



TIMESHEET POLICY

Detailed below are guidance notes that should be observed and followed when completing and submitting your timesheet:

The timesheet week runs from Monday to Sunday.

Agency workers are paid on a weekly basis.

Timesheet deadline is Tuesday 12:00pm (midday) in order to be paid on Friday. In cases where a Ltd company is used, it is the Ltd company that will receive funds on Friday.

It is your responsibility to ensure your timesheet is legible, completed correctly and has been authorised and signed by your manager - payment may be delayed or declined if this is not the case.

A photo image taken of a timesheet using a mobile phone or a scanned and e-mailed timesheet cannot be processed.

Please ensure:

All Information given is accurate and correct,
The timesheet is completed in full
The times you worked are in 24 hour format i.e 1900 - 0800
You complete the correct week ending date
Every Shift must be signed and dated by an authorised signatory (i.e the nurse in charge)
You have signed and dated the timesheet
incomplete timesheets may result in delayed / declined payment

Send your timesheet

Timesheets can be sent to us via post only and must be addressed to:

Payroll Department
iCare24 Ltd
601/602b The Big Peg
120 Vyse Street
Birmingham
B18 6NF

** We recommend if you are posting your timesheet on a Saturday to use special delivery to ensure it gets to us by midday Tuesday **

*** All queries can be sent via e-mail to payroll@icare24.co.uk or you can call us on 0844 823 6888 ***