

Once logged in navigate to the engagements tab and click into your engagement



Engagements

Timesheets

Payments

Invoices

Reporting

Kathleen Gillen ▾

My engagements

Statuses: All ▾ Suppliers: All ▾ Sort by: Company name ▾

Q Search

Nursing Officer

CONTACT	DEPARTMENT
Kathleen Gillen	Trauma services
START DATE	END DATE
12 Jan 17	13 Jan 17
DAYS REMAINING	SUPPLIER
-	FTW

test

CONTACT	DEPARTMENT
Kathleen Gillen	Finance
START DATE	END DATE
18 Jan 17	25 Jan 17
DAYS REMAINING	SUPPLIER
-	FTW

Administration assistant

CONTACT	DEPARTMENT
Kathleen Gillen	Professional Supp...
START DATE	END DATE
09 Feb 17	28 Feb 17
DAYS REMAINING	SUPPLIER
-	FTW

Engagement acceptance

Input bank account details for payment and other details to complete your profile.

Review the rest of the information to ensure it is correct

The screenshot shows a web interface for engagement acceptance. At the top, there is a dark red navigation bar with two icons: 'Profile' (a person icon) and 'Engagement' (a group of people icon). Below this, the main content area is divided into two sections:

- Bank account details:** This section contains two input fields. The first is labeled 'Bank account number' and contains the value '01010101'. The second is labeled 'Sort code' and contains the value '02-34-56'.
- Profile information:** This section starts with a paragraph: 'Next, we need you to complete some basic information about yourself. This information should match the details you have provided in the contract between yourself and the engaging body.' Below this are several input fields:
 - Name:** An empty text input field.
 - E-mail address:** An empty text input field.
 - Phone number:** A text input field containing '0161 000000'.
 - Gender:** A dropdown menu with 'Male' selected.
 - Date of birth:** A date input field containing '17 Aug 1989' and a calendar icon.

Address line 1**Address line 2****Town****County****Postcode**

Tax information

Please select below the tax banding for this engagement.

Please select the correct tax code below for your position. If you already hold employment elsewhere then you are required to select 'BR' which will apply the flat rate of 20% PAYE to be deducted from payments made to you under this engagement, together with the associated NIC. If you do not hold employment elsewhere, or are unsure of your position, please select code 0T. This will apply PAYE at the rate of 20%, 40% or 45% based on the earnings under this engagement only, in line with the appropriate tax bandings as set by HMRC. These rates will be applied to your earnings from this engagement and the associated NIC will also be withheld. It is your responsibility to ensure the correct declaration is made and any underpayment or overpayment of PAYE will be your responsibility to declare and correct with HMRC directly. You will be issued with a payslip for each payment made to you.

Tax code**National Insurance Number**[Next step](#)

Input tax code and National Insurance Number

Summary of engagement and contract terms

Your engagement

Here are the key facts about your new engagement:

ENGAGEMENT TITLE	DEPARTMENT
Demo Engagement	Accident and Emergency
START DATE	END DATE
20 Nov 17	27 Nov 17
MAXIMUM VALUE	PAYMENT FREQUENCY
-	Weekly
RATES	
Core:	£25/hour

Eligibility for Pension

We need to establish whether you are eligible for the NHS Pension Scheme (NHSPS). Please consider and select the following 5 statements about NHSPS pension memberships past and present.

- I am currently a member of the NHSPS in relation to another NHS employment, which is separate from this temporary employment and which is a full-time employment.
- I am over 75 years old.
- I have 45 or more years of pensionable service in the NHSPS.
- I am currently being paid a NHSPS pension or am drawing down income in lieu of a NHSPS pension.
- None of the statements above apply.

Complete pensions eligibility questions

If eligible for pension, make choice as to whether to remain in NHSPS or opt out. Should you wish to opt out you will need to complete and return the opt out form

- I am over 75 years old.
- I have 45 or more years of pensionable service in the NHSPS.
- I am currently being paid a NHSPS pension or am drawing down income in lieu of a NHSPS pension.

None of the statements above apply.

You are eligible for the NHSPS.

Please choose a declaration below to confirm your decision on whether to participate in the pension scheme which is relevant to you according to your eligibility.

Note that the Trust is responsible for providing you with a guide to the relevant pension scheme at the start of your engagement. Please ensure that you have received the appropriate guide **before** completing the confirmation below since it will describe the scheme's benefits and required contributions and therefore assist you to make an informed decision.

Please note if you are eligible for the NHSPS and do not opt out, Clarity will automatically deduct your pension contribution from your pay. Clarity will also operate a condition of your contract which entitles you to a lower gross pay than the full engagement pay rate for any period for which you are a NHSPS member. See your engagement contract for further details.

Please confirm:

- You are eligible and will be auto enrolled/ remain in NHSPS and do not wish to opt out. You understand that your gross pay will be paid at the lower of two rates outlined in your contract to reflect your decision to participate in the NHSPS rather than receive the higher rate. Further a pension contribution will be deducted automatically from the relevant gross pay.
- You are eligible but wish to opt out of NHSPS in relation to this contract of employment. You confirm you will complete and send the necessary form to the Trust. You also confirm that you have received a guide to the NHSPS from the Trust and acknowledge that you must complete and sign Part 1 of the **opt-out form to effect your decision**. You will need to complete and send this form to the pensions coordinator pensionscoordinator@gmail.com

The form must be dated at least one day after the first day of your contract to be accepted as a valid opt out.

Contract

Below are the contractual terms. You should read these terms carefully as they represent a legally binding contract between you and the engaging body.

Contract

see attached.

Review and accept
contract terms

Attachments

I agree to these terms

Previous step

Email Kevin Tester if you have any queries.

Timesheet submission –
navigate to timesheet tab



Either submit timesheet by editing an
'Open' timesheet or create manually
with '+ New timesheet'

Katy Giles ▾

Engagements Timesheets Payments Invoices Reporting

Timesheets

All organisations ▾

+ New timesheet

→ Export

Statuses: 3 checked ▾ From date: Any date ▾ To date: Any date ▾

Q Search

Supplier	Date ▲	Hours worked	Total time charge	Approver	Status	Timesheet identifier	
Katy Giles ED March	01 Mar 19 - 03 Mar 19	0	£0.00	Paddy Farrell	Open	1447	
Katy Giles Demo 1/3/19 - 14/04/19	01 Mar 19 - 01 Mar 19	7.5	£225.00	Kevin Tester	Pending	1431	
Katy Giles ED March	04 Mar 19 - 05 Mar 19	13	£455.00	Paddy Farrell	Open	1448	
Katy Giles ED March	11 Mar 19 - 12 Mar 19	13	£455.00	Paddy Farrell	Open	1449	
Katy Giles Test March	12 Mar 19 - 12 Mar 19	10	£222.00	Kevin Tester	Draft	1453	
Katy Giles ED March	18 Mar 19 - 19 Mar 19	13	£455.00	Paddy Farrell	Open	1450	

Edit 'Open' timesheet by
clicking box icon


Fill out timesheet detail
and add any notes

Attach paper timesheet

Organisation
Foundation Trust Demo

Engagement
ED March

Details

Date
04 Mar 2019 

Time worked
From 19 : 00 to 24 : 00

Length of break ⓘ
minutes 30

Notes Optional

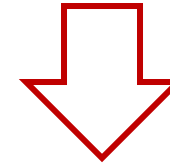
Attachments

Adjust breaks by
using arrows on
right side

◀ All timesheets

Timesheet for Kathleen Gillen




NINO: jp590832a



Open

Submit for approval

Foundation Trust Demo **Demo Engagement** Total hours worked: 5 Total time charge: £125.00

Date	From	To	Hours worked	Rate	Notes	
20 Nov 17	9:00	14:00	5	Core	-	 
 New entry						

Please review all entries carefully



Recent activity

Kathleen Gillen changed status to Open
09 Nov 17 14:54

Timesheet for

[← Back to timesheet](#)

Timesheet summary

For the week of 20 Nov 17 - 20 Nov 17

Hours clocked

5

Total value

£125

Once this timesheet has been submitted you will not be able to add or modify the time entries. Please see contract for details of your payment terms.

[Submit](#)[Cancel](#)

You can access a summary of your timesheet status at any time and therefore track progress of your payments






Timesheets

All organisations ▾

+ New timesheet

Statuses: All ▾ From date: Any date ▾ To date: Any date ▾

🔍 Search

Supplier	Date ▾	Hours worked	Total time charge	Total paid to supplier	Approver	Status	
OBJECTIVITY LIMITED calcs test demo	07 Nov 17 - 07 Nov 17	1	£50.00	£40.00 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED consultant allocate demo	06 Nov 17 - 06 Nov 17	4	£212.00	£163.00	Kevin Tester	Approved	
OBJECTIVITY LIMITED Friday demo	04 Nov 17 - 04 Nov 17	6.5	£325.00	£257.34 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED Demo agency thursday	03 Nov 17 - 03 Nov 17	3.75	£206.25	£170.27 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED thursday agency demo	02 Nov 17 - 02 Nov 17	5.5	£275.00	£220.54 ✓	Kevin Tester	Approved	
OBJECTIVITY LIMITED							