

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.

- Ensure you submit your bank details and NI Number via your **myTP account**. Bank details or any changes required should be completed by 9am on the Wednesday before payment.
- To enable us to process your payment, all days worked must have a corresponding **timesheet authorized by a relevant contact at the school where you are working**.
- Schools can authorize timesheets in paper form or online via the Teaching Personnel website.
- Hardcopy timesheets can be faxed, posted or emailed to our Head Office (details below).
- **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.
- You can check if your timesheets have been received via your secure online diary through your **myTP account**. 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 candidates are paid on Friday (this may differ for candidates working through Umbrella companies).

Common Pitfalls to Avoid:

- **No bank details have been recorded.** *We will send you a reminder if we haven't got them for you to add through your myTP account*
- **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 and fax it to us while you are present (if convenient) or 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 forgets to do so.** *Regularly check your timesheet status online through your myTP account 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.*
- **Illegible timesheets that cannot be processed.** *Please use a scan app on your phone for timesheets as opposed to sending a photograph. Photographs taken on phones are often illegible and difficult to read. Please also write your full name and candidate ID number clearly and in capital letters on the form.*

SEND YOUR TIMESHEETS TO OUR HEAD OFFICE BY:

FAX: **01707 386386**

EMAIL: **timesheets@teachingpersonnel.com**

POST: **Administration Team, 99 Bridge Road East,
Welwyn Garden City, Hertfordshire, AL7 1GL**

To login to **myTP** visit
<https://candidates.teachingpersonnel.com>