

Submission of Timesheets Policy and Procedure	
Date approved by Trustees	February 2014
Date for next review	May 2023
Compliance lead	Director of People, Employee Engagement and PSTE
Agreed Policy file name	Leave for Public Service Policy
Agreed policy location:	RMT Information area\Policies and Procedures RMT website

1 Introduction

- 1.1 This policy and procedure applies to all staff who are paid on the basis of submitting weekly timesheets and for all staff whose additional authorised work which is paid on the basis of submitting timesheets.
- 1.2 Due to the unique work schedules throughout the Trust, an accurate timesheet is crucial to ensure the efficient use of the Trust's resources and correct payments to staff. This policy and 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 this policy and procedure is not followed then the Trust reserves the right to refuse payment of any timesheet not completed accurately and not submitted in-line with this policy and procedure.
- 1.3 This Submission of Timesheets Policy and Procedure may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.

2 Procedure for Submission

- 2.1 It is the responsibility of each individual employee to complete an accurate timesheet and submit it promptly for authorisation by the appropriate member of the senior management/leadership team, head of service or directorate management team as appropriate for the role they hold. Entries on timesheets should wherever possible, be completed daily.
- 2.2 Separate timesheets should be submitted for each role you hold. If you do not comply with this then payment will not be made.
- 2.3 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 forwarding to the Department of Human Resources for processing and payment.



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- 2.4 Managers must ensure that all authorised timesheets for all staff are received in the Department of Human Resources by the **Tuesday** following the claim period, i.e. the previous week.

3 Deadline for Submission

- 3.1 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** following the week the work was undertaken. Timesheets should be submitted to your college principal (or appropriate member of the senior management/leadership team, head of service or the director or appropriate member of that directorate for authorisation). Dates for payments of timesheets will be as per the published timesheet payment timetable. Payday is the last Friday of each month.
- 3.2 Under no circumstances will timesheets be paid, if the procedures set out in paragraph 3.1 above are not followed. Timesheets cannot be banked, held back or back-dated 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 the procedure is submitted.

4 Deductions from Pay

- 4.1 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 the Trust. Such deductions may include circumstances where pay is deducted or withheld for failure to comply with this Submissions of Timesheets Policy and Procedure.

5 Falsification of Timesheets

- 5.1 Under no circumstances should an employee falsify their 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 the Trust's Disciplinary and Dismissal Procedure.