

Weekly Timesheet Instructions

Employee Name:

You must enter your full first and last name in block capitals some employees have the same initials and/or surname name so please always print your **FULL** name.

Position:


Please input your employment position.

Week Beginning Monday:

- ➔ Your timesheets run from Monday 06.30hrs to the following Monday 06.29hrs. Your timesheet should be dated the first Monday of each week you are claiming for.
- ➔ Do not put more than one week at a time on your timesheet, always use separate timesheets for separate weeks.

Annual Leave/Sick Leave/Other Absence:

- ➔ If you are on Annual Leave or Other Absence all week you must submit a timesheet.
- ➔ If you are on Sick Leave all week, it is preferable that you still submit your timesheet, however if this is not possible your area admin or your manager will be able to inform payroll of your absence.
- ➔ If you are on Annual Leave, Sick Leave or Other Absence for any less than a full week then you must enter the date and your start and end times for each day to establish the hours to be recorded. E.g: 10hrs A/L over 2 days = 5hrs per day. You may enter either 5hrs or 9.00 – 14.00 hrs (this also applies to sick leave or other absence).



A/L	Service User – Full Name	Date	Start Time 24hrs clock	End Time 24hrs clock	Payment Code
	John Doe	26/11/2008	14.00	17.30	
X		26/11/2008	09.00	14.00	
X		27/11/2008	5 hours.		

- ➔ If you have to take time off due to 'Other Absence' please tell us where possible, what this is by inputting the payment code E.g. Maternity Leave (ML), Unpaid Leave (UL) or Compassionate Leave (CL).
- ➔ If you are on Annual Leave, Sick Leave or Other Absence there is no requirement to fill out the Service Users name or address.

Meeting/Training:

If you are required to go to a meeting or training then you should cross this box, enter the nature of your meeting or training in the 'Service User – Full Name' box enter the date and the start/end times.

Day Off:

Cross this box and fill out the date if you are on your scheduled day off. There is no need to fill out the Service Users name or address.


Service Users – Full Name:

If you are supporting an individual then you must enter the FULL NAME of the individual. If you are supporting more than one person then you must enter the ADDRESS and not the name of the Service Users. **DO NOT** use initials or abbreviations.

 John Doe
  Woodbine Cottage
  JD
  J Doe
  JD & DJ
  John & Davie


Start Time/End Time:

You must use the 24hour clock for your shift start and end times.


 9.00 – 15.00
 9.00 – 3.00
 23.00 – 7.00
  11.00 – 7.00

Sleep In:

Cross this box if you have worked a sleep-in, you must enter your sleep-in start and end times. E.g. 22.30 – 07.00 and the Service Users Name or for more than one service user enter the Address.



Sleep - in	Service User – Full Name	Date	Start Time 24hrs clock	End Time 24hrs clock	Payment Code
	John Doe	26/11/2008	17.00	22.30	
X	Woodbine Cottage	26/11/2008	22.30	07.00	
	John Doe	27/11/2008	07.00	08.30	




Sleep - in	Service User – Full Name	Date	Start Time 24hrs clock	End Time 24hrs clock	Payment Code
X	John Doe	26/11/2008	17.00	22.30	
	John Doe	27/11/2008	07.00	08.30	

Time Up:

If a Service User was awake during a sleep-in then this must be made as a separate entry on your timesheet, and must include the Service Users full name and payment code 'TU' to indicate time-up and the start/end hours – you are also required to enter your sleep-over details i.e. 2230 to 0700.



Sleep - in	Service User – Full Name	Date	Start Time 24hrs clock	End Time 24hrs clock	Payment Code
	John Doe	26/11/2008	17.00	22.30	
X	Woodbine Cottage	26/11/2008	22.30	07.00	
	John Doe	27/11/2008	02.00	04.00	TU
	John Doe	27/11/2008	07.00	08.30	



Sleep - in	Service User – Full Name	Date	Start Time 24hrs clock	End Time 24hrs clock	Payment Code
	John Doe	26/11/2008	17.00	22.30	
X	Woodbine Cottage	26/11/2008	22.30	02.00	
X	John Doe	27/11/2008	02.00	04.00	TU
X	John Doe	27/11/2008	04.00	07.00	

Payment Codes:

You need only enter a payment code for surplus payment or to tell us of 'Other Absence'.

PH = **Public Holiday** - If you are required to work on Christmas Day, Boxing Day, New Years Day and 2nd Jan.

R = **Relief** - If you are required to work hours out-with your weekly rota, or to cover a shift or have worked during your Annual Leave.

TU = **Time Up** – If a Service User was awake during a sleep-in.

ML = **Maternity Leave**

UL = **Unpaid Leave**

CL = **Compassionate Leave**

E-mail:

You may request a timesheet template or submit your timesheets via timesheets@elcap.org

Should you require confirmation that we have received your timesheet then please request a 'read' receipt with your e-mail. Do not submit payment queries via this e-mail, payment queries must be made via your area admin or service manager – details below:-

East Lothian West:	elained@elcap.org	01875 818 036
	jeanettew@elcap.org	01875 818 036
East Lothian East:	audreyc@elcap.org	01875 818 037
Midlothian/Edinburgh:	heathero@elcap.org	01875 818 035

IMPORTANT NOTICE

Your Timesheets must be submitted to us by the Wednesday of the week following the one you have just worked.

If your timesheets are not submitted by the 15th of the following month, then your salary and any additional hours will **NOT** be paid to you on your normal pay day, instead they will be paid the following month or the month end in which they have been received.

Incorrect timesheets will be returned to you for amendment
this may also delay any payments due.

YOU MUST SUBMIT A TIMESHEET EVERY WEEK.