



Policy 3

Timesheets

TIMESHEETS

Timesheets run from Monday to Sunday. Please submit your timesheet to us by Monday in order to be paid the following Friday for Ambition 24Hours and Nursing Services of the UK. If you work for The British Nursing Association, Grosvenor Nursing Agency or Mayfair Nurses then timesheets must be submitted Tuesday to payroll for payment by BACS the following Tuesday. 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:

- That you use the correct timesheet, each agency has its own unique timesheet which can be downloaded from www.a24connect.co.uk
- That you use a timesheet only once, each timesheet has a unique reference so should not be copied
- 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.
- Your timesheet is signed
- Any order numbers are written clearly on your 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 for Ambition and NSUK and 12 noon Tuesday for payment the following Tuesday by BNA, Grosvenor and Mayfair. 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. (Please use a black ballpoint pen.)

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 your timesheet 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 emailed directly to our payroll department using the following email address: wages@a24group.com. Please scan each timesheet to us individually and email them one per email. In the email header please put the timesheet number. This will assist the payroll department to promptly identify you.

Alternatively you can post your timesheet to:

A24 Group
92-96 Lind Road,
Sutton, Surrey, SM1 4PL
or fax to 0871 87 333 71

If you need further timesheets, please email: timesheet@a24group.com giving your name, address and telephone number.

Our 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, otherwise payment may be delayed.

However due to processing deadlines we are only able to handle calls on Monday, Thursday and Friday after 1.00pm

Our telephone is **0871 87 333 01**

End of Policy