



Quick Guide to Viewing Timesheets and Shift Status

This guide will provide you with information on viewing the status of your shifts on *NHSP:Online*.

To access *NHSP:Online*, please **always** use Internet Explorer using your Agency User logins provided to you by **NHS Professionals Agency Support Team**.

You can access the system using this link:
www.nhsprofessionals.nhs.uk/en/Login

For guidance in accessing login details, please contact the **NHSP Agency Support Team**, contact details can be found at the end of this guide.

The following topics will be covered in this guide:

1. Access
2. Awaiting Authorisation
3. Awaiting Release
4. Previously Released

1. Access

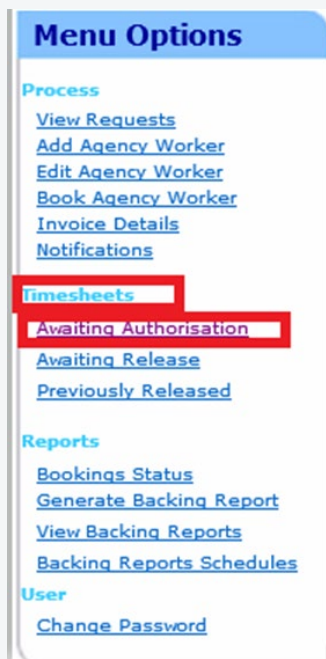
Once logged in, you will be presented with a menu on the left-hand side of the screen.

Under the section called '**Timesheets**', there will be three subsections referring to status.

2. Awaiting Authorisation

This status refers to a shift that has been worked but not yet authorised by the Trust.

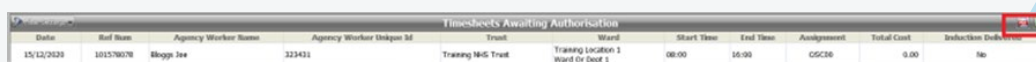
- a. To access shifts in this status, click 'Awaiting Authorisation'.



- b. When searching for specific shifts, you can filter by 'Trust', 'Location', 'Ward', 'Date Range' and 'Search for Staff'. If you are searching for multiple shifts, you can leave the worker name blank.
- c. When you have entered the details click 'Filter' in the bottom left.



- d. All shifts that fall into the parameters set in the filters will now show on the screen. You can export the information to PDF or Excel by clicking the icons in the top right of the box.



Date	Ref Num	Agency Worker Name	Agency Worker Unique ID	Trust	Ward	Start Time	End Time	Assignment	Total Cost	Reduction Dels
15/12/2020	101578078	Ellogg Jee	323431	Training NHS Trust	Training Location 3 Ward Or Dept 1	08:00	16:00	CGC30	0.00	No

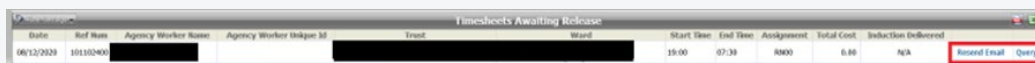
3. Awaiting Release

This status refers to a shift that has been worked and it is authorised by the Trust but it has not yet been released by the Agency.

- a. To access shifts in this status, click 'Awaiting Release'.



- b. The same filters can be applied as the previous status (see section 2.b). All shifts that fall into the parameters set in the filters will now show on the screen. You can export the information to PDF or Excel by clicking the icons in the top right of the box.
- c. In this section, you can 'Resend Email' if you require it to be sent to another email account.
- d. If the 'Ward', 'Assignment Code' or 'Shift Time' is incorrect, please select 'Query' to the right of the timesheet.



Date	Ref Num	Agency Worker Name	Agency Worker Unique ID	Trust	Ward	Start Time	End Time	Assignment	Total Cost	Induction Delivered	Resend Email	Query
06/12/2020	101102400	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	19:00	07:30	R000	6.88	N/A	[REDACTED]	[REDACTED]

4. Previously Released

This status refers to a shift that has been worked and is both authorised and released on the portal ready to be processed for payment.

- a. To access shifts in this status, click 'Previously Released'.



- b. The same filters can be applied as the previous status (See section 2.b). All shifts that fall into the parameters set in the filters will now show on the screen. You can export the information to PDF or Excel by clicking the icons in the top right of the box.

c. This section shows you the shifts that are ready to be processed for payment. It will show the following:

- Date of shift
- Shift reference number
- Worker name
- Trust/location/ward
- Assignment
- Start and end times
- Total hours
- Total cost
- Commission (Please ensure you add total cost + commission when calculating cost of shift)

d. If the 'Ward', 'Assignment Code' or 'Shift Time' is incorrect, please select 'Query' to the right of the timesheet. This can be done even if a shift has been processed for payment already.

Timesheets Previously Released																	
Date	Ref Num	Agency Worker Name	Agency Worker Unique ID	Trust	Ward	Assignment	Start	End	Contract Break In Minutes	Total	Start	End	Actual Break In Minutes	Total	Commission	Total Cost	Query
12/12/2019				The Rotherham NHS Foundation Trust		R000	19:00	07:30	60		11:30	19:00	07:30	60	11.30		Query

If the cost of the shift is incorrect, do not 'Query' the shift. You should always contact agencies@nhsprofessionals.nhs.uk for guidance on this.

If your agency requires support or has any queries, please visit our Help and Support platform: www.nhsponline.nhs.uk/s/contactsupport, where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.

