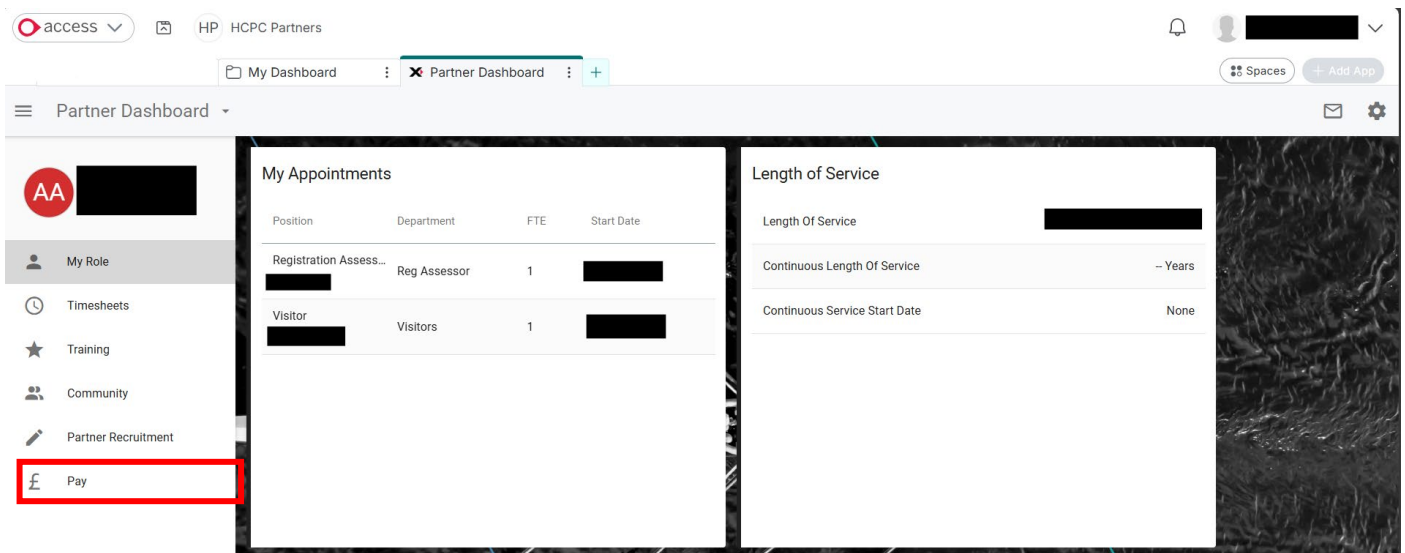


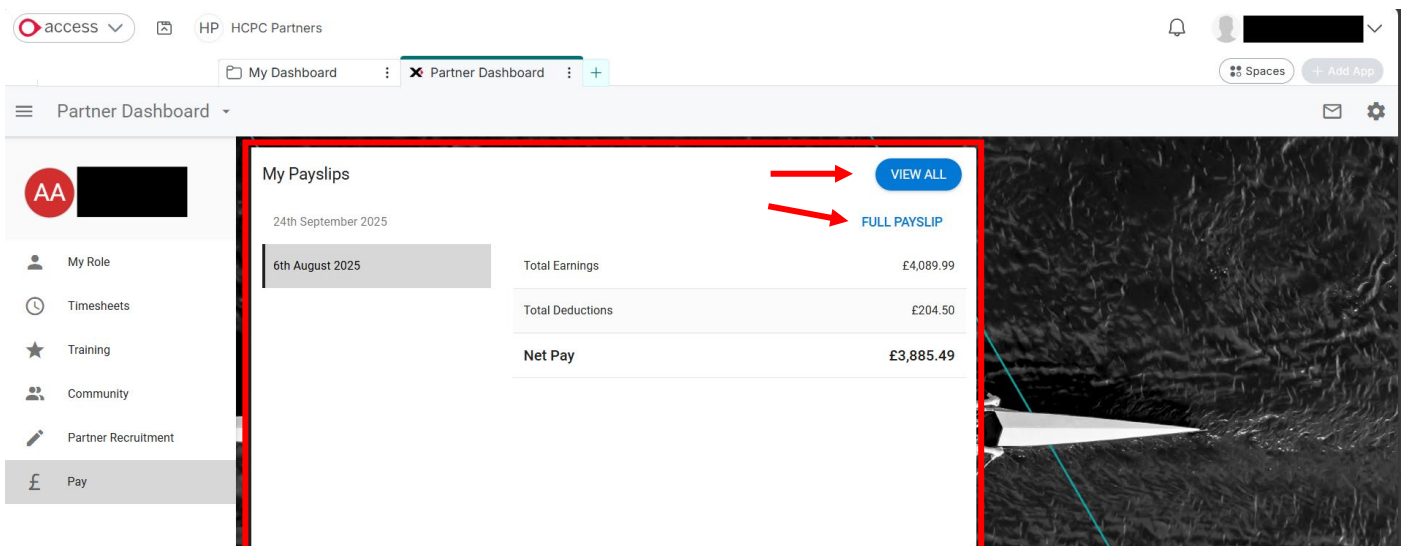
## How to: Access your remittance advice from the Partner Portal

The HCPC is now implementing a new payroll system for partners. The fees for any work completed on or after 1 October 2025 will be paid through this new system. You will receive your fees on the 25<sup>th</sup> day of each month, for all work completed in the previous month. This means, any work you do for the HCPC in October will be paid to you on 25 November. Once you receive payment through this system, a remittance slip indicating the cumulative amount you have been paid for all the services you provided will be produced. Below you will find step-by-step instructions of where to find these remittance slips. If anything is unclear, or you have any queries, please contact us at [partners@hcpc-uk.org](mailto:partners@hcpc-uk.org).

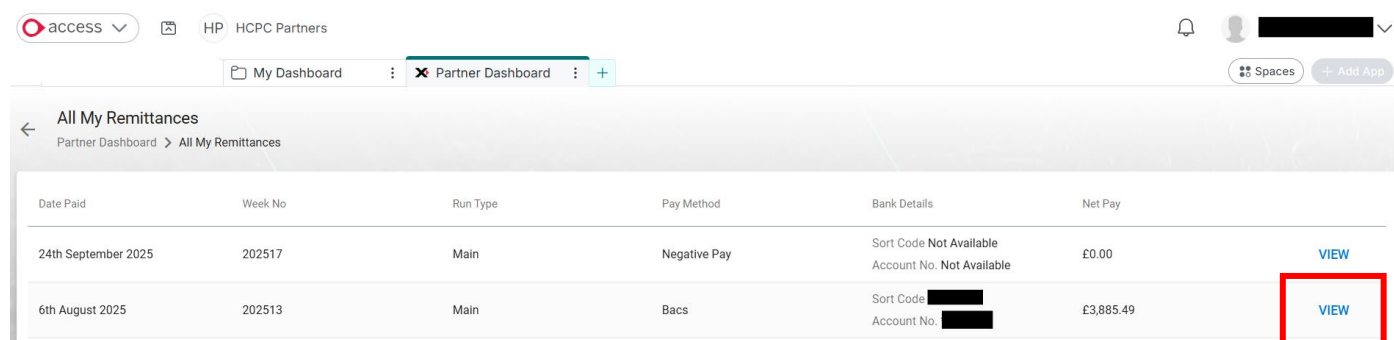
1. First, log into the Partner Dashboard within the Partner Portal. Navigate to the “Pay” tab on the left side of your screen.



2. Here you will see a summary of your most recent payments and options to “View All” payslips (blue button) or to view your most recent **FULL PAYSHEET** by clicking on those respective buttons.

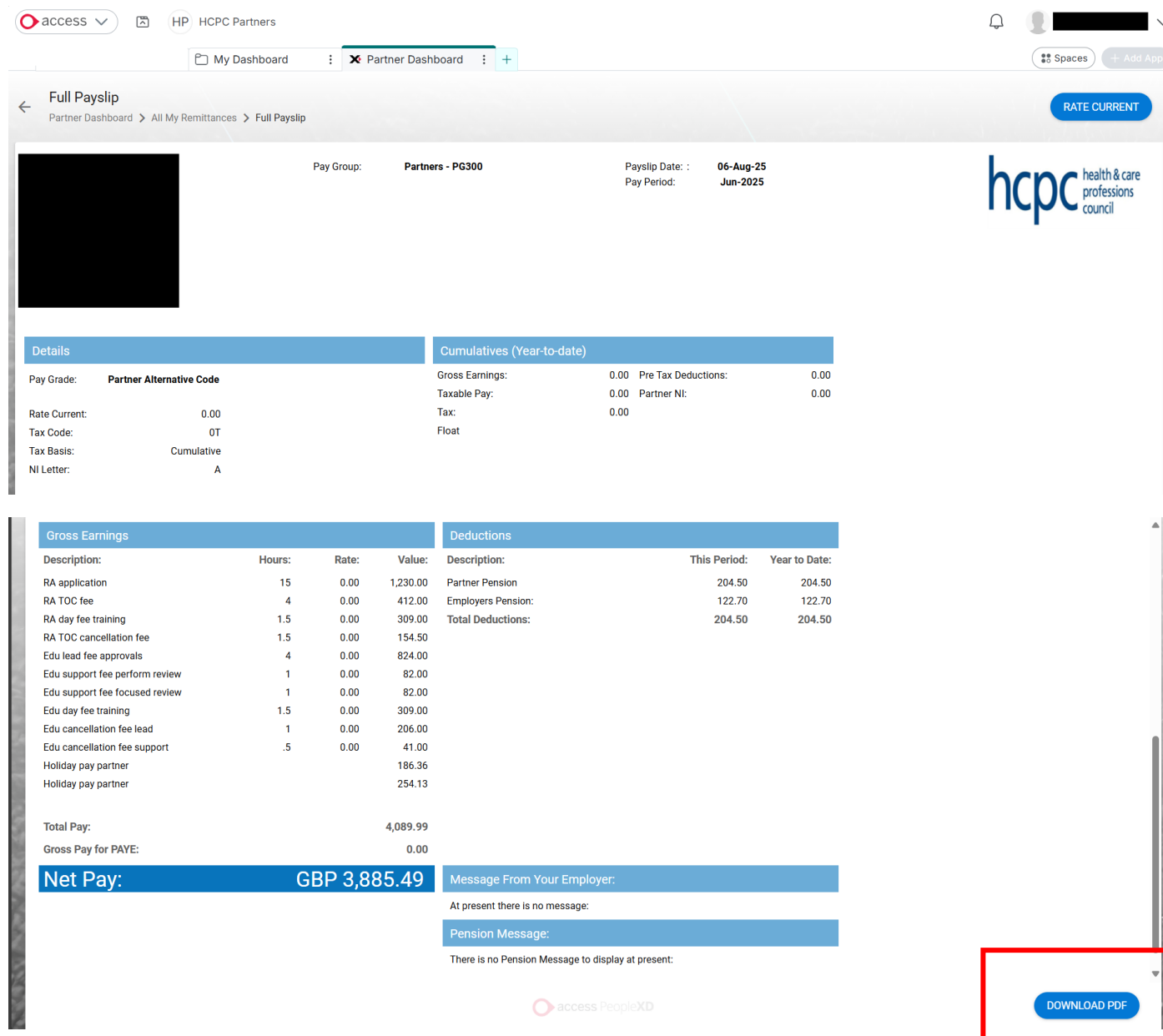


When clicking the “View All” button, you will be brought to the “All My Remittances” page, where you will see a list of all your past remittances. By clicking on “View” at the right-end of the row (red box), you will be able to view the full payslip for that period.



Date Paid	Week No	Run Type	Pay Method	Bank Details	Net Pay	
24th September 2025	202517	Main	Negative Pay	Sort Code Not Available Account No. Not Available	£0.00	<a href="#">VIEW</a>
6th August 2025	202513	Main	Bacs	Sort Code [REDACTED] Account No. [REDACTED]	£3,885.49	<a href="#">VIEW</a>

3. Below is an example of what the full payslip looks like. Note in the bottom right of the screen (red box) is a button which allows you to download a copy. You will also note the addition of holiday pay and pension information.



Details				Cumulatives (Year-to-date)			
Pay Grade:	Partner Alternative Code			Gross Earnings:	0.00	Pre Tax Deductions:	0.00
Rate Current:	0.00			Taxable Pay:	0.00	Partner NI:	0.00
Tax Code:	OT			Tax:	0.00		
Tax Basis:	Cumulative			Float			
NI Letter:	A						

Gross Earnings				Deductions		
Description:	Hours:	Rate:	Value:	Description:	This Period:	Year to Date:
RA application	15	0.00	1,230.00	Partner Pension	204.50	204.50
RA TOC fee	4	0.00	412.00	Employers Pension:	122.70	122.70
RA day fee training	1.5	0.00	309.00	Total Deductions:	204.50	204.50
RA TOC cancellation fee	1.5	0.00	154.50			
Edu lead fee approvals	4	0.00	824.00			
Edu support fee perform review	1	0.00	82.00			
Edu support fee focused review	1	0.00	82.00			
Edu day fee training	1.5	0.00	309.00			
Edu cancellation fee lead	1	0.00	206.00			
Edu cancellation fee support	.5	0.00	41.00			
Holiday pay partner			186.36			
Holiday pay partner			254.13			
Total Pay:			4,089.99			
Gross Pay for PAYE:			0.00			
Net Pay:			GBP 3,885.49			

Message From Your Employer:

At present there is no message:

Pension Message:

There is no Pension Message to display at present:

[DOWNLOAD PDF](#)