo                 | Must be a clear, complete picture of the candidate's face   |
| Life Support qualification      | Expiry date must be in the future   |
| Police Check/ DBS               | Must be dated within the last year, must be a valid 12-digit disclosure number and must have a status which is eligible for jobs                      |

## 2.7 Adds Conts Tab:

Click the "Adds Conts" tab, the following screen will be displayed:

Click the + icon and input the details.

## 2.8 Direct Engagement Details

Fill in the details outlined in red. The NHSP payroll number, outsourced payroll trust and outsourced payroll number will be completed by the direct engagement (DE) team.

Once the DE team populate the rest of the details, you will be able to see the candidate's ESR/payroll number on this tab.

Please note: This is for DE payments only.

| Ref 109  | Compliance | Forward | Adds Cont  | Direct Engagement | Bundle Document |
|--|------------|---------|--|-------------------|-----------------|
| <b>Personal Services Company (PSC) Details:</b><br>Business name: <input type="text"/><br>Street: <input type="text"/><br>Town/City: <input type="text"/><br>County: <input type="text"/><br>Postcode: <input type="text"/><br>VAT registered: Yes <input type="checkbox"/> <input type="button" value="v"/><br>VAT number: <input type="text"/><br>Company UTR: <input type="text"/><br>Account name: <input type="text"/><br>Bank sort code: <input type="text"/><br>Bank account number: <input type="text"/> |            |         | <b>Companies House Details:</b><br>Company Name: <input type="text"/><br>Company Status: <input type="text"/><br>Registered Office Address: <input type="text"/><br>Address Line 2: <input type="text"/><br>Town: <input type="text"/><br>County / District: <input type="text"/><br>Postcode: <input type="text"/><br>Validation Status: <input type="text"/><br>Payagent Status: <input type="text"/><br>Company number: <input type="text"/><br>Email address: <input type="text"/><br><input type="button" value="Check Companies House"/> |                   |                 |
| <b>PAYE / Contracted Details:</b><br>Account name: <input type="text"/><br>Bank sort code: <input type="text"/><br>Bank account number: <input type="text"/>   |            |         | NI number: <input type="text"/><br>NHS payroll number: <input type="text"/><br>Outsourced Payroll Trust: <input type="text" value="Please select"/><br>Outsourced Payroll Number: <input type="text"/>   |                   |                 |
| <b>New Umbrella Company:</b><br>Company name: <input type="text"/> Bank sort code: <input type="text"/>  |            |         |  |                   |                 |

## 3. Viewing Jobs/Proposing/Withdrawing Candidates

### 3.1 Viewing Jobs:

To view jobs, use the left side of the screen under the "View Jobs" tab.

You will probably want to click the "Action" filter at the top of the screen:

This will allow you to view all the unfilled jobs to offer to your candidates.



Each row within this panel is a separate request, which could be for a single day or for an extended period.

The grid shows you the basic information for the request, hovering over the detail in a column will display further information about that column. You can also sort the table by each of the column headers by clicking them.

**No:** The NHSP:Connect system number for the request.

**Grd/Spc:** This column gives you the Grade & Speciality of the request.

**Job Start:** Indicates the start date of the job.

**Job End:** Indicates the end date of the job.

**Shifts:** The shifts column indicates how many shifts are required within the job. Hovering over this will show a full list of the rota.

**Client:** Indicates the area in which the request is to be worked or was requested for.

**Status:** The status column indicates each job's status.

| No   | Grd/Spc | Job Start | Job End   | Shifts | Client          | Status | Staff |
|------|---------|-----------|-----------|--------|-----------------|--------|-------|
| 9011 | Derm    | Tue 9.08  | Fri 30.12 | 104    | MedDivision(HCH | LIVE   | RA    |
| 8969 | Ger     | Fri 26.08 | Fri 26.08 | 1      | ListerTCnt      | LIVE   | TT1   |
| 8968 | Ger     | Thu 25.08 | Thu 25.08 | 1      | ListerTCnt      | LIVE   | TT1   |
| 8967 | Ger     | Wed 24.08 | Wed 24.08 | 1      | ListerTCnt      | LIVE   | TT1   |
| 8966 | Ger     | Tue 23.08 | Tue 23.08 | 1      | ListerTCnt      | LIVE   | TT1   |
| 8965 | Ger     | Mon 22.08 | Mon 22.08 | 1      | ListerTCnt      | LIVE   | TT1   |
| 8964 | EMed    | Mon 15.08 | Fri 19.08 | 5      | Lister          | LIVE   | TT1   |
| 8963 | EMed    | Tue 9.08  | Fri 26.08 | 14     | Lister          | LIVE   | TT1   |
| 8957 | EMed    | Tue 9.08  | Thu 15.09 | 24     | Lister          | LIVE   | TT1   |
| 8956 | EMed    | Thu 11.08 | Sat 27.08 | 22     | Lister          | LIVE   | TT1   |
| 8955 | Obs     | Wed 10.08 | Wed 31.08 | 16     | WomenDiv(Lister | LIVE   | TT1   |

### 3.2 Propose/Forward Candidates for whole job

Once a candidate has agreed to be proposed for a job, you will need to select the job and their record.

1) Click on the job in the above grid, you will see it is selected with grey bars around it:

2) Select the candidate from the right-hand side of the screen – you can do this either by clicking their name, or by using the search box:

Enter the candidate's name and select them from the list.

This will bring them to the top of the list and select them.

| No Name                | Compliance      | Recommended For |
|------------------------|-----------------|-----------------|
| 3 Doctor Test 2        | G C R H W L D M |                 |
| 9 Dr Training Training | G C R H W L D M | EMed            |
| 8 Dr Training Training | G C R H W L D M | EMed            |

You will then need to click on the "Propose/Forward" tab:

Ensure the payment method is correct.

Check the

- Core/Uns hrly rates
- Agency charge rate
- Margin
- Candidate pay rate

...and ensure they are entered correctly.

Once you are happy that the details are correct, click the Forward button.

If you enter a charge rate above the agreed limits, these will need to be approved by the trust – which may delay the booking of your candidate.

Once you click the forward button, you will need to confirm the rates for the booking.

Once you click yes you will receive a notification that your candidate has been proposed to the master vendor (NHSP).

**Booking Overview**

Does the following overview display the correct rates for this booking?

|           | Charge | Pay    | Margin | %     |
|-----------|--------|--------|--------|-------|
| CORE HRLY | £45.00 | £45.00 | £0.00  | 0.00% |
| UNS HRLY  | £50.00 | £50.00 | £0.00  | 0.00% |

Yes No

**Candidate Proposed**

The candidate has been proposed for this job to the Master Vendor.

Close

NHSP will then forward your candidate to the trust user. The trust user may then forward that candidate to be assessed by a consultant. If the consultant agrees to the candidate, the trust user will "Request Book" that individual. NHSP will then finalise the booking. When NHS Professionals finalise the booking, they will ask you to check that the candidate is still available for this job.

### 3.3 Proposing a Candidate for part of a job

If the candidate is not available for the whole job, you can select parts of the job to propose them for:

Ensure you have selected the Payment Method and checked the rates.

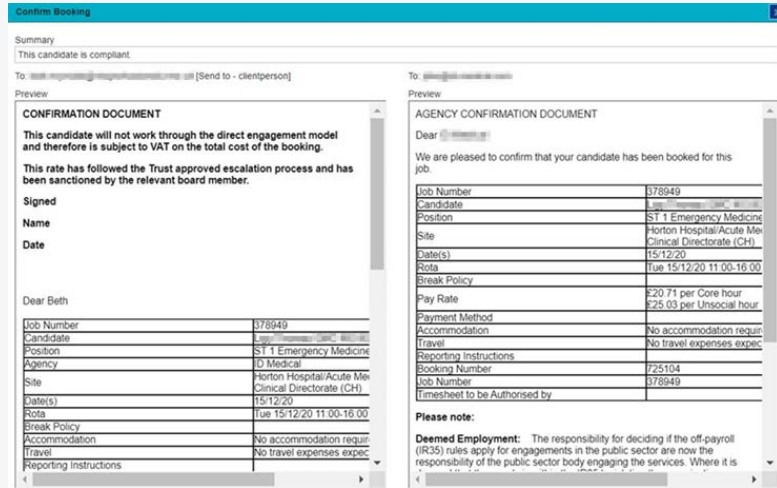
Untick the "Whole Job" box and then enter the dates that the candidate is available for using the From and To date boxes and calendars.

### 3.4 Booking a candidate

If a client request to book the worker, you will receive an email requesting you to book the worker. To do this, select the job and the worker, then go to the Book tab and click Book.

Click the Book button to complete the booking process. Previews of the emails that will be sent to the hospital and the worker will be displayed in a popup when you press this button. Check their details before confirming the booking.

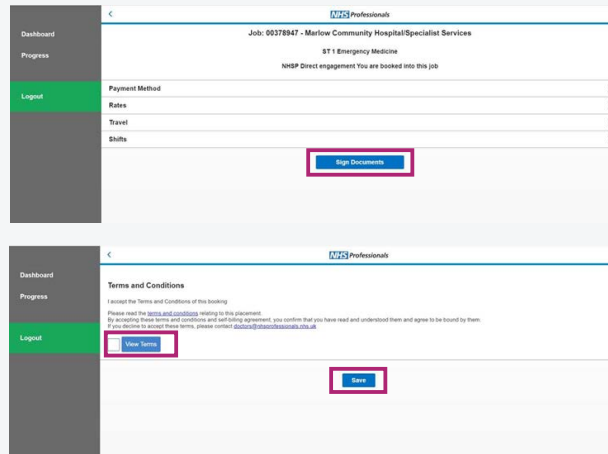
This will generate an email to the Trust confirming the booking and an email to your Agency with any induction documents for your worker attached. Please check that all the details are correct and then click the “confirm booking” – this will send the emails to the Trust and to the worker, respectively.



### 3.5 Accepting DE Terms and Conditions for a job

Before a timesheet can be submitted for payment an agency worker must sign Direct Engagement Terms and Conditions if they have been booked for a DE job.

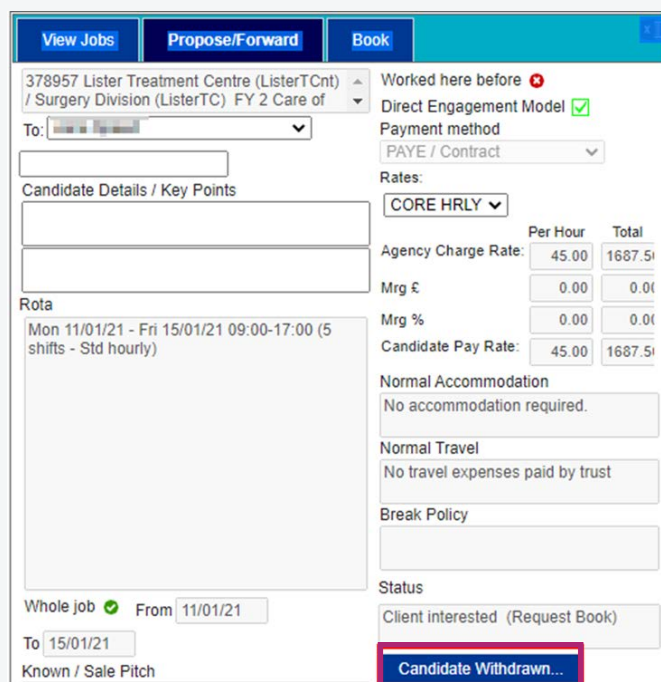
Once a booking is confirmed the worker will receive a temporary link (expires in 4 weeks and after this job must be re-confirmed) they can click on as shown below



### 3.6 Withdrawing a Candidate

Once you have proposed a candidate for a job, you can withdraw the candidate if they are no longer available.

You will need to select the job and the candidate. Then click the Propose/Forward tab and click the Candidate Withd (pre) button at the bottom of the page.



## 4. Billings

To access the billing functions within NHSP:Connect you will need to click on the lower of the two boxes next to the NHSP:Connect icon:



### 4.1 Timesheets

NHSP:Connect will automatically generate the timesheet for each job when each shift within the job finishes. You will need to manually update each timesheet and upload a scanned copy of the paper timesheet in order for the Trust to approve the payment.

When you click on the timesheet tab you will be presented with the following screen:

The best way of finding your candidate's timesheet is to use the filter option at the top of the page.

If you are entering using the candidate's name you will need to enter d: before you enter the name of your candidate.

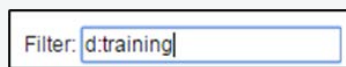
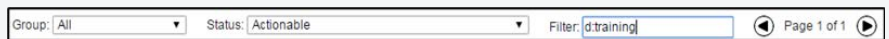
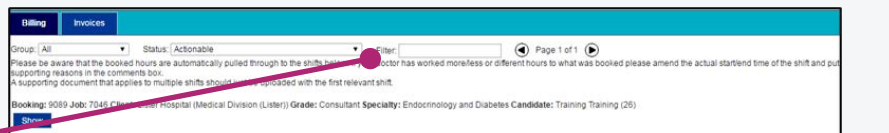
Once you have entered the candidate's name press enter on the keyboard.

The job will be displayed with a "Show" button. Clicking show will display all the timesheets that you can modify for that job.

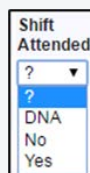
In the shift attended box, select the option applicable for that date.

You have the option for DNA, No and Yes.

Clicking Yes will allow you to modify the timesheet.



| Status      | Shift Attended | Start Time     | End Time       | Breaks | Quantity | Unit     | Comments | Supporting Document (if required) |
|-------------|----------------|----------------|----------------|--------|----------|----------|----------|-----------------------------------|
| Unsubmitted | ?              | 16/05/16 08:00 | 16/05/16 17:00 | 00:30  | 8.50     | COR A/NS |          |                                   |
| Unsubmitted | ?              | 17/05/16 08:00 | 17/05/16 17:00 | 00:30  | 8.50     | COR A/NS |          |                                   |
| Unsubmitted | ?              | 18/05/16 08:00 | 18/05/16 12:00 | 00:00  | 4.00     | COR A/NS |          |                                   |
| Unsubmitted | ?              | 01/08/16 00:00 | 01/08/16 17:00 | 01:00  | 16.00    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 02/08/16 08:00 | 02/08/16 17:00 | 00:30  | 8.50     | COR A/NS |          |                                   |
| Unsubmitted | ?              | 03/08/16 08:00 | 05/08/16 00:00 | 01:30  | 38.50    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 05/08/16 00:00 | 05/08/16 17:00 | 01:00  | 16.00    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 15/08/16 08:00 | 17/08/16 00:00 | 01:30  | 38.50    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 17/08/16 00:00 | 17/08/16 17:00 | 01:00  | 16.00    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 18/08/16 08:00 | 18/08/16 17:00 | 00:30  | 8.50     | COR A/NS |          |                                   |
| Unsubmitted | ?              | 19/08/16 08:00 | 20/08/16 08:00 | 01:30  | 22.50    | COR A/NS |          |                                   |
| Unsubmitted | ?              | 22/08/16 08:00 | 22/08/16 17:00 | 00:30  | 8.50     | COR A/NS |          |                                   |



Once you have selected Yes, you can then modify the times worked by the candidate.

You can do this for several the timesheets and then upload a scanned copy of the timesheet, by clicking the 'Upload' button in the same row as the timesheet you have just modified.

Once you have selected the file you can then assign the scanned timesheet for the date range that that timesheet applies to.

| Shift          | Select |
|----------------|--------|
| 17/05/16 08:00 | ✓      |
| 18/05/16 08:00 | ✓      |
| 01/08/16 00:00 | ✓      |
| 02/08/16 08:00 | ✓      |
| 03/08/16 08:00 | ✓      |
| 05/08/16 00:00 | ✗      |
| 15/08/16 08:00 | ✗      |
| 17/08/16 00:00 | ✗      |
| 18/08/16 08:00 | ✗      |
| 19/08/16 08:00 | ✗      |
| 22/08/16 08:00 | ✗      |

Once you have completed your timesheet entry you will need to read and agree to the declaration at the bottom of the page and then click submit

You will then receive a confirmation that the records have been submitted



## 4.2 Invoices

Once the trust has authorised the timesheets that you have submitted NHS Professionals will then raise and pay the invoices on your behalf.

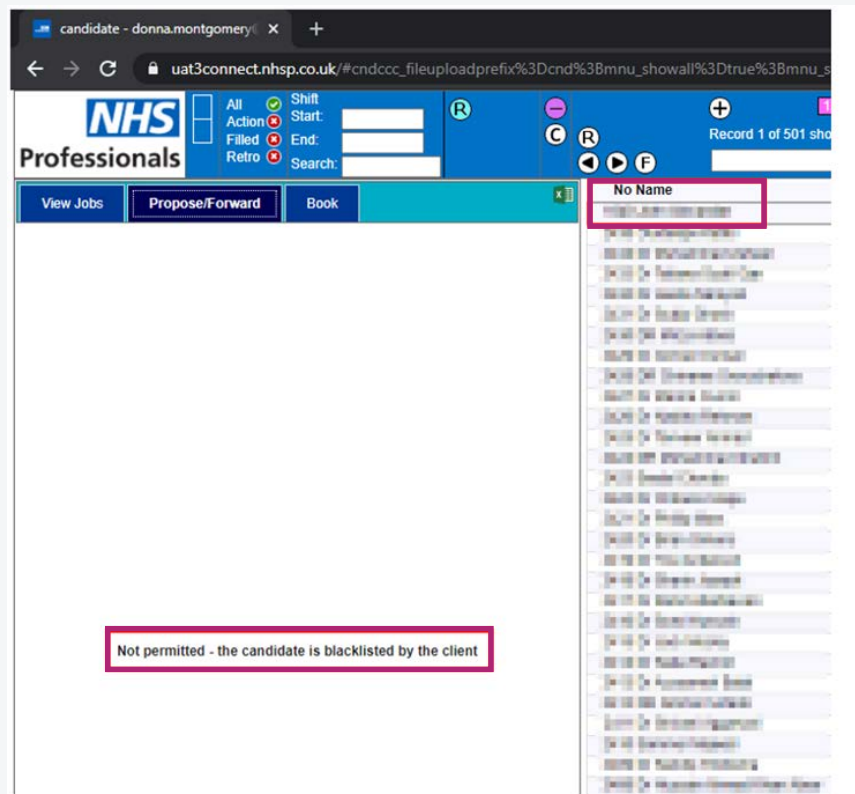
You can view the details of these invoices in the invoices tab of the billing section of NHSP:Connect. You can also view the invoice documentation by clicking the pdf icon on the right of the page.

| Invoice No   | Booking no | Client name     | Grade spec  | Invoice from | Invoice to | Candidate name | Billable Category | Hours worked | Charge rate | Client amount | Pay rate | Cand. amount | Invoice Detail | Margin            | Done By           | Processd Date |          |
|--------------|------------|-----------------|-------------|--------------|------------|----------------|-------------------|--------------|-------------|---------------|----------|--------------|----------------|-------------------|-------------------|---------------|----------|
| XXX-00002028 | 10796      | Watford General | 8576 - EMed | 29.06.16     | 29.06.16   |                | UNS HRLY          | 1.88         | 0.00        | 0.00          | 4.00     | 7.52         | -7.52          | Auxiliary Service |                   | 18.08.16      |          |
| XXX-00002028 | 2694       | Medical Divisio | 2235 - Derm | 20.06.16     | 30.06.16   |                | CORE HRLY         | 77.00        | 0.00        | 0.00          | 132.50   | 10,202.50    | -10,202.50     | Auxiliary Service |                   | 18.08.16      |          |
| RWG-00001970 | 10796      | Watford General | 8576 - EMed | 29.06.16     | 29.06.16   |                | UNS HRLY          | 1.88         | 4.00        | 7.52          | 0.00     | 29.25        | 7.52           | Auxiliary Service |                   | 18.08.16      |          |
| RWG-00001970 | 10796      | Watford General | 8576 - EMed | 29.06.16     | 29.06.16   |                | CORE HRLY         | 5.62         | 3.00        | 16.86         | 0.00     | 29.25        | 16.86          | Auxiliary Service |                   | 18.08.16      |          |
| RWG-00001966 | 10605      | Acute Admission | 8549 - Card | 18.07.16     | 22.07.16   |                | CORE HRLY         | 40.00        | 109.00      | 4,360.00      | 0.00     | 5232.00      | 4,360.00       | Auxiliary Service |                   | 18.08.16      |          |
| RHM-00001885 | 2694       | Medical Divisio | 2235 - Derm | 20.06.16     | 30.06.16   |                | CORE HRLY         | 77.00        | 132.50      | 10,202.50     | 0.00     | 12243.00     | 10,202.50      | Auxiliary Service |                   | 18.08.16      |          |
| XXX-00001876 | 7313       | Surgery & Anaes | 6240 - OG   | 09.07.16     | 09.07.16   |                | UNS HRLY          | 11.50        | 0.00        | 0.00          | 5.15     | 59.23        | -59.23         | Auxiliary Service |                   | 11.08.16      |          |
| RWG-00001802 | 10059      | AMCEmergency&U  | 8779 - EMed | 16.07.16     | 24.07.16   |                | UNS HRLY          | 36.00        | 68.64       | 2,471.04      | 0.00     | 2955.25      | 2,471.04       | Auxiliary Service |                   | 11.08.16      |          |
| RWG-00001705 | 7313       | Surgery & Anaes | 6240 - OG   | 09.07.16     | 09.07.16   |                | UNS HRLY          | 11.50        | 5.15        | 59.23         | 0.00     | 71.08        | 59.23          | Auxiliary Service |                   | 11.08.16      |          |
| RWD-00001610 | 9474       | AMCEmergency&U  | 7779 - EMed | 21.05.16     | 24.06.16   |                | UNS HRLY          | 32.30        | 3.64        | 117.57        | 3.64     | 117.57       | 165.98         | 0.00              | Auxiliary Service |               | 04.08.16 |
| RWD-00001610 | 9474       | AMCEmergency&U  | 7779 - EMed | 21.05.16     | 24.06.16   |                | CORE HRLY         | 5.70         | 3.64        | 20.75         | 3.64     | 20.75        | 165.98         | 0.00              | Auxiliary Service |               | 04.08.16 |

## 4.3 Viewing worker restrictions

If a worker has been blocked from working at a specific client site they cannot be booked for any jobs at those sites. A block will usually be requested by a client user which is then added by NHS Professionals Doctors Direct.

The block will appear as below when trying to book a specific worker at a blocked site:



The screenshot shows the NHS Professionals web portal interface. At the top, there is a navigation bar with the NHS Professionals logo and a search bar. Below the navigation bar, there are several tabs: 'View Jobs', 'Propose/Forward', and 'Book'. The 'Book' tab is selected, and a list of job opportunities is displayed. A red box highlights a message that reads: 'Not permitted - the candidate is blacklisted by the client'. This message is displayed over the job listings, indicating that the candidate is not allowed to work at the specified site.

The **NHSP Agency Support Team** provides support for agencies and specific agency-related queries.

If you have any queries relating to the NHS portal, retrospective bookings or invoicing queries, please contact the **NHSP Agency Support Team** on:

Email: [agencies@nhsprofessionals.nhs.uk](mailto:agencies@nhsprofessionals.nhs.uk)

Tel: 0333 0143626

Opening times: Monday – Friday 8am-6pm

