

Please find below a guide of the new system and the actions that you need to take to ensure that your payments and invoicing is correctly set up

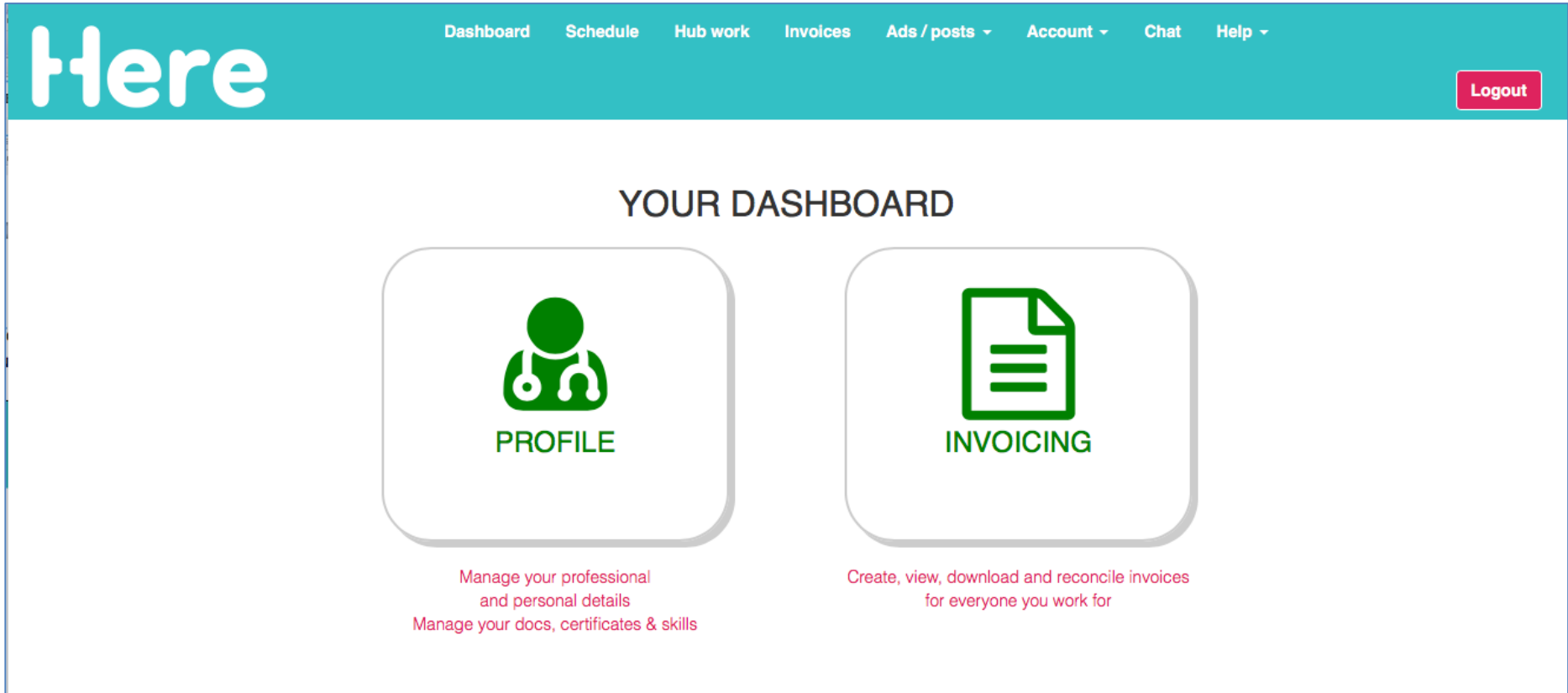
1. Setting Your Pension contributions

All clinicians must indicate whether or not they wish their EHS income to be pensioned or not. If you do then you will need to indicate which pension tier you are on.

Contribution rates before tax relief (gross)

Tier	Full time pensionable pay used to determine contribution rate	Contribution rate (before tax relief) (gross) 1 April 2015 to 31 March 2019
1	Up to £15,431.99	5%
2	£15,432.00 to £21,477.99	5.6%
3	£21, 478.00 to £26,823.99	7.1%
4	£26,824.00 to £47,845.99	9.3%
5	£47,846.00 to £70,630.99	12.5%
6	£70,631.00 to £111,376.99	13.5%
7	£111,377.00 and over	14.5%

To start logon to the workforce Platform <https://ias.hereweare.org.uk>
Then click on the profile button on your dashboard



Once you have done this then scroll down to Practitioner Information:

Practitioner information

GMC number *

3266849

National insurance number

Pension tier

(6) 13.5% [£70,631.00 to £111,376.99]

Pension tier applies to

All invoices

Are you a registrar

Smartcard UUID

175369271010

Please note: This is a required field if working for a Hub service

You will then need to set your pension tier to your level of annual income.

If you are not pensioning your work then you need to set this to 0 (zero).

2. Opting Out of pension Contributions

Please note advice from NHSBA regarding opting out of NHS Pension if you opt out of paying pension for EHS then you need to opt out of all other practitioner posts e.g Locum posts, salaried posts, partnership posts etc.

<https://www.nhsbsa.nhs.uk/member-hub/information-practitioner-locum-and-non-gp>

NHS Pensions

A basic administration guide for General Practitioners (Medical and Dental) and Non GP Providers/Partners

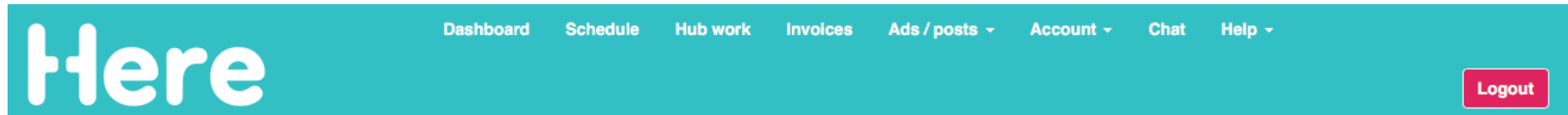
Opt out

*If a Practitioner wishes to opt out of the Pension Scheme then he/she must opt out of **all** Practitioner posts. If a Practitioner has an Officer post as well as a Practitioner post then they can opt out of the Officer post whilst continuing to contribute to the Practitioner post and vice versa.*

If you need further clarity around this then speak to your accountant.

3. Fill in your bank details

Go back to the main Dashboard and hit the Invoicing tab:



YOUR DASHBOARD



Manage your professional
and personal details
Manage your docs, certificates & skills



Create, view, download and reconcile invoices
for everyone you work for

Then go to the Edit Bank Details button in the upper right of the screen:

Complete the required details and hit save.

Invoices

Invoices dated between and

Show invoices to:

Created	To	Invoice No	Status / info	Notes	Total fee	Actions
10/01/2019	Extended Access - Eastbourne, Hailsham, Seaford and Bexhill	1	Sent: 10/01/2019 13:22 Marked paid: No <i>Auto generated</i>		£201.30	<input type="button" value="Download PDF"/> <input type="button" value="Mark paid"/> <input type="button" value="Revoke and re-edit"/> <input type="button" value="Revoke"/>
10/01/2019	EHS Brighton & Hove	1	Sent: 10/01/2019 13:22 Marked paid: Yes <i>Auto generated</i>		£402.60	<input type="button" value="Download PDF"/> <input type="button" value="Mark paid"/>

Complete your bank details and hit the save button. You can edit your bank details at anytime.

Edit bank details ✕

Account name

Sort code

Account number

Save

YOU ARE NOW SET UP TO RECEIVE PAYMENTS FOR EHS WORK. THERE IS NO NEED TO INVOICE US!

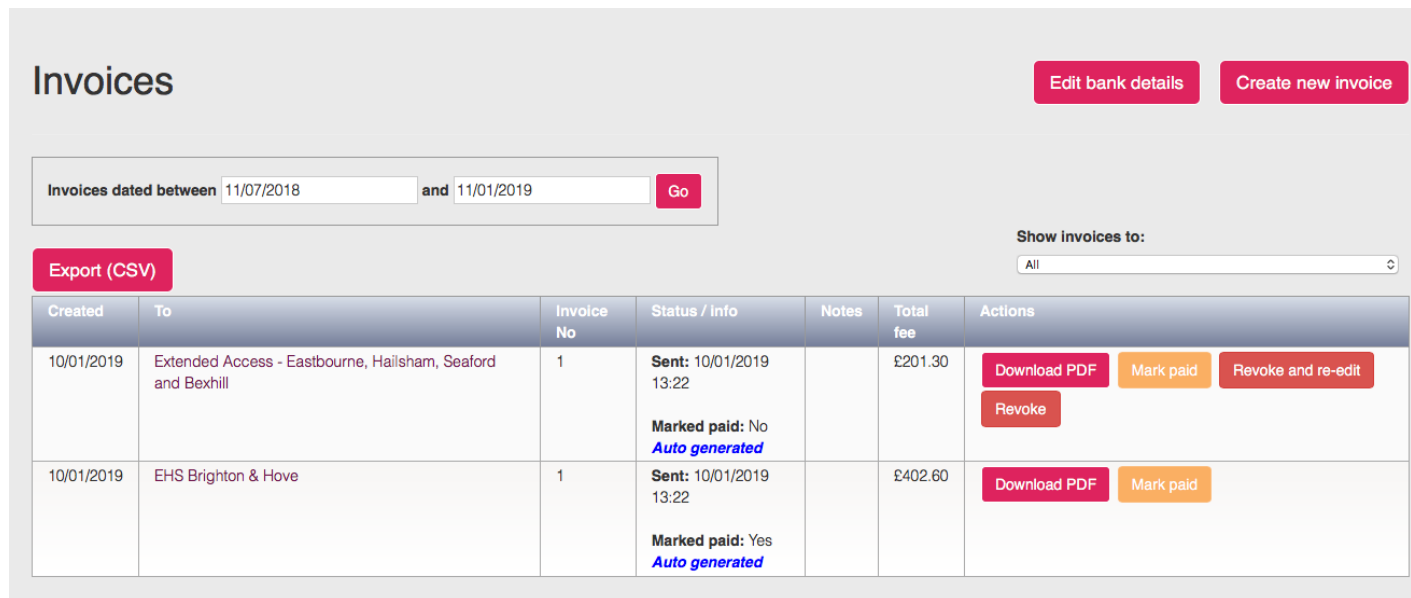
4. Auto-invoicing and tracking payments

Monthly payments now run from 22nd of the month (Month 1) to the 21st of the next month (Month 2).

Invoices for your work will be auto-generated and appear in your system on 6th day of the month (Month 3).

This means that for work completed between the 22nd Nov to 21st December, invoices will appear in your Workforce Platform Account on 6th January. Payments will then reach your account by 10th January.

Invoices will appear under the Invoices tab on your dashboard and will appear like this:



The screenshot shows the 'Invoices' dashboard. At the top right, there are two buttons: 'Edit bank details' and 'Create new invoice'. Below these is a search filter: 'Invoices dated between 11/07/2018 and 11/01/2019' with a 'Go' button. To the right of the search filter is a dropdown menu labeled 'Show invoices to:' with 'All' selected. Below the search filter is an 'Export (CSV)' button. The main part of the dashboard is a table with the following data:

Created	To	Invoice No	Status / Info	Notes	Total fee	Actions
10/01/2019	Extended Access - Eastbourne, Hailsham, Seaford and Bexhill	1	Sent: 10/01/2019 13:22 Marked paid: No <i>Auto generated</i>		£201.30	Download PDF Mark paid Revoke and re-edit Revoke
10/01/2019	EHS Brighton & Hove	1	Sent: 10/01/2019 13:22 Marked paid: Yes <i>Auto generated</i>		£402.60	Download PDF Mark paid

Using the Invoices Tab

Set Date Range for the Invoices you wish to view

Set the service you wish to see invoices for or see invoices from all services

Add your bank details so that payments can be made direct to your account

The screenshot shows the 'Invoices' section of a web application. At the top left, there is a date range filter: 'Invoices dated between 11/07/2018 and 11/01/2019' with a 'Go' button. To the right of this is a dropdown menu labeled 'Show invoices to:' with 'All' selected. Below the date filter is an 'Export (CSV)' button. The main area contains a table with columns: Create, To, Invoice No, Status / info, Notes, Total fee, and Actions. The table has two rows of invoice data. The first row is for 'Extended Access - Eastbourne, Hailsham, Seaford and Bexhill' with invoice number 1, sent on 10/01/2019, and a total fee of £201.30. The second row is for 'EHS Brighton & Hove' with invoice number 1, sent on 10/01/2019, and a total fee of £402.60. In the top right corner, there are buttons for 'Edit bank details' and 'Create new invoice'. In the bottom right corner of the table, there are buttons for 'Download PDF', 'Mark paid', and 'Revoke and re-edit' for the first invoice, and 'Download PDF' and 'Mark paid' for the second invoice. Red arrows point from text boxes to these various elements.

Create	To	Invoice No	Status / info	Notes	Total fee	Actions
10/01/2019	Extended Access - Eastbourne, Hailsham, Seaford and Bexhill	1	Sent: 10/01/2019 13:22 Marked paid: No <i>Auto generated</i>		£201.30	Download PDF, Mark paid, Revoke and re-edit, Revoke
10/01/2019	EHS Brighton & Hove	1	Sent: 10/01/2019 13:22 Marked paid: Yes <i>Auto generated</i>		£402.60	Download PDF, Mark paid

Edit bank details

Create new invoice

Export (CSV)

Show invoices to:

All

Download PDF

Mark paid

Revoke and re-edit

Revoke

Download PDF

Mark paid

Download payments details into a CSV file for year end accounts submission and other analysis

Download PDF copy of invoice for your records

Mark invoices as paid once you have received into your bank account