

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Departmental Timesheets – Procedure for Completion

1. Introduction

- 1.1 Departmental Timesheets are to ensure that the payment of basic pay and certain additional payments to basic pay, such as payment for additional hours, unsocial hours, overtime and on-call/stand-by, is verified and authorised by the relevant manager in advance of payday each month.
- 1.2 Departmental Timesheets show the name of the ward/department that employees on the Timesheet are recorded against for financial purposes - this description links to financial cost centre codes.
- 1.3 Departmental Timesheets are the prime document for the recording and notification of errors/omissions of staff details against the cost centre. Any errors/omissions must be highlighted in accordance with the instructions below and a copy of the Timesheet should be sent to the Workforce Planning Section in the Human Resources Department, Freeman Hospital for action.

2. Scope

- 2.1 This policy applies to all staff, excluding those employed under Medical and Dental Staffs Terms and Conditions of Service.
- 2.2 It applies to paper-based Departmental Timesheets and those processed electronically.
- 2.3 Additional payments to basic pay that must be included on a Departmental Timesheet are:

Payment	Definition
Additional Hours (excludes on-call/ stand-by/sleep-in)	Hours worked by part-time staff over and above their normal contracted hours, but less than full time hours
Enhanced [Unsocial] Hours	Hours worked per week within standard hours (37½ per week) between 8.00pm and 6.00am Monday to Friday, and all hours worked on a Saturday, Sunday or Bank Holiday (midnight to midnight). (NB Enhanced hours cannot be claimed during overtime or work done whilst on-call/stand-by/sleep-in)
Overtime (excludes on-call/ stand-by/sleep-in)	Hours worked in excess of standard (full time) hours i.e. more than 37½ per week. (Part-time staff cannot claim overtime rate until they have exceeded 37½ per week)
On-Call/Stand-by/ Sleep-in: Allowance	Payment for each occasion an employee is available on-call/stand-by, AND any advice given by telephone during that time subject to agreement by the manager

Payment	Definition
On-Call/Stand-by/ Sleep-in: Work Done	Hours worked having been called in to work whilst available on-call/stand-by. (NB Some existing on-call/stand-by payments provide for a flat-rate for call-outs e.g. £xx for first 2 hours, therefore, claims must be made accordingly. For example, claims cannot be made twice for the same hours e.g. work done hourly rate plus flat-rate call-out)
Waiting List Initiative	Payment for hours worked as part of approved Waiting List Initiative activity

2.4 There is no change to existing arrangements for processing claims for travel expenses and telephone reimbursement. These remain subject to the Trust's Batch-Header policy which is available on the Intranet under 'Policies and Procedures'.

3. Procedure

3.1 Staff must:

- a) Complete a personal claim form for claiming additional payments to their basic salary.
- b) Submit their claim form to their manager at the end of each month to which the claim relates.
- c) Ensure claims are made only in accordance with terms and conditions (see guidance on back of personal claim form and paragraph 3.6 onwards in this document), are accurate, signed and dated.
- d) Ensure any corrections are struck through with a single line so that the incorrect entry remains readable.
- e) Ensure they put their signature and date next to any corrections they have made.

3.2 Managers must ensure:

- a) Staff claims for additional payments are checked and verified by the appropriate line manager before being authorised. Any corrections made by the manager must be struck through with a single line so that the incorrect entry remains readable, and they must put their signature and date next to it.
- b) Staff claim forms are retained after authorisation and not given back to the employee (forms must be kept for 2 years after the end of the period to which they relate for reference and audit purposes).
- c) The information on personal claim forms is collated and added in summary form to the Departmental Timesheets at the end of each month to which claims relate in accordance with the instructions below. **This includes adding any new starters to ensure they are paid, and highlighting any leavers to avoid overpayments.**
- d) Departmental Timesheets are checked and verified before being authorised. (Managers must not authorise their own pay or enhancements on a Departmental Timesheet – another authorised signatory should

- countersign against their name. (For electronic Timesheets, the other counter signatory should email Payroll separately)
- e) Authorised Departmental Timesheets are sent to the Human Resources Department for pick-up by the Payroll courier service. (Electronic Timesheets should be emailed directly to Payroll)
 - f) A copy of all Departmental Timesheets (including electronic versions) is kept for 2 years after the end of the period to which they relate for reference and audit purposes

3.3 Departmental Timesheets are produced each month by the Payroll Department in pre-printed payroll order - see example attached to the policy.

3.4 For each employee assigned to the organisational code reference (top right hand corner), the timesheet shows the following information:

- a) Assignment (ESR) number
- b) Contracted weekly hours
- c) Name
- d) Pay Band

3.5 Managers must amend any incorrect details as follows:

- a) Strike through the relevant part with a single line so that the incorrect entry remains readable
- b) Sign and date each correction
- c) Write the effective date of change in the 'Remarks' column
- d) (Electronic Timesheets should have changes tracked on them)

3.6 '**Enhanced [Unsocial] Hours, Overtime**' Section

This section is divided into columns for various categories of enhanced [unsocial] hours and overtime. These columns are sub-divided into two rows:

- Top line: Additional hours worked by part-time staff, and enhanced hours worked by all staff. (Unsocial hours worked by a full timer on a week day, excluding Bank Holidays, must be recorded in column: 'Uns' [Unsocial], in the box above the one that is shaded)
- Bottom line: Overtime

a) '**Enhanced [Unsocial] Hours**'

- i. '*Adjustment to Part-time Hours*'. Enter total additional hours worked by a part-time employee. Where additional hours exceed full time, the number of hours that exceed full time must be entered in the relevant overtime box only.

Do not record overtime hours in any other section, such as unsocial hours, as they are not subject to enhancement and could result in an overpayment; and do not include any additional hours worked attributable to work done whilst on-call or stand-by as this must be entered in the on-call/stand-by section.

- ii. *'Saturday'*. Enter total hours worked between midnight and midnight on Saturdays in the previous calendar month.
- iii. *'Sunday'*. Enter total hours worked between midnight and midnight on Sundays in the previous calendar month.
- iv. *'Night'*. Enter total hours worked in the previous calendar month which should be considered for night duty enhancement. Do not include any hours worked between midnight on Friday night and midnight on Monday morning, or midnight to midnight on Bank Holidays as they should be recorded under Saturday, Sunday or Bank Holiday as appropriate.
- v. *'Unsocial Hours'*. Enter any hours worked between 8.00pm and 6.00am that are not part of a night shift in the previous calendar month. Do not include any hours worked between midnight on Friday and midnight on Monday morning, or midnight to midnight on Bank Holidays as they should be recorded under Saturday, Sunday or Bank Holiday as appropriate.

If more than half the hours of a continuous evening or night shift on a weekday (other than a Bank Holiday) are worked during the hours of 8.00pm to 6.00am, enhanced rate applies to the whole shift.

- vi. *'Bank Holiday'*. Enter all hours worked between midnight and midnight on Bank Holidays in the previous calendar month.

b) 'Overtime'

- i. *'Weekday'*. Enter total overtime hours worked between Monday and Friday in the previous calendar month that would not be considered as night duty hours.
- ii. *'Saturday'*. Enter total overtime hours worked between midnight and midnight on Saturdays in the previous calendar month.
- iii. *'Sunday'*. Enter total overtime hours worked between midnight and midnight on Sundays in the previous calendar month.
- iv. *'Bank Holiday'*. Enter total hours worked between midnight and midnight on Bank Holidays in the previous calendar month.

3.7 'Leave' Section

Record any period(s) of **unpaid** leave only.

3.8 'On-Call/Stand-by/Emergency Calls' Section

- a) 'Type' – enter relevant identifier: on-call = OC; stand-by = ST; sleep-in = SL; emergency duty = ED
- b) 'Mon-Fri', 'Saturday', 'Sunday', 'Bank Holiday (BH)'

Top line (for payment of 'availability allowance'): Enter number of periods of on-call/stand-by

Bottom line (for payment of 'work done'): Enter number of hours/sessions/occasions actually called in to work and any advice given by telephone (as appropriate – see table in 2.3)

3.9 Waiting List Initiative Payments

These should be detailed in the 'Remarks' column and clearly marked 'WLI'.

3.10 'Date of Leaving' [Leavers] Section

The date on which an employee is leaving the Trust must be entered in this column. If a deduction is to be made from final pay, for example, due to overtaken annual leave or as a consequence of a salary sacrifice arrangement, details must be provided in the 'Remarks' column.

Notification of leavers via the Departmental Timesheet is an additional step in procedures to avoid overpayments to staff. **Managers are reminded that leavers must be notified to the Human Resources Department immediately when it is known a person is leaving – see ['Staff Leaving the Trust'](#) procedure on the intranet.**

3.11 'Remarks' Section

Any additional information that may be necessary to ensure accurate payment of salary should be entered in the 'Remarks' column

3.12 Miscellaneous

- a) **Completion.** All Departmental Timesheets must be completed in ink, ballpoint or typescript. Any blank boxes must have a single line drawn through them to avoid any entries being added after authorisation
- b) **Corrections.** On no account may any kind of eradicator be used on Departmental Timesheets or individual claim forms. The only permitted method of making a correction is by drawing a single line through the item to be changed (so that the original entry remains readable) and inserting the correct details. The person making the correction must put their signature and date next to each change. No overwriting or erasure is acceptable.
- c) **Nil Returns.** A single line must be drawn through all boxes where no entry has been made and the Departmental Timesheet must still be completed and processed in accordance with this policy.

- d) **New Employees.** Add the employee's name, job title and pay band to the bottom of the Timesheet and provide details of payments to be made.
- e) **Authorisation.** Departmental Timesheets must be certified by an *authorized signatory or, in their absence, a designated deputy. Payroll must hold a sample signature of the authorizing officer. **Managers must not authorize their own pay or enhancements on a Departmental Timesheet.**

(* Authorisation must be in accordance with the Trust's Corporate Governance Manual: Scheme of Delegation i.e. the authorized signatory should normally be at level 2 [Directorate Manager/Head of Department] or above)

- f) **Submission.** All officers responsible for submitting information to the Payroll Department shall do so promptly and in line with scheduled deadlines issued by Payroll and/or HR.

- g) **Queries/Assistance:**

Contact Payroll on Tel: 0191 2031234 or your Human Resources Officer.

		Enhanced Hours: Top Line Overtime Hours: Bottom Line						Leave				On Call / Standby / Emergency Calls					Date of Leaving	Remarks		
		Adj to PT Hrs	Sat	Sun	Night	Uns	Bank Hol	Rot / Alt / Night	Inclusive Dates		Cert Rec'd	Work Hours Lost	Reason	Type	Mon - Fri	Sat			Sun	PH
									From	To										
Employee Information		Wk Day OT																		
31249269	20																			
Test 10	Name																			
Porter																				
31242392	37.5																			
Test 11	Name																			
Porter																				
31249246	37.5																			
Test 12	Name																			
Porter																				
31242469	37.5																			
Test 13	Name																			
Porter																				
31291323	37.5																			
Test 14	Name																			
Porter																				
31244682	37.5																			
Test 15	Name																			
Porter																				
31291623	37.5																			
Test 8	Name																			
Porter																				
31293239	37.5																			
Test 9	Name																			
Porter																				

Compiled by:

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