

## Timesheet Policy

Detailed below are guidance notes that should be observed and followed when completing and submitting your timesheet:

- Agency workers are paid on a 'same day' or 'weekly' basis. Those workers who are given the choice you must specify your preference at point of registration.
- Timesheet deadline – WEEKLY PAYROLL - is Monday 12:00PM (Midday) in order to be paid on Friday. In cases where a payroll company is used, it is the payroll company that will receive funds on Friday.
- Timesheet deadline – SAME DAY PAYROLL\*\*\* - is daily 10:00AM in order to be paid the same day. In cases where a payroll company is used, it is the payroll company that will receive funds the same day.
- Any agency worker who uses the services of a payroll company will be subject to the payroll processing procedures imposed by that company. TFS Healthcare has no control over this; therefore you must discuss the procedures with the payroll company that you choose.
- Deadlines may change around Bank Holidays.
- It is your responsibility to ensure your timesheet is legible, completed correctly and has been authorised and signed by your manager - payment may be delayed if this is not the case.
- *(NHSP client sites only)*. Timesheet deadline WEEKLY PAYROLL - Where you have opted to get paid weekly, and your assignment is managed by National Health Service Professionals (NHSP), your timesheet must be authorised by Wednesday 11:00AM. SAME DAY PAYROLL - The normal same day payroll deadline (10:00AM) applies to all NHSP client sites as well.
- *(NHSP client sites only)*. Where your assignment is managed by National Health Service Professionals (NHSP), you will not be required to submit a paper timesheet but will be expected to submit your hours on their electronic online payment system. You will be advised in advance by your consultant which method of timesheet submission you'll be expected to adhere to. If in doubt, please ask your consultant.
- *(NHSP client sites only)*. Where your assignment is managed by National Health Service Professionals (NHSP), you must ensure you sign in and out of the 'signing-in book'. Failure to do this may delay you getting paid.

### In particular, please ensure:

- All information given on your timesheet is accurate and the timesheet is completed in full. Unfortunately, if a timesheet is not correctly completed, legible or authorised, we will have to return it to you for correction or authorisation, as appropriate, before we can process it.
- You apply the correct dates to the shifts that have been worked.
- The date and times you worked, excluding any breaks taken are correct.
- The total hours and basic pay columns are correct.
- Every shift must be signed and dated by an authorised signatory of the client (such as the Nurse in Charge, Ward Manager or designated individual at the establishment in which you have been placed. Please ensure that a black ballpoint pen is used for clarity.
- You have signed and dated the timesheet.
- A photo image taken of a timesheet using a mobile phone cannot be processed.
- You are always advised to retain a copy for your own records and to assist if you have a query.

*\*\*\* please note: our recently introduced same day payroll facility is being rolled out per region and is not available to all agency workers yet. Please consult your consultant for further details.*

*\*\*\*Please note, our same day payroll facility is not available to non-qualified or PAYE workers for tax reasons.*

- Agency workers using a weekly timesheet, please note the weekly timesheet period runs from Monday to Sunday, a seven day period.
- Whether you use a weekly or single shift timesheet, we cannot accept timesheets which include shifts that have been worked on different wards during the day or week. These are often rejected by the client. In this instance, please complete a separate timesheet(s).
- Timesheets can be sent for payment either by:
  - **Fax:** Timesheets can be faxed to: 020 7760 7151.
  - **Email:** Timesheets can be emailed to: [payroll@tfshealthcare.co.uk](mailto:payroll@tfshealthcare.co.uk).
  - **Post:** Payroll Department, TFS Healthcare Limited, Two London Bridge London SE1 9RA.

#### **Resolution of queries**

- Agency workers are under a duty of care to complete their timesheet in accordance with the guidance notes above.
- Where there is a query on your timesheet we will make every effort to contact you as soon as possible to resolve the matter. Alternatively, you may contact the Payroll Department either by phone or email: 020 7407 1122 / [payroll@tfshealthcare.co.uk](mailto:payroll@tfshealthcare.co.uk). Please note, this may involve a delay in your timesheet being processed, and your timesheet will be processed the next available payroll provided the query has been resolved.

#### **Limited Companies (and payroll company / umbrella arrangement)**

For agency workers operating through a UK registered limited company (please note that the limited company must be registered in the UK or has been subject to clearance by our Inspector of Taxes) we require the following information prior to submission of the first timesheets/invoices. Please supply:

- The Certificate of Incorporation.
- VAT registration certificate (if applicable).
- Limited company bank details – account name, account number & sort code.
- Proof of bank details that relate to the limited company. For example, a copy of a cheque book or bank statement which displays the account name, account number & sort code.

If you are elect to use an umbrella arrangement (a payroll company), we will request the above information from their company representative.

Please note: if your payment details change, you must inform our Payroll Department immediately. For example, if you change your bank account, use a different payroll company or your VAT status changes.

#### **PAYE**

Any agency worker, who chooses to be paid via the PAYE method, must supply:

- A P45 (otherwise a P46 will have to be completed).
- Bank details – account name, account number & sort code.

**PLEASE NOTE:** as per new legislation recently introduced by HMRC, it is now a requirement for you to supply us with either your NI Number or Unique Tax Reference (UTR) Number, which comprises of ten digits, irrespective of whether you choose us to payroll you as a PAYE worker, or via a limited or payroll company.

#### **Expenses Procedure**

- Expenses must be agreed in advance by your hiring manager / client.
- Expense claims must be submitted using an expense claim form. This is normally provided by the client. If your manager is unable to provide with an expense claim form, please ask your consultant for a TFS Healthcare Expense Claim Form.
- Please only include expenses that TFS Healthcare is able to recharge to the hiring manager / client.
- All expenses must be receipted. Please ensure a copy of all expenses is sent along with your expense claim form.
- Mileage claims (and travel expenses) from home to work, and from work to home are not to be included in your expense claim. These are not reimbursable to the trust.