



Policy No: SJD/ORG/35	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12 th April 2021		Date of Next Review: 1 st November 2024
TIME-SHEET POLICY		

Introduction

This Timesheet Policy & Procedure applies to all Managers and Care Staff that are paid on the basis of submitting weekly timesheets.

Due to the unique work schedules throughout SJD Homes, an accurate timesheet is crucial to ensure the efficient use of resources and correct payments to staff. This policy and the attendant procedure is intended to provide information to all staff, which will allow the effective monitoring of timesheet completion, and to ensure that staff receive the pay for the work undertaken. If these procedures are not followed, then SJD Homes reserves the right to refuse payment of any timesheet not completed accurately and not submitted in line with this policy.

This Timesheet Policy & Procedure may be amended, withdrawn, suspended or departed from at the discretion of SJD Homes. As this is part of an employee's contract of employment, all employees are required to adhere to the policy and failure to comply with any aspect of the policy may be treated as a disciplinary matter.

Procedure for Submission of a Timesheet

It is the responsibility of each individual employee to complete an accurate timesheet, using the template supplied, and submit it promptly for authorisation by their line manager. Entries on timesheets should, wherever possible, be completed daily.

Managers who are responsible for authorising timesheets should ensure that the work was authorised in advance, and that the timesheets are accurate prior to authorisation and forwarded to info@sjdhomes.org.uk. Please note this also applies to Agency staff.

Managers must ensure that authorised timesheets for all staff are received by the Finance Administrator by Monday before 11am following the claim period, i.e., the previous week. Once a month on the Friday where the cut off for the month falls, all timesheets should be sent to the Finance Administrator by 11am on that Friday.

Any changes to the timesheets that come in on that Friday should be emailed to the Finance Administrator on the following Monday before 11am in order for the amendment to be made. All Managers are issued with the cut-off dates at the beginning of each month, and it is their responsibility to ensure their staff are aware of this.

Deadline for Submission

For all authorised work which is paid via timesheets, the timesheets must always be submitted weekly. Payment is made provided that you submit the timesheets in the correct format, ensuring that they are accurate, by the Monday at 11am following the week the work was undertaken. Timesheets should be submitted to your line manager (or appropriate staff member) for authorisation. It is your line manager's responsibility to submit the timesheets to info@sjdhomes.org.uk by each Monday before 11am.

Under no circumstances will timesheets be paid if the procedures set out in paragraphs above are not followed. Timesheets cannot be banked, held back or backdated for payment for any work undertaken even if the work has been authorised in advance. The submission of timesheets on a weekly basis is vital to ensure that payment is received, as payment will not be made unless a timesheet, which complies with this procedure, is submitted. Payment for any hours worked where the timesheet was not received by the deadline as previously specified will be paid in the following month.

Deduction from Pay

Your attention is drawn to the provisions of your Contract of Employment which set out the circumstances in which deductions from pay will be made by SJD Homes. Such deductions may include circumstances where money is owed to SJD Homes for non-attendance to a Training Course — or pay withheld for failure to comply with this Timesheet Policy and Procedure.

Falsification of Timesheet

Under no circumstances should an employee falsify his/her own, or a fellow employee's, timesheets or encourage a fellow employee to take such action on their behalf. This also includes completion of timesheets in advance for work that may be authorised, but not yet undertaken. It is the responsibility of the employee to submit correct timesheets. Falsification of timesheets submitted is considered gross misconduct and disciplinary action may be taken against you, under SJD Homes' Disciplinary Procedure.

Extra Time Worked

In addition to the hours specified, individuals may be requested to work additional hours in order to perform their duties to SJD Homes' satisfaction.

Full-time permanent members of staff who work over their 40-hour week are entitled to take the additional hours as time off in lieu. The time off in lieu has to be taken within the month in which it was accrued. Any hours remaining after the last day of the month will not be carried over to the following month and will therefore be forfeited.

Exclusions

Extra time will not be paid for activities that would be reasonably considered within the normal remit of your role including, but not limited to:

- Completion of Timesheets
- Revision for a vocational qualification
- Report Writing

If you carry out any duties for SJD Homes you will be required to complete a timesheet, which you will then need to return to fostering for authorisation before payment will be made.

For all matters connected with SJD Homes, your contact is:

Tel:

Email: