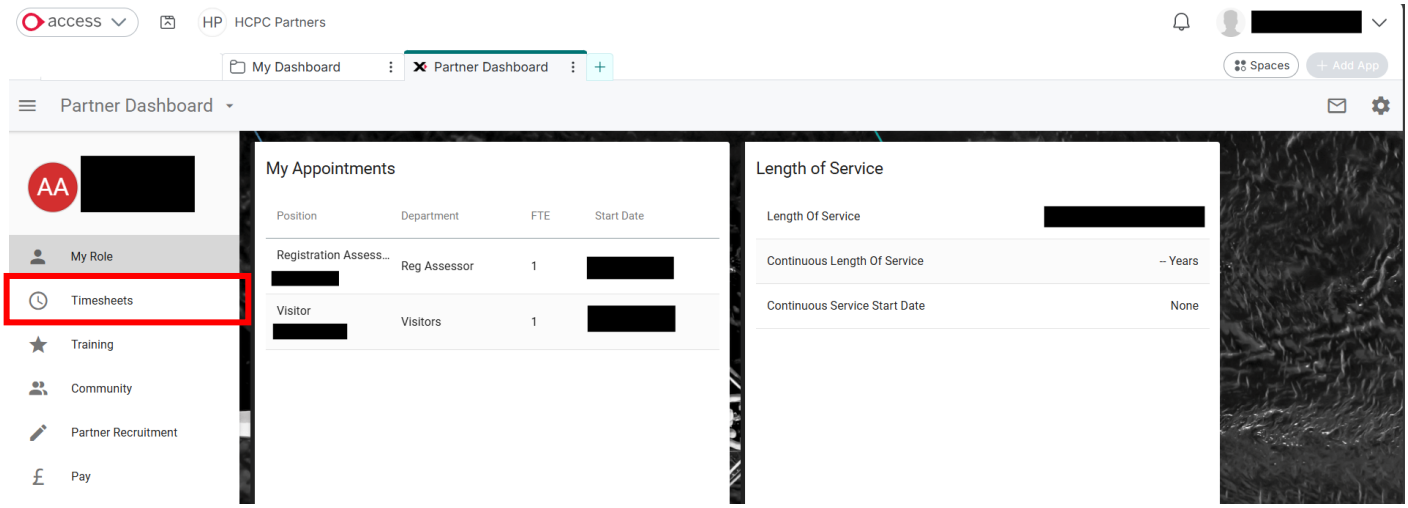
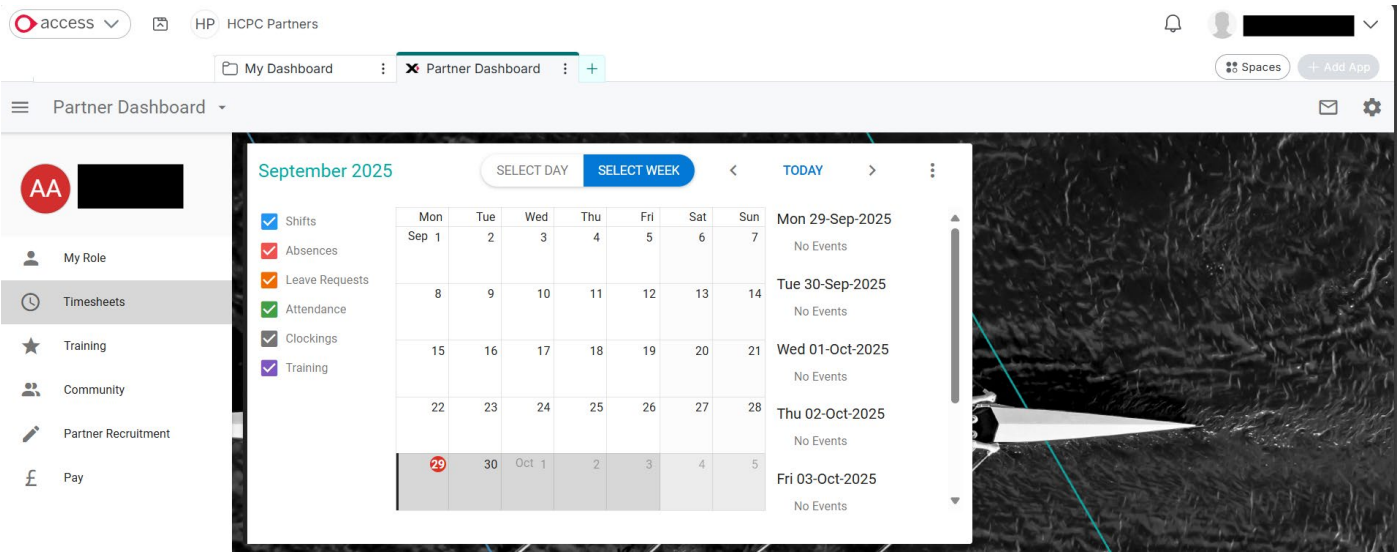
How to: Verify what you have been paid for in the Partner Portal

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 25th 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. Below you will find step-by-step instructions on how to verify which specific services (i.e. assessments, hearing days, etc.) you have been paid for and on which date they occurred. If anything is unclear, or you have any queries, please contact us a partners@hcpc-uk.org.

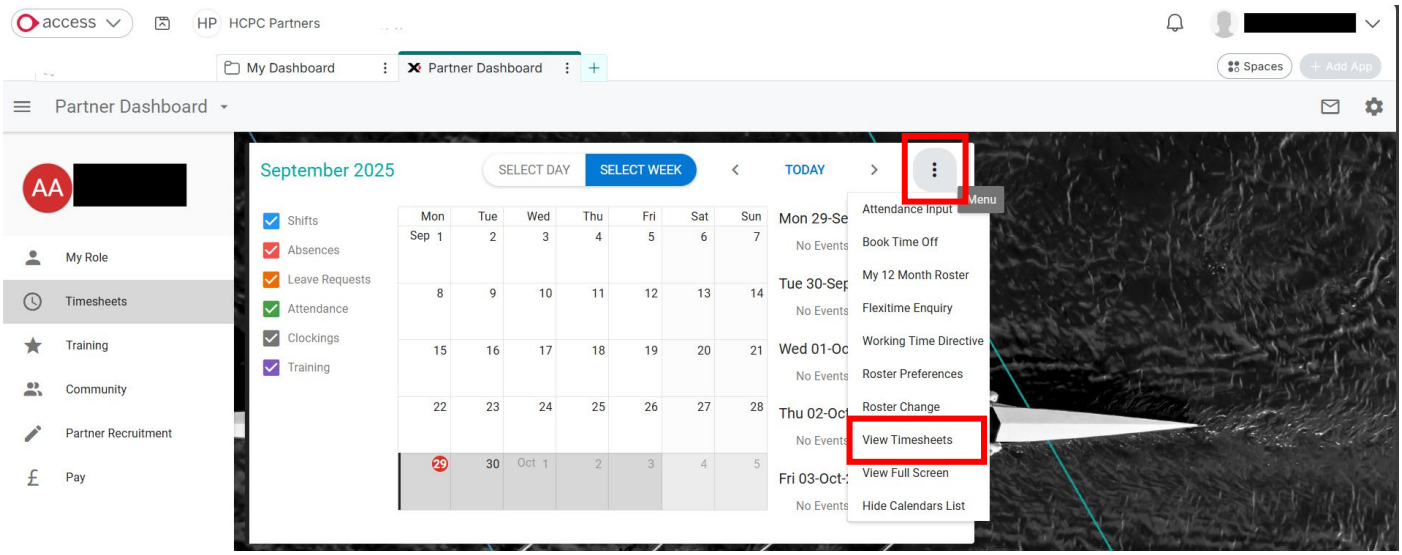
1. Once you have logged into the Partner Portal, navigate to the Partner Dashboard and to the "Timesheets" tab on the left side of your screen.



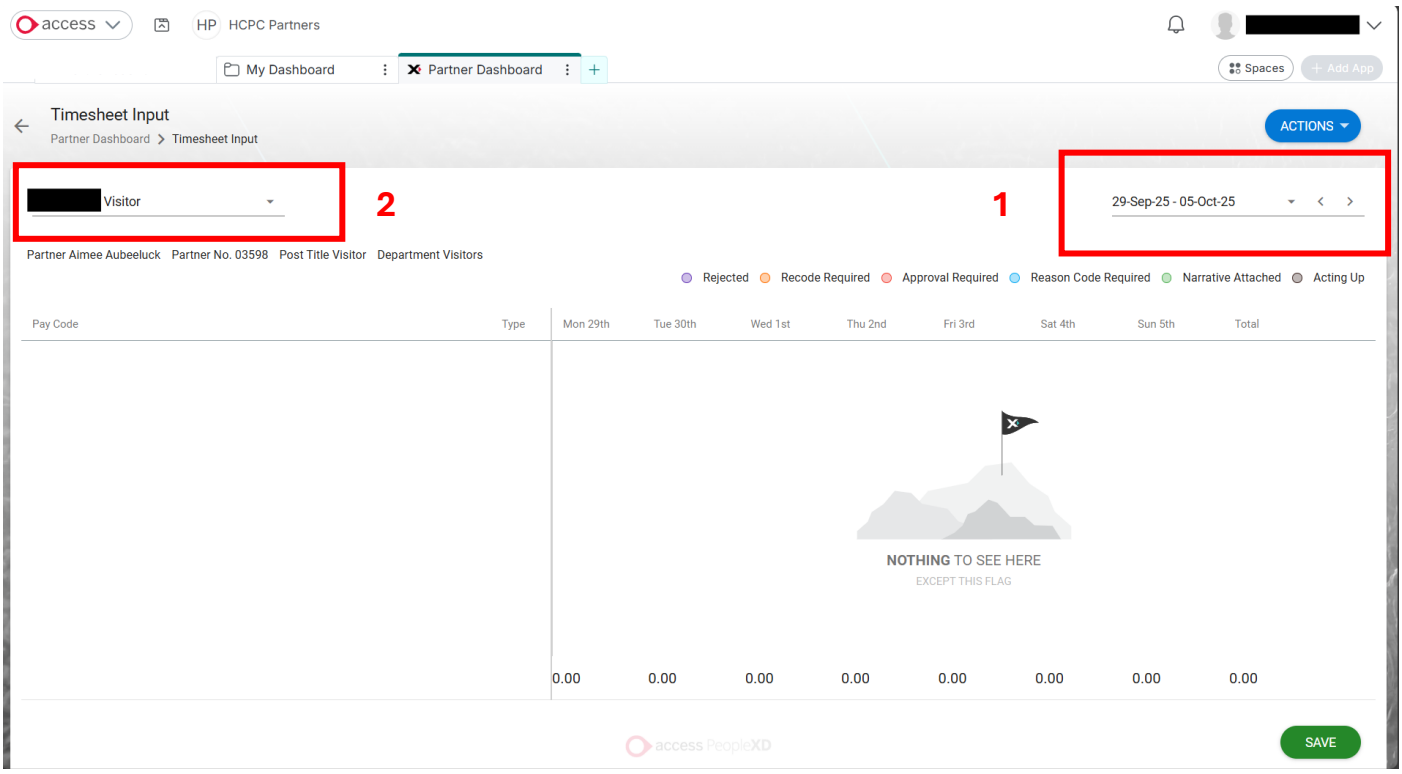
2. This will bring you to the screen shown below.



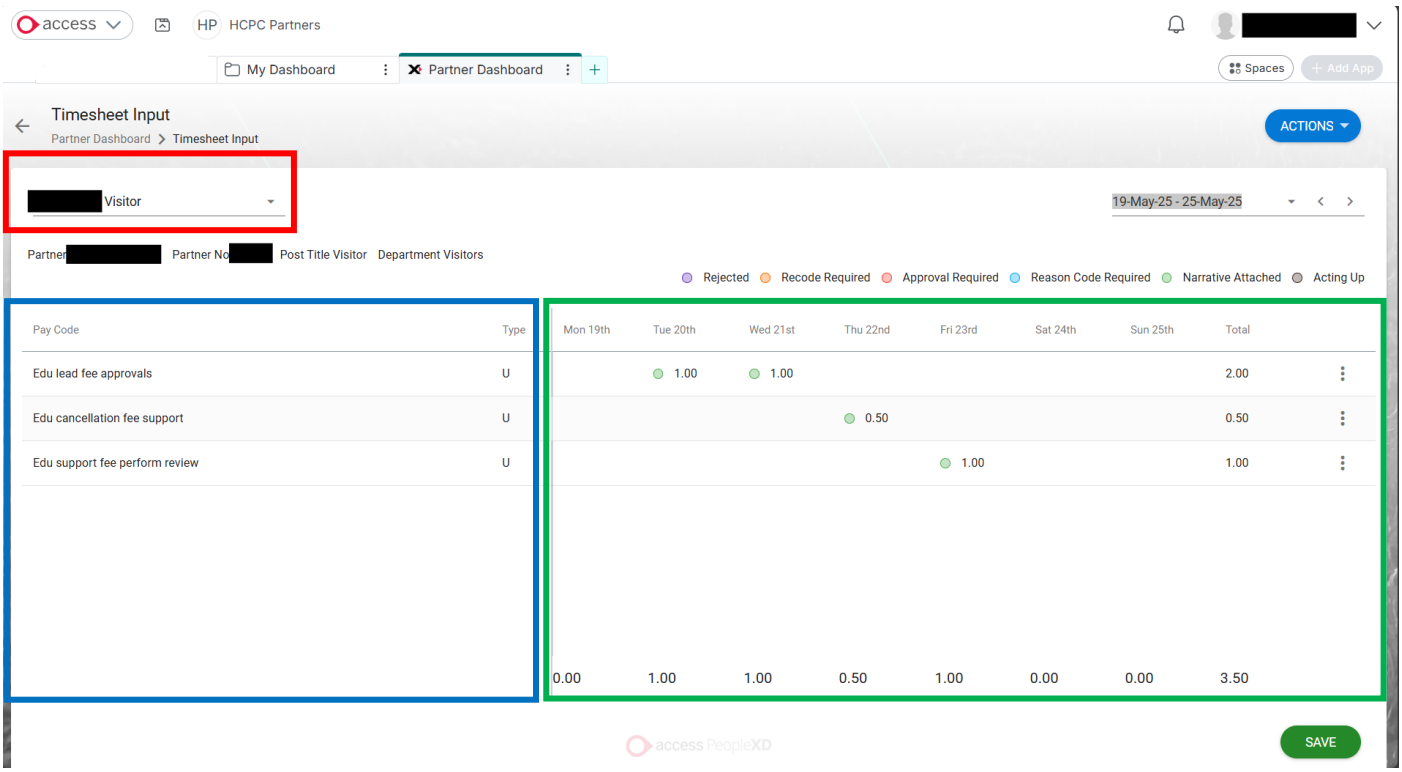
3. From here, you can click on the 3 dots and choose the option to “View Timesheets”.

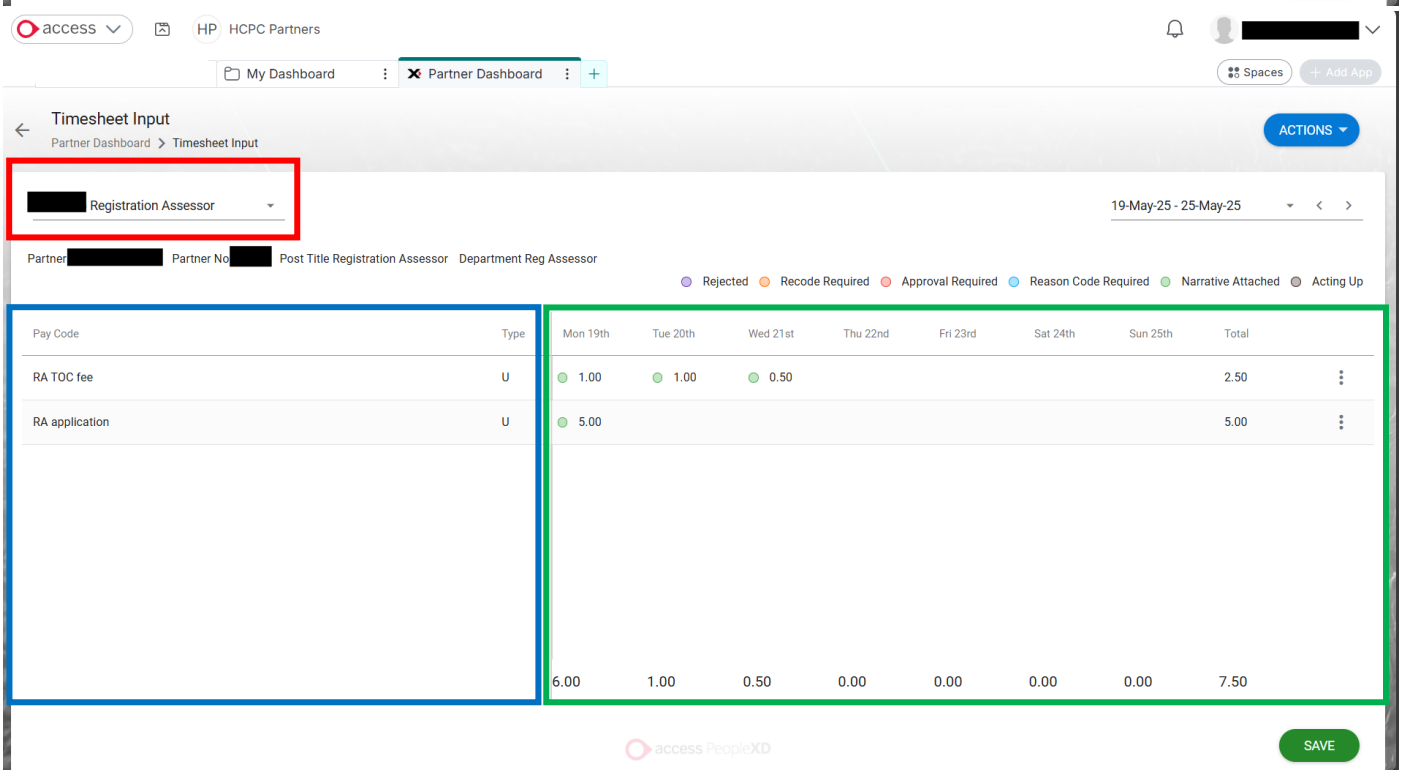


4. You will now be looking at the “Timesheet Input” page. Despite its name, you will not input any information here. You will only be able to view historical remittance information. As the system defaults to showing you the current period’s timesheet, it will appear blank. On the top-right (box 1), you have the option to change which timesheet you are viewing. Each timesheet covers a period of one week. In the top-left (box 2), you can toggle between your partner roles if you have more than one.

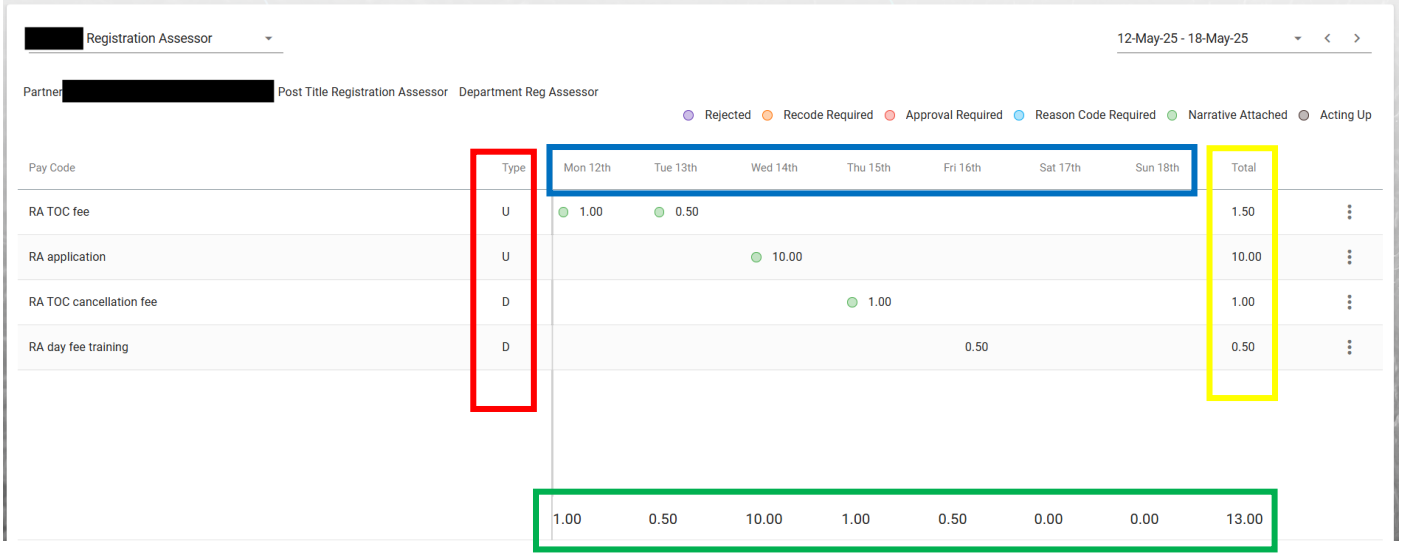


5. As all your payments will be made in arrears, you will need to navigate backwards toward the weeks you wish to query using the functions shown in the previous step. On the left side of the timesheet, you will see various pay codes associated to your partner role. When you change between roles, the pay codes will change as well. Below is an example of a partner with 2 different roles that has done work in each of those roles over the same period. The first shows the pay codes (blue box) and occurrences (green box) paid that week for their visitor role. The second shows the same information for their registration assessor role.

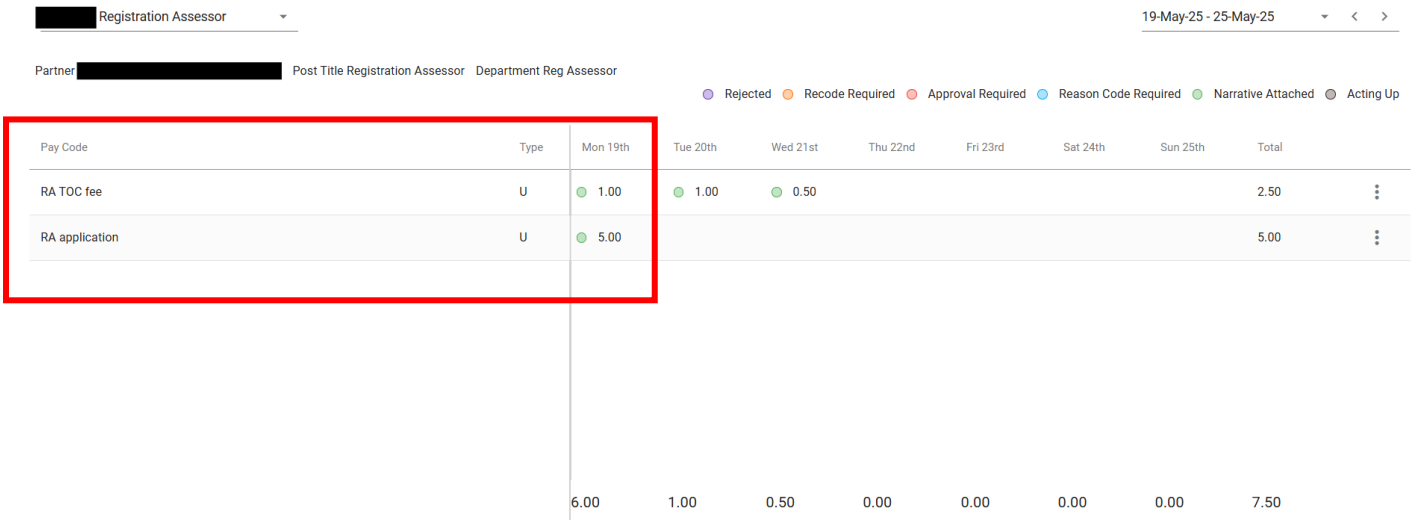




6. Below, you will find another example of pay codes (shown on the left) and a timesheet displaying various occurrences by date (shown on the right). While the names of the pay codes are self-explanatory, the type (red box) may not be. The letter “U” signifies a unit and the letter “D” represents a day. The difference here is that multiple occurrences of a unit type pay code are possible on a single day, however, day type pay codes can only be entered as “1.00” or “0.50”, representing a full or half day respectively. The numbers to the right of the pay codes and beneath the individual dates (bleu box) indicate the number of units and/or days you have been paid for that specific code. At the bottom, is a tally of all units/days for **all pay codes** you have been paid for that calendar day (green box) and to the right, a tally of all units/days paid for **a specific pay code** within that timesheet or calendar week (yellow box). There is also colour coded dots beside the number of units/days, however these will always be the same when you are viewing them.



7. Referring to the image below, you will note that this registration assessor was paid 1 x “RA TOC fee” and 5 x “RA application”, both on Monday, 19 May 2025. This is only possible because they are unit type pay codes.



8. In this next example, the same registration assessor received 10 x “RA application” (unit type) on Wednesday, 14 May 2025, 1 x “RA TOC cancellation fee” (day type) on Tuesday, 15 May 2025, and 0.5 x “RA day fee training” (day type) on Friday, 16 May 2025. These two, day type fees could not have been paid on the same day.

[redacted] Registration Assessor

12-May-25 - 18-May-25

Partner [redacted] Post Title Registration Assessor Department Reg Assessor

Rejected Recode Required Approval Required Reason Code Required Narrative Attached Acting Up

Pay Code	Type	Mon 12th	Tue 13th	Wed 14th	Thu 15th	Fri 16th	Sat 17th	Sun 18th	Total
RA TOC fee	U	1.00	0.50						1.50
RA application	U			10.00					10.00
RA TOC cancellation fee	D				1.00				1.00
RA day fee training	D					0.50			0.50
		1.00	0.50	10.00	1.00	0.50	0.00	0.00	13.00

9. By clicking on the 3 dots symbol on the far-right of the pay code row and then on “Add/View Comments” (red box), you will be able to retrieve more details about the dates or specific files you have been paid for on this pay code.

[redacted] Registration Assessor

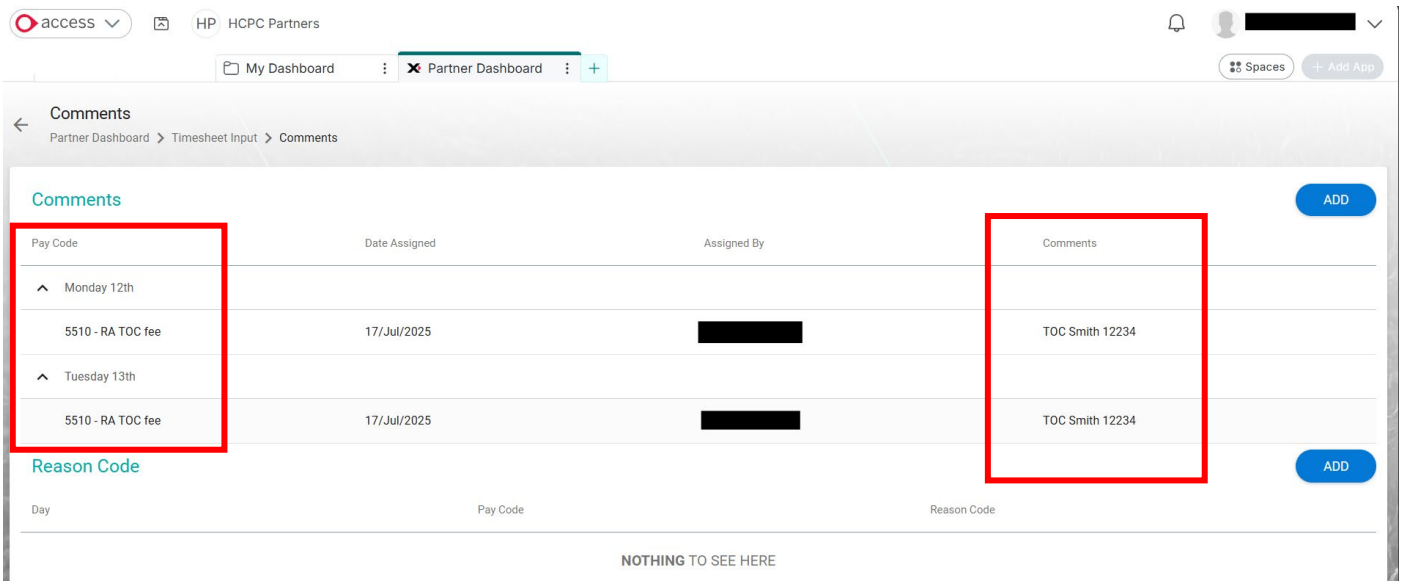
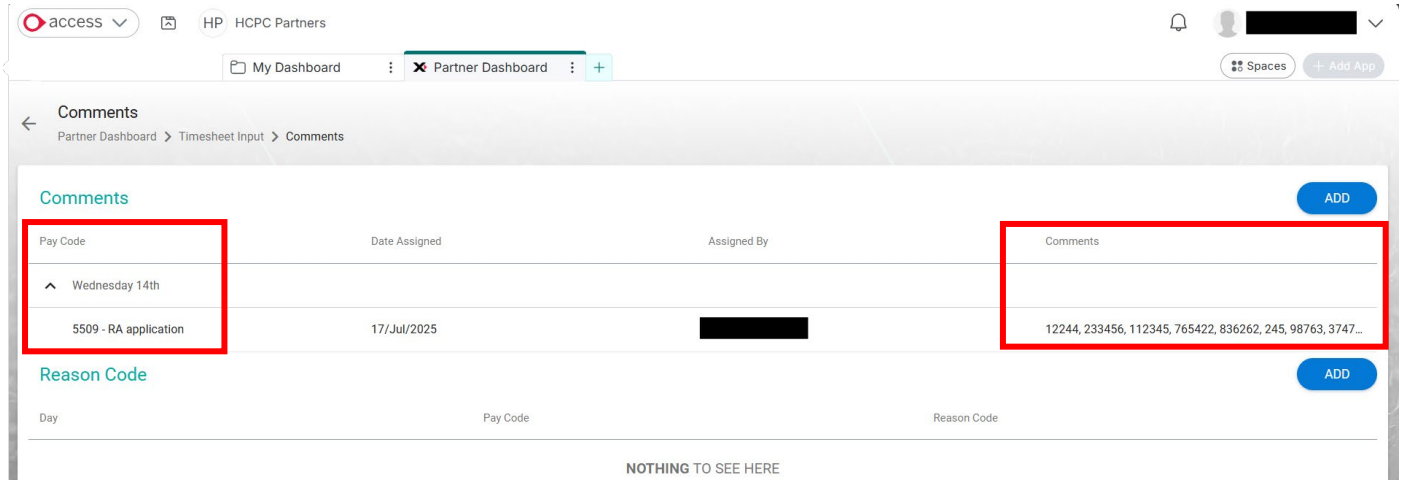
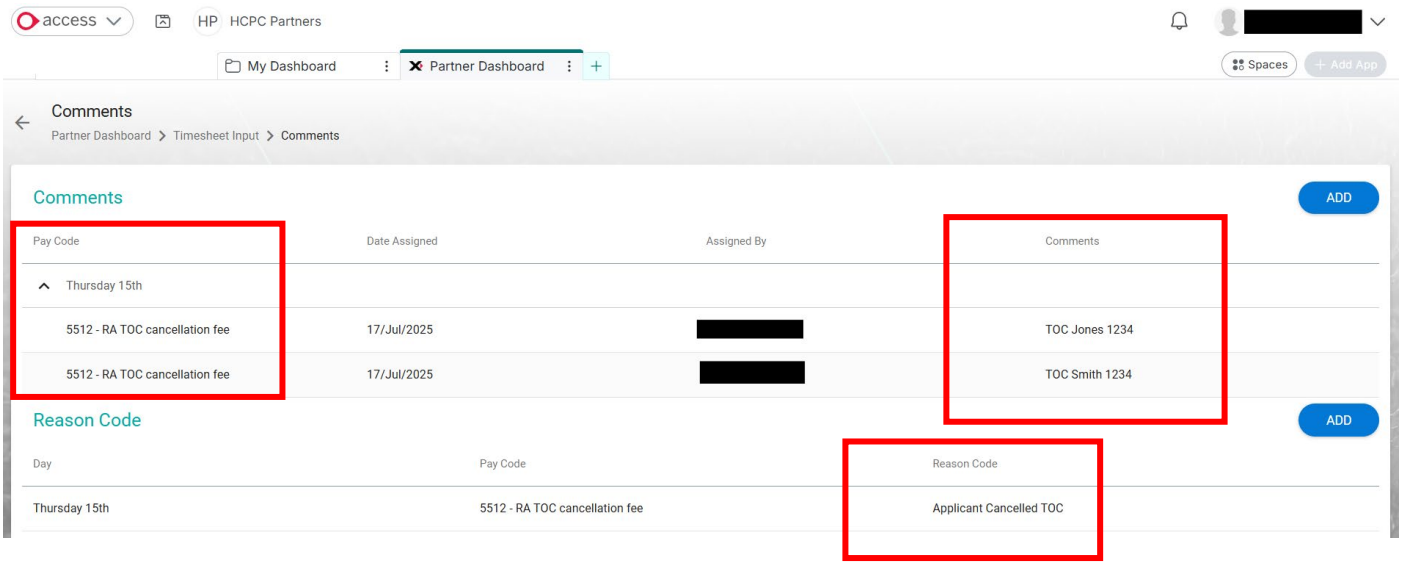
12-May-25 - 18-May-25

Partner [redacted] Post Title Registration Assessor Department Reg Assessor

Rejected Recode Required Approval Required Reason Code Required Narrative Attached Acting Up

Pay Code	Type	Mon 12th	Tue 13th	Wed 14th	Thu 15th	Fri 16th	Sat 17th	Sun 18th	Total
RA TOC fee	U	1.00	0.50						1.50
RA application	U			10.00					
RA TOC cancellation fee	D				1.00				
RA day fee training	D					0.50			0.50
		1.00	0.50	10.00	1.00	0.50	0.00	0.00	13.00

Add Reason

Add/View Comments

10. What you see next will look something like the examples below.
    a. In the first example, the “RA TOC fee”, which refers to a Test of Competence (TOC), has comments which will indicate who was being assessed. You can see one row for day this code was claimed.
    b. The second example, where the “RA application” pay code was used, lists reference numbers of the specific applications that were assessed.
    c. The third example uses the “RA TOC cancellation fee” and shows which TOC was cancelled. In the “Reason Code” section, more explanation is provided as to why the assessment was cancelled.