

Once logged in, navigate to the 'engagement' tabs and click into your engagement.



Engagements

Timesheets

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

Review the rest of the information to ensure it is correct.

  
Profile

  
Engagement

### Bank account details

Bank account number

Sort code

### Profile information

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.

Name

E-mail address

Phone number

Gender

Male

Date of birth

Input tax code and National Insurance Number

Address line 1

1 Embankment Place

Address line 2

Address line 2

Town

London

County

London

Postcode

WC2N 6RH

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

Select tax code


National Insurance Number


jp590832a

Next step

Summary of engagement and contract terms

Complete ‘pensions eligibility’ questions

  
Profile

  
Engagement

### 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.

If you are eligible for a pension, make a 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](mailto: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.

Review and accept  
contract terms

## *Contract*

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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.

## *Attachments*

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**I agree to these terms**

**Previous step**

Email Kevin Tester if you have any queries.