

NURSDOC

REFERENCE NUMBER OF DOCUMENT:	11.1.03.03
COMMITTEE IDENTIFICATION:	Galago Directors
SECRETARIAT:	MS
DOCUMENT TYPE:	External Policy
DOCUMENT LANGUAGE:	E
THIS POLICY IS FOR:	Staff including Agency Workers (temporary workers), Commissioners and Service Users

TIMESHEETS

WARNING:

If the document contains proprietary information, it may only be released to third parties after management has approved its release.

Unless otherwise marked, documents are uncontrolled; uncontrolled documents are not subject to update notifications.

The latest revision of this document can be found in the reference panel above. It can also be determined and double checked by checking the 'Master Document List' before using or sending.

Any changes must be requested through the 'Document Control Manager' by submitting a 'Document Change Request' form.

TIMESHEETS

THE PURPOSE OF THIS POLICY

To inform staff about Nursdoc timesheet policy.

TIMESHEETS

Timesheets run from Monday to Sunday. Please submit your timesheet to us by 12pm Monday in order to be paid the following Friday from Nursdoc. Deadlines may change around Bank Holidays branches will have details and will inform all Members in advance. Payments are made directly into your bank/building society/limited company accounts by BACS (Please make sure we have the correct details). 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.

IN PARTICULAR, PLEASE ENSURE:

- You complete the correct week ending date timesheet
- The date and times you worked, excluding any breaks taken are correct
- The total hours and basic pay columns are correct
- There is the dated signature of the line manager at your assignment.
- You have signed the timesheet

If you have any problems with timesheets or payment please contact us.

ROLES & RESPONSIBILITIES OF TEMPORARY WORKERS AND PAYROLL

Payment for your services is paid by us weekly in arrears on receipt of a signed timesheet. Timesheets must be received by us by no later than 12 noon on Monday for payment that Friday. Deadlines may change around Bank Holidays. Payments are made directly into your bank/ building society/ Limited Company accounts by BACS (Please make sure we have the correct details).

It is your responsibility to ensure your timesheet is legible, completed correctly and has been authorised and signed by the line manager at your assignment.

Payment may be delayed if this is not the case.


IN PARTICULAR, PLEASE ENSURE:

- You complete the correct week ending date timesheet
- The date and times you worked, excluding any breaks taken are correct
- The total hours and basic pay columns are correct
- There is the dated signature of the line manager at your assignment

Please make sure that you complete timesheets clearly with a black ballpoint pen and that you write your name and the name of the client that you have worked for on the timesheet.

Timesheets should be posted direct to the Nursdoc head office, address below. If you need further timesheets, please email: timesheets@nursdoc.com giving your name, address and telephone number, alternatively timesheets can be downloaded at www.nursdoc.com

The payroll department will endeavour to deal promptly with any queries that you may have regarding your pay. We can accept timesheets by post, hand delivery, email or fax. All copies must be clear and correctly authorised, otherwise payment may be delayed. Our payroll support team is available to take your call between the hours of 8.30am - 5pm Monday - Friday. Our telephone number is **0330 555 5000**

COMPLETED DATE:	21.05.2020
SIGN OFF DATE:	21.05.2026
REVIEW DATE:	21.05.2027
SIGNED:	 Marc Stiff – Group Managing Director