



## Policy 20

### A24Group policy for Locum Doctor's on Timesheets

#### **Reason for the policy:**

- To ensure that all Locum Doctor's are paid the correct amount every time.
- To ensure that all A24Group's clients are being billed the correct amount every time.

#### **TIMESHEETS**

Timesheets run from Monday to Sunday. Please submit your timesheet to us by Monday in order to be paid the following Friday. 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 agency 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. (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.
- You have signed the timesheet

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 can be sent to any of our branch offices or to our head office,

**Ambition House  
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](mailto: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.

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**