

# 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:

<b>NHS</b> Professionals
Username
Forgot your username? Password
password Forgot your password?
LOG IN
Privacy Notice





## **1.1. NHSP:Connect overview**

Once the page loads you will see the following:

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NHS	P CONNI w Jobs	ECT Propo	ise/Forward		earch: Book			No Name 7 Komal Gopal	Compliance	Recommended For	
Noe	Grd/Spc¢	Job Start	Job En¢	Shifte	Client	¢ Status	o Sta♥	6 agency 35 5 test 3 4 Depter Test 3			
8980	EMed	Mon 15.08	Tue 23.08	7	Lister	FIBC	Π1	3 Doctor Test 2 2 Doctor Test			
8971	EMed	Mon 15.08	Wed 24.08	8	Lister	LIVE	π1	1 Doctor Test1		EMed EMed	
8970	OG	Mon 15.08	Fri 26.08	7	ListerTCnt	CNCL	TT1				

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:

	All 🕥	Shift	0
$\left  \right $	Action 🙆	Start	<b>W</b>
	Filled 🚨	End:	
	Retro ᠐	Search:	

View Jobs	Propose/Forward	Book

No \$	Grd/Spc\$	Job Start \$	Job En¢	Shift <b>¢</b>	Client 💠	Status ¢	Stat≇
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:

(			0 <u>0</u> 00 ^	S O
	ecord 0 of 7 shown (from all).		А	лу 🛛 🔿
No Name	Comp	oliance	Recomme	nded For
7 Doctor Test	2		EMed	ChPath
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5 test 3	g g			
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3 Doctor Test 2	0 0	RHMLD		
2 Doctor Test				
1 Doctor Test1	6 0	R H W L D	EMed	EMed

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  $\bigcirc$  will allow you to add a candidate:

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

Record 0 of 7 sh	own (from all).	
		Any 🥝 🥑
No Name	Compliance	Recommended For
7 Doctor Test		EMed ChPath
6 agency 35		
5 test 3		
4 Doctor Test 3		
3 Doctor Test 2		
2 Doctor Test		
1 Doctor Test1		EMed EMed

New Candidate	×
First name: Training	
Last name: Training	
	OK Cancel

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



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

Personal Details						
Title:	Dr	Date of Birth:	10/03/1979			
First Name:	Training	Male: Female:	0			
Middle Names:		i ontaio.	•			
Last Name:	Training					



## 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.

Specialties	, Ela	(1992)
specialities	-8a	100
Grade:		

T

Specialties 🕂

Specialty:

Grade:

Consultant (Con)

Consultant (Con)

Start typing the Grade, and a dropdown 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

ecialty:
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emed

Emergency Medicine (EMed)

Ê

Specialties	ф.	Specialties 4	b
EMed		EMed	Obs





## 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.

#### 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.

#### Compliance Summary

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

TraininTraining Ref 9	Compliance	Forward	Direct Engagement	Bundle Document





### 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



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.

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 complaint 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.





## 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.

Ref 109	Compliance	Forward	Adds Cont	Direct Engagement	Bundle Document
nvoice Addr	esses				
5				Drag address blocks to	change preference order
Street etc:					
mail	Drag to change pre	ef. C	comment		
Phone 산	Drag to change pre	əf. C	comment		



## 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
ersonal Servi	ces Company (P	SC) Details:		Companies House De	tails:
Business name	): 			Company Name:	
Street:				Company Status:	
				Registered Office Add	ess:
				Address Line 2:	
Town/City:	Γ			Town:	
County:				County / District:	
Postcode:				Postcode:	
/AT registered	Ye	es 🗸		Validation Status:	
/AT number:				Payagent Status:	
Company UTR	: [			Company number:	
Account name				Email address:	
Bank sort code	. [				
Bank account i	number:				Check Companies Hous
AYE / Contrac	ted Details:				
Account name			N	I number:	
Bank sort code			N	HS payroll number:	
Bank account i	number:		o	utsourced Payroll Trust:	Please select v
			O	utsourced Payroll umber:	

## 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.

All (2) Action (2) Filled (2) Retro (2)

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 Star≇	Job End	Shift <b>\$</b>	Client 🗢	Status 🗢	Sta≇
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.

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

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



	(	+ 00000	© <u> </u>
R	F	Record 1 of 9 shown (from all).	
	D 🕞 🔪	test	
	No Name	Doctor Test (2)	liance
	9 Dr Training	Doctor Test 2 (3)	R H W L D M
	8 Dr Training	Doctor Test 3 (4)	R H W L D M
	7 Komal Gopa	Doctor Test1 (1)	
	6 agency 35		
	5 test 3	test 3 (5)	

	Compliance	Recommended For
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Fraining	GCRHWLD	EMed
Propose/Forward	Book	
	2 Training Training Propose/Forward	Compliance 2 G C R H W G Training G C R H W G Training G C R H W G



×Ш

Ensure the payment method is correct.



- 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).

To:			~	J	Payment method
Dear Jane					PAYE / Contract
Candidate Detail	s / Key I	Points			Rates:
We enclose deta	ails of	-		vho is	
available to do t	he whole	e job ab	ove.		Agency Charge Pater
For FY 2 Care of to Friday 15/01/	f the Eld 21.	lerly Mo	nday 11/	01/21	Mra £ 0.00 0.0(
Rota					
Mon 11/01/21 -	Fri 15/0	1/21 09:	00-17:00	) (5	Mrg % 0.00 0.00
shifts - Std hour	ly)				Candidate Pay Rate: 45.00 1687.5
					Normal Accommodation
					No accommodation required.
					Normal Traval
					No travel expenses paid by trust
					no uaver expenses paid by trust
					Break Policy
					Status
Whole job 🥑 🛛	From 11	/01/21			None
To 15/01/21					
Known / Sale Pit	ch				Trying to Contact
					Candidate Interested
					Candidate Declined
Charge					Forward
Fully inclusive c	harge ra	te(s) wil	lhe + V	AT A	
per Unsocial ser	vices (h	ourly),	+ VAT pe	er 👻	
Accommodation	(both/ or	r hospita	al/candid	late)	
No accommoda	tion requ	uired.			]
					]
Travel (both/ or h	nospital/	candidat	e)		-
No travel expen	ses paid	by trust	t		]
					j l
Closing Message	е				
<u> </u>					
Booking Overview					Candidate Proposed
Does the following over	rview displa	y the corre	ct rates for	this booking	7? The candidate has been proposed for this job to the Master Vendo
	Charge	Pay	Margin	%	
	0.45.00	£45.00	£0.00	0.00%	
CORE HRLY	£45.00	~40.00			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.

View Jobs

Propose/Forward

/ Surgery Division (ListerTC) FY 2 Care of

378957 Lister Treatment Centre (ListerTCnt) 🔺 Worked here before 3

Book

Direct Engagement Model

Yes No

## **NHS** Professionals

## **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.

Internary Internary Internary International is compliant. International is compliant. International is compliant. International subject to X1 not booking. Inte	Contirm Booking			
This candidate is compliant.	Summary			
bit is and its and its will not work through the direct engagement model and therefore is subject to VAT on the total cost of the booking.     To       This candidate will not work through the direct engagement model and therefore is subject to VAT on the total cost of the booking.     AGENCY COFFINATION DOCUMENT Date       Signed Name Date     Signed Name Date       Dear Beth       Coher Mediate     Signed Signed       Dear Beth       Coher Mediate     Signed Signed       Date       Dear Beth       Coher Mediate       Coher Mediate       Data Signed       Signed       Data Signed       Signed       Data Signed       Signed       Data Signed       Signed	This candidate is compliant.			
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Date         Site         Clinical Directorate (CH)           Dear Beth         Eate(S)         1512/20           Dear Beth         Eate(S)         1512/20           Downber         20/9 Number         20/9 Number           Candidate         Lyminement (Method         20.0 Number           Conducte         Lyminement (Method         20.0 Number           Postion         S1 1 Emergency Medicine         No taccommodation require           Agency         D Medical         Exporting Instructions         No taccommodation require           Ste         Clinical Directorate (CH)         Exporting Instructions         No tacent exporting Instructions           Date(S)         11512/20         Tore 1512/20 Tore 0.0 For the Commodation require         275044           Date(S)         11512/20         Tore 1512/20 Tore 0.0 For the Commodation require         276049           Date(S)         11512/20         Tore 1512/20 Tore 0.0 For the Commodation require         276049           Date(SI)         Tore 1512/20 Tore 0.0 For the Commodation require         276049         Timesheet to be Authorised by           Description         No accommodation require         No accommodation require         20.0 Number         20.0 Number           Please note:         Descrind toregatements in the codiding if the of payoole	Name		Cito	Horton Hospital/Acute Med
Dear Beth         Date(s)         15/12/20         11/0.16.00           Dear Beth         Total S1/12/20         11/0.16.00         Total S1/12/20         11/0.16.00           Dear Beth         Ereak Policy         E/0.11         Ereak Policy         E/0.11         Ereak Policy         E/0.11         E/0.12         11/0.16.00         Ereak Policy         E/0.11         <	Date		Site	Clinical Directorate (CH)
Bota         True 15/12/20 11 00-16 00           Dear Beth         Ereak Policy         Ereak Policy           Data Beth         20 71 per Core hour           Do Number         220 71 per Core hour           Data Beth         820 81 per Longe hour           Pay Rate         820 01 per Core hour           Postson         S1 1 Emergency Medicine           Agency         D Medical           Date(s)         15/12/0 11 00-16 00           Pay Rate         820 01 per Core hour           Date(s)         15/12/0 11 00-16 00           Pay Rate         725104           Date(s)         15/12/0 11 00-16 00           Pay Rate         9260 per core hour           Date(s)         15/12/0 11 00-16 00           Pay Rate         9260 per core hour           Pay Rate         9260 per core hour           Date(s)         15/12/0 per core hour           Pay Rate         9260 per core hour           Date(s)         15/12/0 per core hour           Pay Rate         9260 per core hour<			Date(s)	15/12/20
Break Policy         Each Policy         Each Policy         Each Policy         Each Policy         Pay Rate         E230 71 per Core hour         E330 Figure hour         E330 Figure hour         E330 Figure hour			Rota	Tue 15/12/20 11:00-16:00
Dear Beth         Pay Rate         £20.71 per Core hour           Do Number         250.50 per Unicolar hour         250.50 per Unicolar hour           Candidate         Lymmem Care         Excommodation         No accommodation regult           Postion         ST 1 Emergency Medicine         No facommodation regult         No thereit experise expect           Agency         D Medical         Defection         No facommodation regult         No facommodation regult           Stele         Christ Directorals (Critic         Exporting Instructions         No fameli experise expect           Date(s)         Tis/12/20         Ture ST422 (Critic         Ture Stele to be Authorised by         Ture Steles to be Authorised by           Paste Rotley         No accommodation regult         No accommodation regult         Demend Employment. The responsibility for dociding if the off-payroll           Prease note:         Demend Employment. The responsibility for dociding if the outplic sector are now the         Payroll			Break Policy	
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Reporting Instructions responsibility of the public sector body engaging the services. Where it is	Reporting Instructions	·	responsibility of the public sector body er	gaging the services. Where it is

## **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.

	< MHS Professionals	
Dashboard	Job: 00378947 - Marlow Community Hospital/Specialist Services	
Progress	ST 1 Emergency Medicine	
	NHSP Direct engagement You are booked into this job	
	Payment Method	
cogres	Rates	
	Travel	
	Shifts	
	Sign Documents	
	1	
	< INITS Professionals	
Dashboard	Terms and Conditions	
Progress	I accept the Terms and Conditions of this booking	
	Please read the terms and conditions relating to this placement. By accepting these terms and conditions and self-billing agreement, you confirm that you have read and understood them and agree to be bound by them.	
	Vew Term	

View Jobs Propose/Forward	Book						
378957 Lister Treatment Centre (ListerTCnt) / Surgery Division (ListerTC) FY 2 Care of To:	Worked here before Direct Engagement Payment method PAYE / Contract Rates:	e 😋 Model 🔽	•				
		Per Hour	Total				
	Agency Charge Rate	45.00	1687.5				
2-4-	Mrg £	0.00	0.0(				
Rota	Mrg %	0.00	0.0(				
shifts - Std hourly)	Candidate Pay Rate	45.00	1687.5				
	Normal Accommoda	ation					
	No accommodation	required.					
	Normal Travel No travel expenses paid by trust Break Policy						
	Status						
Whole job S From 11/01/21	Client interested (F	Client interested (Request Book)					
10 15/01/21							



## 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: A	ctionable	_		•	Filter: d:trainin	9	Page
Filter: d:	training								
				_					
Booking: 9099 To	b: 7046 Client: I	ister Hospital (N	dedical Division (	Lister)) Grad	le: Consultant	Specialty: E	ndocrinology and D	iabetes Candidate:	Training Training (2
Booking. Soos Jo									
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Booking: 9039 Job: 7911	5 Client: Lister Hospit	al (Surgery Division (L	.isteri) Grade: Consulta	nt Speciality: Ge	eneral Surgery Can	lidate: Training T	Fraining (10)		
Booking: 9039 Job: 7919 Status	5 Client: Lister Hospit Shift Attended	al (Surgery Division (L Start Time	Lister)) Grade; Consulta End Time	nt Speciality: Ge Breaks (	eneral Surgery Cane Quantity Unit	lidate: Training T Commen	Fraining (10) ts		Supporting Document (ir required)
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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.

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.

## **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:

AF:

CUPS:

SUTURES: 6

NEEDLES: 24

voice Date From: 01/08			16 Invoice Date To	23/8/2016	Client		Ca	ndidate:		R	eference:							
																	Page 0	of0 (
e Inv	oice d	Booking	Client name	Grade spec	• Invoice •	Invoice e	Candidate	Billable     Category	Hours worked	Charge e	Client e	Pay a	Cand.	Detail	Margin	Done By	Processed	-
XX 00	X- 002028	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	2
XX 00	X- 002028	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	8
RV 00	VG- 001970	10796	Watford General	8576 - EMed	29.06.16	29.06.16		UNS HRLY	1.88	4.00	7.52		0.00	29.2	5 7.52	Auxiliary Service	18.08.16	
RV 00	VG- 001970	10796	Watford General	8576 - EMed	29.06.16	29.06.16		CORE HRLY	5.62	3.00	16.86		0.00	29.2	5 16.86	Auxiliary Service	18.08.16	
RV 00	VG- 001966	10605	Acute Admission	8549 - Card	18.07.16	22.07.16		CORE HRLY	40.00	109.00	4,360.00		0.00	5232.0	4,360.00	Auxiliary Service	18.08.16	
RV 00	VH- 001885	2694	Medical Divisio	2235 - Derm	20.06.16	30.06.16		CORE HRLY	77.00	132.50	10,202.50		0.00	12243.0	0 10,202.50	Auxiliary Service	18.08.16	
XX 00	X- 001876	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	A
RV 00	VG- 001802	10059	AMCEmergency&U	4770 - EMed	16.07.16	24.07.16		UNS HRLY	36.00	68.64	2,471.04		0.00	2965.2	5 2,471.04	Auxiliary Service	11.08.16	
RV 00	VG- 001705	7313	Surgery & Anaes	6240 - 06	09.07.16	09.07.16		UNS HRLY	11.50	5.15	59.23		0.00	71.0	B 59.23	Auxiliary Service	11.08.16	
RV	VG- 001610	9474	AMCEmergency&U	7779 - EMed	21.05.16	24.06.16		UNS HRLY	32.30	3.64	117.57	3.64	117.57	165.9	B 0.00	Auxiliary Service	04.08.16	
RV	VG- 001610	9474	AMCEmergency&U	7779 - EMed	21.05.16	24.06.16		CORE HRLY	5.70	3.64	20.75	3.64	20.75	165.9	B 0.00	Auxiliary	04.08.16	



If your agency requires support or has any queries, please visit our Help and Support platform: **www.nhsponline.nhs.uk/s/contactsupport**, where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.



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