

Ensuring you are PAID correctly and ON TIME!

We understand how important it is that you are paid correctly and on time for the work you complete through Teaching Personnel. To avoid any potential complications in this area, please read through the following guide to help you fully understand how our payroll process works.

- To enable us to process your payment, all days worked must have a corresponding **timesheet authorised by a relevant contact at the school where you are working**.
- Schools can authorise timesheets in paper form or online via the Teaching Personnel website.
- Timesheets must be emailed to timesheets@teachingpersonnel.com
- **Timesheets for days worked must be submitted by Monday 5pm at the latest** (following the week the work was completed).
- It is **your responsibility** to ensure that a timesheet (paper or online) is submitted on time and is accurately completed.
- **NTP Bookings** - If you are currently working through the National Tuition Programme, please contact your Tuition Manager to discuss your outstanding timesheets (or how the process works). In order for you to be paid correctly and on time, pupil/session feedback must be completed on the LEAP tuition platform.
- You can check if your timesheets have been received via your secure online diary through the login pages of www.teachingpersonnel.com. If there is a padlock on the timesheet icon then the timesheet has been received. If you can click on the timesheet and open it, then it has not been received. Within the 'Payroll' tab, there is also an 'Outstanding Timesheets' link which lists any outstanding timesheets, detailing the school name and dates worked.
- Teaching Personnel payroll is processed on Wednesday mornings.
- All payments are made weekly in arrears for days where timesheets have been received.
- All educators are paid on Fridays

Common Pitfalls to Avoid:

- **Leaving your timesheet for a school to complete and return to Teaching Personnel.** *If the school forgets, then your pay is not processed. Ask the school to complete it so you can scan and email the timesheet yourself.*
- **Forgetting to get a timesheet signed.** *Unfortunately we are not able to process pay without a signed timesheet.*
- **School usually utilises our Online Timesheet Approval Service but can forget to do so.** *Regularly check your timesheet status online at www.teachingpersonnel.com to see if the timesheets have been authorised. If not then please let us or the school know. Alternatively ask the school, if convenient, to authorise the timesheet online before you leave the placement.*
- **Timesheet does not match the booking on our system.** *If a school has agreed any booking changes directly with you, please make sure you inform the branch as soon as possible. This will avoid any delays in trying to investigate booking/timesheet anomalies. All timesheets should be ticked as full day / half day or correct hours filed in if working an hourly booking.*
- **Illegible timesheets that cannot be processed.** *You can use a scan app like Cam Scanner Free /Genius Scan or take a photograph on your phone for timesheets. Please ensure these are legible and that you write your full name and educator id number clearly in capital letters on the form.*

