

# How to complete your Timesheet

The Protocol Education Timesheet has been updated and may be different to other timesheets you have used previously. Before completing and returning your Timesheet please ensure that you fully understand how to complete and send the Timesheet correctly...

## Candidate & Assignment Details

**Candidate Details**

First name  Candidate No.

Last name

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**Assignment Details**

School/Nursery name

School/Nursery address  Postcode

Week commencing Monday (Day/Month/Year)

- Fill in your name
- Fill in your candidate number. This can be found on your payslip.
- Write in the name of the school/nursery where you are working
- Write in the school's/nursery's address and postcode
- Fill in the week for which this Timesheet is applicable

## Time Details

Time details is split into 2 tables: Daily Paid Candidates and Hourly Paid Candidates.  
**ONLY ONE TABLE SHOULD BE COMPLETED FOR EACH ASSIGNMENT.**

If you are unsure whether you are daily or hourly paid, please contact your Consultant.

**Daily Paid Candidates**

	Example	Mon	Tues	Wed	Thurs	Fri
AM	✓		✓	✓		
PM	✓		✓	✓		
Payable Days	1		1	1		

Total Days Payable

- If you are a **Daily Paid Candidate** please tick whether you have worked AM and/or PM for each day of the assignment.
- Fill in the Total Days Payable

- **Hourly Paid Candidates** should complete the corresponding table filling in your start and finish time along with the total payable hours for each day of the assignment.
- Fill in the Total Hours Payable. Breaks are not payable hours.

**Hourly Paid Candidates**

	Example	Mon	Tues	Wed	Thurs	Fri
Start Time	9.00am		10.30am	8.00am	8.40am	
Finish Time	5.00pm		11.30pm	13.00pm	5.00pm	
Payable Hrs	7		4	5	7	

Total Hours Payable

## Expense Details - Key Portfolio

This section should only be completed by those who have signed up to Key Portfolio. For more information on joining Key Portfolio and the benefits please visit [www.protocol-payroll.com](http://www.protocol-payroll.com).

**TO BE COMPLETED BY EMPLOYEES OF KEY PORTFOLIO LIMITED ONLY - EXPENSE DETAILS**

**Non-receipted scale rate payments**  
Claims for scale rate payments can only be processed for each day worked.  
To claim for a particular scale rate payment please put a ✓ in the appropriate box.

**Mileage Claim**  
Complete the relevant box with mileage incurred.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Breakfast	✓	✓	✓	✓	✓			Car/Van			15		12			27
Lunch	✓	✓	✓	✓	✓			Motorbike								
Dinner	✓	✓	✓	✓	✓			Bicycle								

BY TICKING THE BOX, I CONFIRM THAT I AM AN EMPLOYEE OF KEY PORTFOLIO LIMITED and I am site based in accordance with sections 336-339 ITEPA 2003. As detailed above, I claim for: breakfast each morning that I purchased breakfast if my job obliged me to leave home before 7am which is earlier than my usual departure time; lunch for each day that I purchased lunch; evening meal each day I purchased an evening meal when I was away from home for more than 10 hours and beyond my usual evening meal time.

By ticking the box, I am claiming for the use of my home as an office of £3.00 per week.

By ticking the box, I confirm that I have completed a Portfolio Expense Form for my receipted expenses and sent it to Key. (For every Portfolio Expense Form received with expenses over £10, Protocol gives £1 to our chosen charity)

For full details of any additional expenses to which you may be entitled to claim, please refer to the Key Portfolio Allowable Expense Guidelines. For more information see [www.mykeypay.com](http://www.mykeypay.com) or contact Key on 0845 371 0303.

- Put a ✓ in all boxes where you wish to claim a scale rate payment
- Fill in the mileage incurred alongside the method of transport for each assignment
- Tick the relevant boxes to confirm details of your claim, and to claim your home office allowance

## Approval Requirements

**Approval Requirements**

**SCHOOL/NURSERY**

I confirm that the above temporary worker has worked the hours/days stated above, as adjusted if necessary, satisfactorily and that your invoice will be paid in accordance with your payment terms. Furthermore I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be levied in accordance with your terms and conditions of contract.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Comments: \_\_\_\_\_

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**CANDIDATE**

I certify that I have worked the hours/days detailed above and have taken all rest periods as required and that the information given on this timesheet is accurate.

Signed: *Anne Other* Date: *21.11.08*

Print Name: **ANNE OTHER**

- You and the school/nursery need to sign and date your Timesheet before it is returned.

## What to do next

### Complete Timesheet

- Please do not include more than one school or nursery on a Timesheet.
- Your Timesheet **must** be signed by your school contact in order for you to get paid.
- Photocopy your completed Timesheet. Give the copy to your school, send the original to us.

### Send Timesheet to Payroll

- Timesheets may be...
  - a) Scanned and emailed to [payroll@protocol-education.com](mailto:payroll@protocol-education.com)
  - b) Faxed to 020 7618 4188 or 020 7618 4189
  - c) Posted to Payroll Department, Protocol Education Limited, 40-43 Chancery Lane, London WC2A 1JA
- Timesheets **must** be received by us before 18.00 on Monday following the week worked.

### Get paid!

You will be paid on the Friday of the week after you worked.

## Additional Timesheets

Timesheets can now be downloaded from [www.protocol-education.com](http://www.protocol-education.com) and printed.