



CarmichaelUK – Timesheet Policy

All timesheets must be filled out in accordance with the following criteria:

- Timesheets must be received at CarmichaelUK offices by 5pm on Monday following the week worked to ensure prompt payment.
- Timesheets must be submitted in full. Payment will not be made if any information is missing or illegible.
- Hours must be completed accurately and entered in the correct decimal format.
- Hours must be recorded to the nearest 0.25 hour.
- Lunch or tea breaks (unpaid) stoppages must be recorded.
- Hours worked must be in line with your contract.
- Hours outside those agreed in your contract and Schedule A will not be paid without prior agreement from CarmichaelUK even if the client has agreed this with you.
- Timesheets must be signed by the client's authorised representative.
- Timesheets must be sent to CarmichaelUK promptly on a weekly basis.
- Failure to submit a timesheet within 4 weeks from the week worked will be treated as a breach of contract and payment may be refused.
- Difficulty in obtaining an authorised signature must be reported to CarmichaelUK immediately so the matter can be resolved.
- Clients request to extend the work period of the assignment must be referred to CarmichaelUK so that an order number can be obtained.
- All amended information will require a counter signature.
- There are no exceptions, all of the above procedures must be followed.
- Timesheets must not be photocopied to reuse. The individual numbers on each timesheet must only be input once.
- Deliberate submission of a fraudulent or inaccurate timesheet is illegal. No timesheet may be submitted when it is known to be fraudulent, inaccurate or under dispute.
- Problems or delays submitting timesheets must be notified immediately on 01844 212058