

Policy Title	Timesheets and Payment Policy and Procedure
Issue date (m/y)	07/2012
Author	Laura Cook, Director
Approved by	Donna Welburn
Review date (m/y)	07/2016

Context and /or Aims

The Learning Support Centre Ltd Timesheet and Payment policy and procedure is in place to ensure all timesheets are completed and submitted accurately, honestly and promptly in line with company time lines.

Policy Statement

- Timesheets act as proof of work carried out for all support provided. If there are errors in the timesheet process this can result in nil payment, underpayment and/or resources being wasted.
- It is the responsibility of the member of the team who is completing the timesheet to ensure they are effective and accurate in the completion and submission of the timesheets they submit.
- Employees are advised that alleged breaches of this policy will be investigated under the Disciplinary Procedure.

Requirements for Implementation Staff Responsibilities

1. To ensure payment, all **signed** timesheets **must** be submitted to Phoenix Yard by 4pm on the Friday before the 20th of the month. Timesheets submitted after this date and time will be paid in the following months' pay.
2. Unsigned hours must be put on the following month's timesheet.
3. Timesheets must **not** be submitted twice.
4. All timesheets must be submitted together, once a month, with a timesheet coversheet, which will have totals of all hours of different rates/types of support carried out. Submitting timesheets at different points throughout the month can lead to errors.
5. Any timesheets and/or timesheet cover sheets completed and submitted incorrectly or not signed will **not** be paid. Staff will receive email notification of this and be asked to collect them
6. Timesheets must be signed and submitted for the month the work is carried out.

Regular errors to be wary of:

- Incorrect calculation of total hours
- Not including students name or full name
- Not printing your name
- Not including your total amount of hours

Tips to avoid errors:

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- Hand your own timesheets in so **you** know they have been handed in on time.
- To avoid confusion log all your appointments in an academic diary and cross out any sessions that are cancelled with more than 24 hours notice.

When are unsigned timesheets acceptable?

Unsigned time sheets for remote support, delivered to students outside of your county of residence via Skype, email or phone should be submitted to the office in line with the above procedure, however if you do not make a note on your timesheet cover sheet of the name of the student and why these timesheets are unsigned, these timesheets will be returned to you.

Regent College

When working at Regent College timesheets are not to be signed by the student, instead they are signed off by the Head of Learning Development, Joe Bennett. Regent College timesheets should be submitted to Joe Bennett weekly, please leave them in her pigeonhole at the college. The timesheets are authorised by Joe Bennett, scanned and sent to the Learning Support Centre via email. If there are issues with cancellations and queries over what detail to write on the timesheet staff need to talk to Joe Bennett when they submit their timesheets. If Joe Bennett is not available, they should please leave a post-it with their query on the relevant timesheet, and inform the office.

Please keep a log of your hours and ensure you add this to your coversheets so that any discrepancies can be dealt with prior to payroll.

Related Documents

Disciplinary Policy and Procedure