**Payroll**

Here at Everest Recruitment we run a weekly payroll, and this is processed on a Tuesday to be paid on a Friday a week in hand. All time sheets must be sent into us at the office by 10am on a Tuesday.

**Time Sheets**

We ask you to use 1 time sheet per home per week (week running Monday – Sunday) time sheets are to be signed at the end of each shift by a representative of that home, and at the end of your working week with them the whole time sheet needs to be signed off at the bottom.

If you are only doing one shift at that home during the week, please ensure that you get your timesheet signed off for that one shift.

We will explain the times sheets to you during registration, and if you need any further assistance or questions you can always ask a member of the office team.

**If you cannot submit your timesheet by the deadline.**

Submitting timesheets before the weekly deadline is important so payroll can be processed, and you get paid on time and accurately. If an unforeseen circumstance occurs, please let us know as soon as possible so we are aware, and submit it as soon as possible so that payroll can process your time sheet. If you lose your time sheet, again let us know as soon as possible and we will do our best to help.

**Unusual payroll Periods**

There are times that we will need you to send in time sheets at different times of the week, these are normally during bank holiday periods. In this instance we will advise you in advance of the change, and let you know when your time sheets need to be submitted by.

**How to send us your times sheets**

We are happy to accept time sheets in many ways

* Whatsapp picture message
* MMS picture message
* Email
* Fax
* Post
* By hand

Please ensure that if you are sending us time sheets via picture that it is a clear photo with all the information clearly seen so that payroll can be processed accurately, and you get paid correctly. Also, when sending time sheets in the post please be mindful of time it takes to be posted. **As we need all time sheets Submitted no later than 10am on Tuesday Mornings.**

**What to do with your time sheets once submitted.**

Some clients will ask for time sheets to be kept with them but we can tell you which ones require this when we book you for a shift, in that case we advise you to take a photo of it before leaving the times sheet with the client.

In most cases time sheets are to be kept by yourself, if you are submitting timesheets by photo, we advise that you keep time sheets for a minimum of 1 month for your records.

**Where can you get more times sheets?**

Time sheets are available from our head office in Eastleigh, so you can always pop in to collect some Monday – Friday, we are also happy to post them out to you if you need some. If you have access to a printer, we can send you one via email or follow the below link to download a time sheet.

Still not sure…. give us a call in the office and we can go though it with you.