

## Timesheet Procedure

In order to ensure swift and accurate processing of the payroll please read and understand the following instructions with regard to completing and submitting your timesheets.

1. Use a separate timesheet for each client and for each week.
2. Enter the correct client name, the address of the place where the shift has been worked and the telephone number.
3. The client must sign all submitted timesheets. Unsigned timesheets will be returned to you by post resulting in late payment.
4. Print your name clearly. Illegible names can lead to non-payments.
5. Complete the week ending date – this will always be the Sunday.
6. Make sure you have ticked one of the booking qualification boxes, this tells us your grade for payment. Failure to tick one of these boxes may result in under payment.
7. Ensure the correct date is entered next to the day of the week. It is important to put the correct day and date on your timesheet to avoid confusion with regard to the hours/days you are working.
8. Enter the correct start and finish times in the 'From' and 'To' boxes. Please use 24 hour clock or clearly state whether it is 'am' or 'pm'.
9. Enter the total hours worked for the shift in 'Hours Daily' and 'Hours Nightly' boxes.
10. Any breaks taken that the client wishes to deduct from your hours must be entered in the 'Break' column in minutes.
11. Ask the client to initial the signature box for each day of the week as well as at the top of the sheet.
12. Please use a separate sheet for sleeper shifts.
13. Timesheets must be received at your Branch Office by **12 O'CLOCK** on a **TUESDAY**. Payment for processed timesheets will be in your bank account on Friday of the same week..
14. Late timesheets will not be processed until the following week.
15. It is your responsibility to get the timesheet completed correctly and submitted on time. We cannot be held responsible for postal delay.
16. The top copy, yellow and green copies are to be submitted to your branch. The client should keep the pink copy and you must keep the blue copy. If you query any of your shifts you will need to have your blue copy available.
17. Any timesheets not correctly completed will be sent back to you for completion before processing for payment.
18. A copy of a correctly completed timesheet is on page 3 of this document, for your reference.
19. If you have any payroll queries please telephone 01702 361420. At times of processing we may not be able to answer the telephone so please leave your number and a message on the voice mail and someone will return your call as soon as possible.

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## Emailing your Timesheet

As technology moves along and the options available for sending timesheets increases it is a lot easier to send your timesheet into us via email or fax.

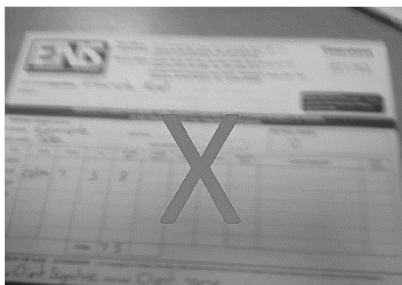
The majority of timesheets that we get sent via email are clear, readable and complete. However, when images are sent that cannot be read and are incomplete this will prevent the processing of your timesheet.

We thought we would put together some handy tips, to ensure that your timesheet is clear and processed quickly:

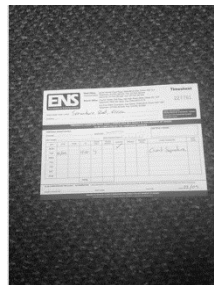
- ▶ Before take a picture of your timesheet, check to see that it is fully completed and signed correctly.
- ▶ When placing your timesheet on a background, position your camera so that only the timesheet is included in the frame.
- ▶ Make sure that all of the timesheet is included in the picture.
- ▶ Your timesheet must be flat. Not curved, curled, creased and / or folded.
- ▶ Make sure that the light is good
- ▶ Hold the camera directly above the timesheet (holding it at an angle will distort the writing)
- ▶ Make sure you hold the Camera/phone steady
- ▶ Only include one timesheet per photograph
- ▶ Before you send the image to the accounts team, check that it is clear, readable and complete
- ▶ For those of you who fax your timesheet through, it is also important to check to see that it is fully completed and signed correctly.

We would ask that people wishing to check that their timesheet has been received via fax, call after 2 pm.

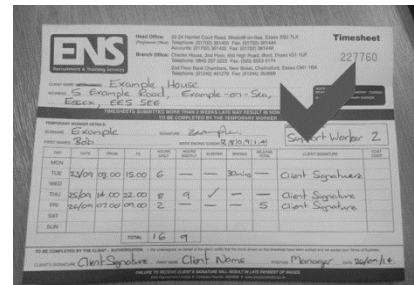
If you have any queries, please do get in touch via email to [accounts@ensrg.co.uk](mailto:accounts@ensrg.co.uk).



Blurred Image, parts of the timesheet are not included in the frame and there are bits of written information missing.



Too much background, missing signatures and details of the client



All the information is included, the picture is in focus and can be clearly read. Client signatures are present

Signed

Date

Email

# Timesheet Procedure



**Head Office:** 22-24 Hamlet Court Road, Westcliff-on-Sea, Essex SS0 7LX  
 (Registered Office) Telephone: (01702) 361400 Fax: (01702) 361444  
 Accounts: (01702) 361425 Fax: (01702) 361448  
**Branch Office:** Charter House, 2nd Floor, 450 High Road, Ilford, Essex IG1 1UF  
 Telephone: 0845 337 0223 Fax: (020) 8553 0174  
 2nd Floor Bank Chambers, New Street, Chelmsford, Essex CM1 1BA  
 Telephone: (01245) 491279 Fax: (01245) 352888

**Timesheet**  
 08251

CLIENT NAME / HOSP / WARD: None of ussing have provided  
 ADDRESS: Address 1, Town, County, Postcode

WHITE / YELLOW COPY  
 BRANCH OFFICE BY THE EMPLOYER / EMPLOYER  
 BLUE COPY: ENS TEMPORARY WORKER  
 PINK COPY: CLIENT

**TEMPORARY WORKER DETAILS:**  
 SURNAME: DOE SIGNATURE: [Signature] WEEK ENDING SUNDAY: 27/04/08  
 FIRST NAMES: JANE JOB TITLE + GRADE: Support Worker A  
**TIMESHEETS SUBMITTED MORE THAN 2 WEEKS LATE MAY RESULT IN NON PAYMENT OF WAGES TO BE COMPLETED BY THE TEMPORARY WORKER**

DAY	DATE	FROM	TO	HOURS DAILY	HOURS NIGHTLY	SLEEPER	BREAKS	MILEAGE TOTAL	CLIENT SIGNATURE	COST CODE
MON	21/11/08	0800	1800	5					<u>Must be signed</u>	
TUE	23/11/08	1400	2100	7						
WED										
THU										
FRI										
SAT										
SUN										
<b>TOTAL</b>				<b>12</b>						

TO BE COMPLETED BY THE CLIENT - AUTHONISATION 1. The undersigned, on behalf of the client, certify that the hours shown on this timesheet have been worked and we accept your Terms of Business.  
 CLIENT'S SIGNATURE: [Signature] PRINT NAME: MUST BE COMPLETED POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_  
**FAILURE TO RECEIVE CLIENT'S SIGNATURE WILL RESULT IN LATE PAYMENT OF WAGES.**  
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