

**Remedy Timesheet Policy**

Update: February 2024

**Objective of the Policy**

*The purpose of the ‘Remedy Timesheet Policy’ is to create a standard company-wide timesheet procedure for accurate payroll and recordkeeping. This timesheet policy contains general information for employees, and the complete procedures that employees must comply with.*

**Scope of the Policy**
*The ‘Remedy Timesheet Policy’ applies to all company employees,* *including full-time, part-time, and temporary employees, for the recording of manager-authorized time off and recording work hours for non-exempt employees.*

**General Info Regarding Policy**

* **Work hour** - An hour of work in the employee's workday that the supervisor or manager has authorized. This will be stated in your contract, offer of employment or confirmation of work.
* **Workday** - A full workday consists of a predetermined number of hours within the company's operating hours stated in your contract, offer of employment or confirmation of work.
* **Client**  – The client is the person or company who is or will be receiving the services of a worker. They may also be known as the engager, hirer or end-client.
* **Sick Pay** – Remedy offer Statutory sick Pay for those too ill to work. This is up to £109.40 per week paid for up to 28 weeks. Remedy do not operate a sick pay scheme. For eligibility see: <https://www.gov.uk/employers-sick-pay/eligibility-and-form-ssp1>
* [**Holiday Pay**](https://www.upcounsel.com/holiday-pay-laws#holiday-pay-laws) - Employees wishing to be paid their accrued holiday pay must notify Remedy that they wish to accrue holiday and give at least 2 weeks prior notice of any holiday to be taken. Additionally, employees can contact Remedy accounts department direct to enquire about the amount of accrued holiday pay at any point in time.
* **Annual leave** - Employees are entitled to annual paid leave during the year. Most workers who work a 5-day week will receive at least 28 days paid annual leave a year (including bank holidays). This is the equivalent of 5.6 weeks of holiday. Employee annual leave is paid just as regular workdays for the duration of their leave.

**Timesheet Procedures**

**Policy for Employees**

* *Employees should write their full name and surname at the top of the timesheet form as well as the pay period week and the client’s name*
* *Employees should mark their actual start and end times each day, not just what was agreed or contracted by Remedy*; *Employees who have started late or finished early should adjust their hours on the timesheet to give a true and honest documentation of their hours worked*
* *Employees should submit a separate timesheet for each client /student they are working with*
* *Employees should track their billable hours*
* *Employees should track their breaks or mealtimes as non-billable hours*
* *Employees must submit their filled timesheets to their manager or consultant*
* *When specifically asked by Remedy, an employee must get a confirmation of hours authorised by a third party (guardian/school etc..) to submit with their timesheet as evidence. This will in turn negate any potential discrepancies in hours delivered.*

**Employee Responsibilities**

Employees are asked to:

* Get their work schedule agreed by Remedy in a work-assignment or work-confirmation
* Track their total hours in the timesheet
* Use separate timesheets for different clients/students you are working with
* Submit their authorised timesheets to Remedy weekly to be paid weekly
* Email their line manager/consultant for permission to work additional hours

**Repercussions for Not Following the Timesheet Policy**

**Disciplinary Measures**

Falsifying documents is potentially a crime under the Fraud Act 2006.

It can also be a crime under the Health and Safety at Work Act 1974 in the context of health and safety records.

Falsifying records on a timesheet is a criminal act punishable by law and can lead to timesheet fraud consequences, such as a gross misconduct charge, potential dismissal, civil liability, and criminal charges.

An employee getting money for time not worked for, can also be guilty of theft, which is also defined as defrauding.

**Review date:** February 2025