

Timesheet Submission Guidelines

To ensure accurate payroll processing and client billing, all timesheets must be submitted no later than 6:00 PM every Monday.

Before submitting your timesheet, please ensure that:

The care home name is entered correctly.

Your full name is clearly stated.

Please ensure your job role is written and stated correctly.

All shift dates and working hours are accurate.

The timesheet has been completed in full.

Important

One timesheet must be completed for each care home, per week.

An example timesheet is available for reference if needed and should be used to verify that your timesheet has been completed correctly.

Each shift **must be signed and authorised by either a member of the management team or the nurse in charge**, in accordance with the care home's policy, before submission.

Failure to submit completed and authorised timesheets on time may result in delays to payroll processing.

Thank you for your cooperation and commitment to maintaining accurate records.