

## How do I book shifts?

When you join you will be sent an email with a USERNAME & PASSWORD. You can log on to your account by visiting our website at <https://bank.nhsp.uk/login>. Here you will be able to view/book shifts and release your timesheets. Alternatively, the wards can book you directly. If you cannot see any open shift's then please make sure your status is set as 'available'

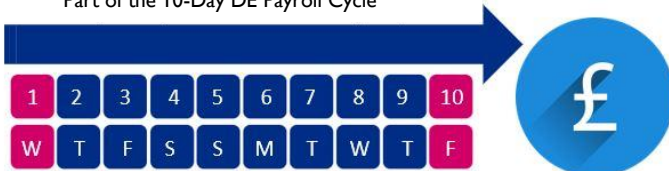
## How do I get paid?

**When you arrive on the ward ALWAYS SIGN IN.** Once you have worked, the ward will need to authorise the shift. You then need to log in and check the shift is correct, checking the start time, finish time and breaks. **If anything is incorrect press QUERY.** This will send the shift back to the ward to adjust. **If the shift is correct, then you can click on RELEASE.** If the shift is showing unauthorised you will need to contact the ward to get them to authorise it.

## When do I get paid?

The cut off for releasing shifts is **EVERY Wednesday BY 23:59.** If you release a shift on Wednesday the payment will be in your bank the following Friday (10 days later.)

If your timesheet is Released by 23.59 on Wednesday, your timesheet will be paid the following Friday – As Part of the 10-Day DE Payroll Cycle



### Example:

If you release a timesheet on the 1st the money would be paid into your bank account on the 10<sup>th</sup>.

If you release the timesheet on the 2nd, it would be paid into your bank on the 17th.

**Keeping a note of when you release your shifts will help you work out what will be paid to you each week.**

## How do I get my Holiday?

As a Direct Engagement worker your holiday is paid to you on a weekly basis as part of your pay.

On MyBank you will see an icon that says Holiday to take – Please be advised this has already been paid to you and this should just be use this as a reference point of the holiday you have accrued and been paid to date.

An example of how this will look on your payslip is in the Payslip section of this Guide.

## Pension

You will be automatically enrolled into the pension immediately after starting in your role. At this point Pension Deductions will be seen on your payslip to reflect this.

## Pension Opt-Out Process

If you decide you do not wish to be enrolled in the pension you can Opt-Out after you have been enrolled. To opt out you will need to complete a pension Opt-Out Form (SD502) which you can find on the [NHS Business Services Authority website](#). If you opt out after 30 days of being enrolled and wish to request a refund of all your contributions, you will need to complete an RF12 form which is also available on the NHS Business Services Authority website. Please note, RF12's are processed by the Trust you work for at the time of Pension Opt outs being deducted.

Once you have completed this will need to send it to [AHPDEQueries@NHSPProfessionals.nhs.uk](mailto:AHPDEQueries@NHSPProfessionals.nhs.uk)

Once this has been received you will be Opted Out and any Deductions made will be refunded automatically in your Weekly Pay.

## Change of Details

If at any time you need to change your details with us, you will need to email [AHPDEQueries@NHSPProfessionals.nhs.uk](mailto:AHPDEQueries@NHSPProfessionals.nhs.uk) once the team receive this it will be processed within 10 Working Days.

If you are Changing your Bank Details, you will need to complete a Change of Bank Details form which can be found on the [NHS Professionals Website](#) and attached to your Email.

Please include in your Email:

- Name
- Trust Working for
- Address
- Email Address
- Date of Birth
- NI Number

## SSP

If you need to claim SSP Pay, you will need to fill in the SSP form from [Gov Website](#). All Completed SSP forms need to come with one of the below forms of proof and then be emailed to [AHPDEQueries@NHSPProfessionals.nhs.uk](mailto:AHPDEQueries@NHSPProfessionals.nhs.uk).

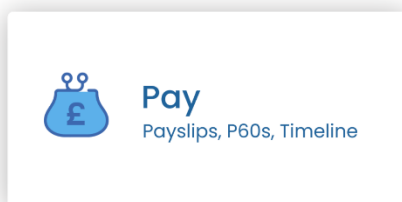
- an 'isolation note' if you're unable to work because of coronavirus (COVID-19)
- your notification from the NHS or public health authorities if you've been told to self-isolate because you've come into contact with someone with COVID-19
- a 'fit note' (or sick note) if you're off sick for another reason
- a letter confirming the date of your procedure if you've been advised to self-isolate before going into hospital for surgery

## Payslips

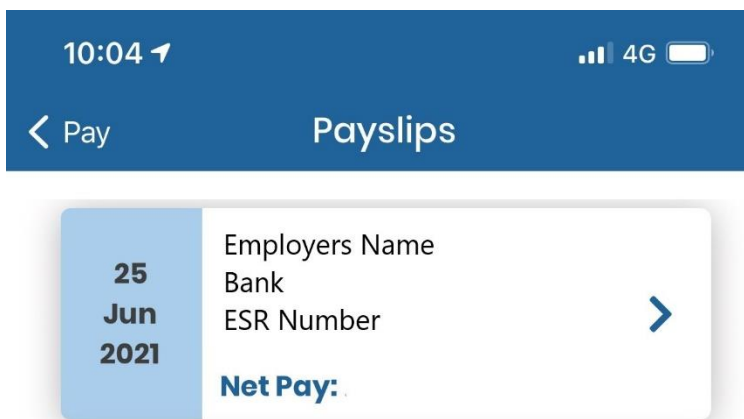
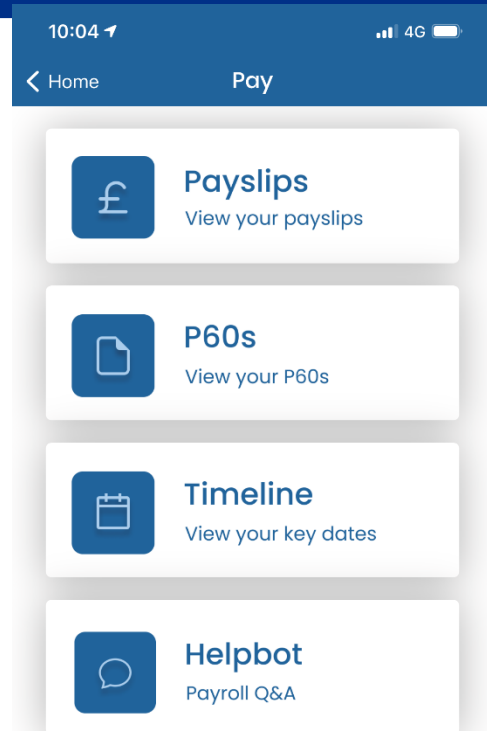
All Payslips can be viewed through the My SBS Pay App, which is available on Apple and Android Devices. You will need to register to use this app with your ESR Number and NI Number. NHSP can provide you with this.



- This is the screen you will see when you First login – to access your Payslips you need to click on Pay



- Once you have clicked you will need to click Payslips to view all Payslips under your ESR Number



- Once you have done this, you will see all Payslips by Pay date. Normally the pay on a Friday will be for timesheets uploaded and approved 10 days prior and Shifts worked 14 Days Prior.

10:04 4G

< Payslips 25th Jun 2021

MISS Full Name  
ESR Number  
25th Jun 2021  
Empolyers Name  
Bank

Tax Code:  
Annual Salary: £  
Increment Date:  
Net Pay  
£

Download Full Payslip

Payments £

Unsocial £  
Standard £

Deductions £

NHS Pension 9.3% £  
NI A £  
Student Loan £  
PAYE £

- Once you have selected the Payslip you wish to view, you will have a summary screen of your Payslip – if you would like to view your Payslip in full – Click the Download Full Payslip button.

# AHP/HCS/PSS Direct Engagement Bank Worker FAQ's

An example of how your Full Payslip will look is below

ASSIGNMENT NUMBER J7529		EMPLOYEE NAME		LOCATION Meridien House			
Bank		Direct Engagement PAYE		Default			
NHS		SALWAGE 0.00		PT SALWAGE 0.00			
TAX OFFICE NAME PT Operations North		TAX OFFICE REF 475/FB94995		NI NUMBER			
PAY AND ALLOWANCES (S+M+MINS AMOUNT)		DEDUCTIONS (R INDICATES REFUNDS)					
DESCRIPTION	WKS EARNED	PAY PERIOD	RATE	AMOUNT	DESCRIPTION	AMOUNT	BALANCE C/F
Standard WTD Pay	37.50	37.50		595.25	PAYE	135.40	
				61.69	NI A	61.43	
Year To Date Balances (This Employment Only)			This Period Summary				
GROSS PAY	1215.78	TAXABLE PAY	1215.78	PENSIONABLE PAY	677.94	TAXABLE PAY	677.94
NI LETTER	A	TAX PAID	242.80	TAX PERIOD	45	NON-TAXABLE PAY	0.00
NI PAY	1215.78	OTHER NI PAY		FREQUENCY	Week	TOTAL PAYMENTS	677.94
NI CONTRS	106.05	OTHER NI CONTRS		PERIOD END DATE	16 FEB 2020	TOTAL DEDUCTIONS	196.83
PENSIONABLE PAY	1215.78	PENSION CONTRS	0.00	PAY DATE	21 FEB 2020	NET PAY	481.11
TD REF NUMBER		EMPLOYEE NO.		PAY METHOD	BACS		

1. ESR Number	2. Full Name of Worker	3. Tax Code
4. NI Number	5. Pay Period Rate <i>Standard – 8am-8pm Mon-Fri</i> <i>Unsocial – After 8pm/Sat/Sun/BH</i>	6. WTD Pay (Holiday Pay)
7. Hours Worked in that Pay Rate	8. Total – Before Tax	9. Tax Paid/NI Contributions/Pension Contributions
10. Pay to date since new tax year (April)	11. Pay and Deductions on Current Week	

# AHP/HCS/PSS Direct Engagement Bank Worker FAQ's



The NHSP AHP Team provides support for Bank Workers, Agencies and Trust Users on specific AHP/HCS/PSS Direct Engagement Queries on:

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

Tel: 0333 0144370

Opening times: Monday - Friday 9am-5pm



[www.nhsprofessionals.nhs.uk](http://www.nhsprofessionals.nhs.uk)