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# PO191 TIMESHEET POLICY AND PROCEDURE

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## Policy

### Introduction

The Electronic Timesheet has been produced in line with CVS Falkirk's PO59 Environmental Policy to allow the reduction of paper usage within the organisation. Various sections within DO26 Timesheet Form will be pre-completed by the Office Manager prior to the form being submitted to staff.

CVS Falkirk permits the submission of Timesheet Form electronically from staff to line managers, then from line managers to the Office Manager as authorisation requirements.

Please note, abuse of the procedure, and falsification of Timesheets, is a disciplinary offence (PO51 Disciplinary) which could result in dismissal.

## Guidance

### Staff Process

- Once a copy of the DO26 Timesheet Form has been received from the Office Manager, you should save a copy on your personal PC.
- Staff should complete the relevant sections of the form in accordance with hours worked using an HH:MM format based on a 24 hour clock in 5 minute intervals.
- Please note, you must take a minimum of 30 minutes lunch break. After every continuous period of work of 5.5 hours, you must take a mandatory minimum half hour break from work. Use of this timesheet does not replace existing working time policies.
- Staff should use the colour code provide when attending appointments etc., further information should be entered in the notes section
- When attending hospital appointments within working hours this should be included in your total hours as hospital appointments are payable (appointments should be approved with you line manager in advance) Personal appointments e.g. doctors, dentist, deliveries etc. should be taken wherever possible outside of core hours and in your own time. See PO197 Flexitime Policy. Please note you are required to comply with existing policies; use of this timesheet does not replace existing policies.
- When you accrue Flexi this should be entered as hours worked on the appropriate day in your working week and the Allocation of Flexi section completed at the bottom of the form (a calculation has been entered in the Total Hours Contracted section, the C/F section is the hours to be carried over to the Allocation of Flexi section).
- When you are using Flexi, no hours should be entered in the Timesheet, only use the colour code and notes section; the Flexi claimed should be entered in the Allocation of Flexi section, which will auto-calculate your C/F balance.
- Please note, existing policies in respect of accruing and taking Flexi must be adhered to; use of this timesheet does not replace existing policies.
- The form should be e-mailed to your Line Manager or Office Manager and then saved for the next submission date.

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- When using the form for the next submission, clear relevant sections and update the C/F Flexi section ensuring you delete the previous entries

## Line Manager Process

- When a copy of the DO26 Timesheet Form has been received from an employee you should check the sections completed, ensuring to the best of your ability that the employee has worked the hours claimed and the Flexi section agrees, if a C/F balance is entered it should be checked against the previous Timesheet.
- Check you have received a copy of any relevant paperwork e.g. sickness certificate, appointment booking etc.
- An electronic copy of the Timesheet Form should be saved by you in the SharePoint in a confidential folder for each employee which is also available for the Finance Officer to access.

## Finance Officer Process

- Check to ensure a copy of the Timesheet is saved in the Timesheet folder on the SharePoint
- Check Flexi against previous Timesheet
- Ensure employees are paid in accordance with employee's contract and CVS Falkirk's Terms and Conditions
- Report any problems back to the Line Manager concerned.

Related Policies: PO51 Disciplinary  
Related Documents: DO26 Timesheet  
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