Rates & fees for a Hub admin - GPnetworks 2.0 (Workforce)

Rate management in Workforce is all about pay calculation for shifts worked. The system can automatically calculate pay for all staff members, employed or self-employed – along with pension contributions and more. However, it's important to ensure all pay rates are correctly setup in order for this to functional smoothly.

Rates

Rates of pay in your Hub can be set at the Hub level, as Standard rates and also at the level of the individual – as custom rates.

Custom rates override Standard rates in most circumstances. Read on to find out more.

Standard rates

In the settings page: rates and fees, there are two standard tables to setup/manage plus, a third table for Additional pay rate rules, that will allow you set increases to the default rates for all users or for specific users, for any special dates that you want.

https://gpnetworks.co.uk/hub/settings/rates_and_fees

- Default self-employed rates
- Default employed rates

<table>
<tr><td colspan="10" align="right">Manage additional pay rate rules</td></tr>
<tr><td colspan="10"><i>STANDARD</i> self employed rates</td></tr>
<tr><td>Hub</td><td>GP rate</td><td>GP (pensionable) rate</td><td>Nurse rate</td><td>Nurse practitioner rate</td><td>HCA rate</td><td>Paramedic rate</td><td>Pharmacist rate</td><td>Practice admin rate</td><td>First contact physio rate</td></tr>
<tr><td>Foundry health - hub</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr>
</table>

STANDARD employer rates and fees

Add new row

Active | Archived

Hub	Practice name	Gp hourly rate	Hca hourly rate	Practice admin hourly rate	Practice admin shift coordinator hourly rate	Nurse hourly rate	Pharmacist hourly rate	First contact physio hourly rate	Paramedic hourly rate	On cost perc	Alp perc	Host fee	Archived
Foundry health - hub	Foundry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.07	0.00	Archive
	Rotation months:	Jan ☑ Feb ☑ Mar ☑ Apr ☑ May ☑ Jun ☑ Jul ☑ Aug ☑ Sep ☑ Oct ☑ Nov ☑ Dec ☑											

The Additional pay rate rules table

This third table is where you can set & store any additional pay rate rules. It allows you set increases to the default rates for all users or for specific users, for any special dates that you want. It also allows you to set a rule for weekends.

Use this table to manage when STANDARD pay rates are **overridden** with fixed values OR multiplied by some amount (E.g. double pay on Christmas Day).
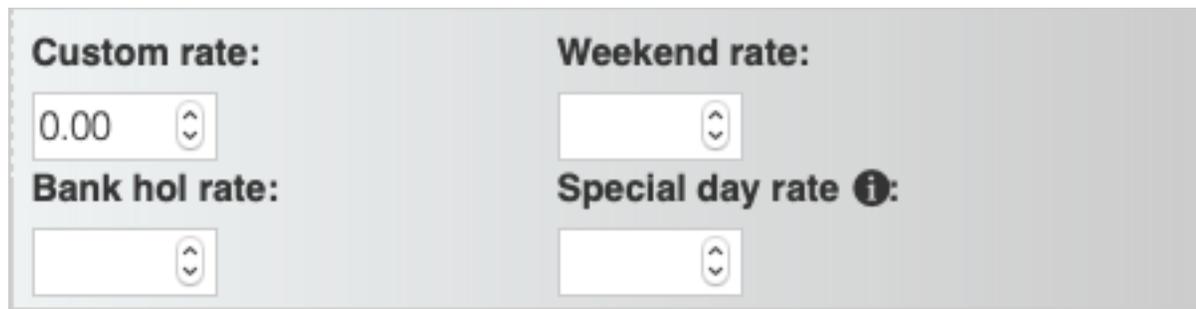

Individual rates

Within the Workforce management screen, for each staff member (locum or employed) there are a number of custom rate fields.

These fields will override standard rates at the individual level. Staff without values in the custom rate fields will fall back onto the standard rates for pay calculations.

* Special days applicable to the field above are: Easter Sunday, Xmas day and New Year's Day.

Important notes

Note 1: When multiple rules in this table apply, specific rules will override general rules.
i.e. A rule for a specific date will override rules for *weekends*. Similarly, rules for specific user types will override rules defined for *All* users.

Note 2: These rules do **not** apply if the user has a *CUSTOM* special day or *CUSTOM* bank holiday rate set against their profile, which applies on the same date.

Note 3: Rules defined here for "weekends" do **not** apply if the user has a *CUSTOM* weekend rate set against their profile.

Further notes:

Staff user account profiles contain settings for pension tier and opt-out, etc. So, if staff are invoicing the Hub for work as self-employed, those settings will apply to their invoices.

Self-employed staff users need to login to their accounts (desktop or app) and make sure they are setup properly