



VINE Timesheet Policy

Below are details to be followed when completing and submitting timesheets.

- Agency workers are paid on a 'weekly' basis.
- Timesheet deadline – WEEKLY PAYROLL - is Monday 9:00AM in order to be paid on Friday.
- Any agency worker who uses the services of a payroll company will be subject to the payroll processing procedures imposed by that company. VINE has no control over this; therefore, you must discuss the procedures with the payroll company that you choose.
- Deadlines may change around Bank Holidays.
- It is your responsibility to ensure your timesheet is legible, completed correctly and has been authorised and signed by a permanent member of staff or manager of the location you worked - payment may be delayed if this is not the case.
- All information given on your timesheet is accurate and the timesheet is completed in full. Unfortunately, if a timesheet is not correctly completed, legible or authorised, we will have to return it to you for correction or authorisation, as appropriate, before we can process it.
 - a) You apply the correct dates to the shifts that have been worked.
 - b) The date and times you worked, excluding any breaks taken are correct.
 - c) The total hours column is correct.
 - d) Every shift must be signed and dated by an authorised signatory of the client, e.g. the Nurse in Charge, Team Leader or designated individual at the establishment in which you have been placed. Please ensure that a black ballpoint pen is used for clarity.
 - e) You have signed and dated the timesheet.
 - f) A scan or a photo image taken of a timesheet is acceptable as long as the file satisfies (a) to (e).
- You are always advised to retain a copy for your own records and to assist if you have a query.
- Agency workers please note the weekly timesheet period runs from Monday to Sunday, a seven-day period.
- We cannot accept timesheets which include shifts that have been worked on different locations or different pay periods These are often rejected by the client. In this instance, please complete a separate timesheet(s).
- Timesheets can be sent for payment by email to payroll@vinerecruitmentsolutions.co.uk.
- Agency workers are under a duty of care to complete their timesheet in accordance with the guidance notes above.
- Where there is a query on your timesheet, we will make every effort to contact you as soon as possible to resolve the matter. Alternatively, you may contact the Payroll Department either by phone or email: 01235 604952 / payroll@vinerecruitmentsolutions.co.uk. Please note, this may involve a delay in your timesheet being processed, and your timesheet will be processed the next available payroll provided the query has been resolved.



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Limited Companies (and payroll company / umbrella arrangement)

For agency workers operating through a UK registered limited company (please note that the limited company must be registered in the UK or has been subject to clearance by our Inspector of Taxes) we require the following information prior to submission of the first timesheets/invoices.

- (a) The Certificate of Incorporation.
 - (b) VAT registration certificate (if applicable). •
 - (c) Limited company bank details – account name, account number & sort code.
 - (d) Proof of bank details that relate to the limited company. For example, a copy of a cheque book or bank statement which displays the account name, account number & sort code.
- If you use an umbrella arrangement (a payroll company), we will request the above information from their company representative. Please note: if your payment details change, you must inform our Payroll Department immediately. For example, if you change your bank account, use a different payroll company or your VAT status changes.

PAYE

Any agency worker, who chooses to be paid via the PAYE method, must supply:

- (a) A P45 (otherwise a P46 will have to be completed) or complete a 'New Starter checklist' which can be obtained at time of registration.
- (b) Bank details – account name, account number & sort code.

PLEASE NOTE: as per new legislation recently introduced by HMRC, it is now a requirement for you to supply us with either your NI Number or Unique Tax Reference (UTR) Number, which comprises of ten digits, irrespective of whether you choose us to payroll you as a PAYE worker, or via a limited or payroll company.

Expenses Procedure

- Expenses must be agreed in advance by your hiring manager / client.
- Expense claims must be submitted using an expense claim form. This is normally provided by the client. If your manager is unable to provide with an expense claim form, please call us on 01235 604952 for a VINE Expense Claim Form.
- Please only include expenses that VINE is able to claim from the hiring manager / client.
- All expenses must be receipted. Please ensure a copy of all expenses is sent along with your expense claim form.
- Mileage claims (and travel expenses) from home to work, and from work to home are not to be included in your expense claim. These are not reimbursable to the trust.