

Recording of hours on Electronic Timesheet

1. Individual Timesheets
2. Team Timesheets

For guidance on how to complete a timesheet, paper or electronic click on this [link](#)

Please ensure you only submit **one** claim for the hours worked. Overpayments due to duplicate claims will be recovered in full the following month.

Steps required

1. **Deadline for submission to payroll is 9th of month** **apart from December which is the 4th**
2. **Employee** completes Timesheet, completing all the sections identified below including Claimant Name & Date.
3. **Employee** emails completed form to manager for authorisation. Please allow time for your manager to authorise and submit.
4. **Manager** checks correct hours, job title and full financial code have been entered and completes their Name, Date and Payroll number at foot.
5. **Manager** emails form to payroll@aberdeenshire.gov.uk confirming checks and authorisation of claim. The **subject line MUST** be "Timesheet- <Employee Name & Payroll Number>" for single forms OR for batch/ group "Timesheets <Establishment> "

1. Individual Timesheets

All paper timesheets that have been posted to Woodhill House will be processed by the payroll team.

Please use the Electronic Timesheet Form to submit hours to payroll **only** if you have been unable to access a paper timesheet. **Do not use the form if you have already sent a paper timesheet to payroll.**

- ❖ Where duplicate information is sent resulting in an overpayment this will be recovered **in full** from the following months' salary payment.

Complete the form in your usual manner, using the information on the Guidance Tab of the Electronic Timesheet and the How to Complete a monthly timesheet guidance available on [Arcadia](#)

Please ensure you use **decimal points** in the Hours columns A to F and not hours and minutes. For example, for 1 hour 20 minutes use 1.33 as per the table on the Reverse tab.

Once completed: -

- Send completed form to your Manager for Authorisation
- **Use the subject line** - <Timesheet – Employee Name – Payroll Number>
- Authorised signatory to check and send to payroll@aberdeenshire.gov.uk ensuring the subject line remains the same

Deadlines

All Claim forms should be submitted to payroll as soon as possible after all additional hours or enhancements have been worked in the current month. The final date for submission is the 9th.

Authorisation

Please submit your timesheet directly to your line manager / authorised signatory into the email. A report will be provided to all managers advising them of all hours being claimed by their teams for checking and advising of errors.

Bodet & Overtime

Bodet users who claim overtime must ensure that the claimed hours are **deducted** from their Flexi balance to prevent double payment in line with the [Overtime and TOIL guidance](#).

Please continue to advise your bodet administrators as appropriate.

Financial Codes

If the financial code field is left empty the payment will be coded against the home financial code.

If the hours worked are to be coded differently the alternative full financial code needs to be inserted with all boxes being completed. **This will normally be done by the person authorising the form.**

2.Team Timesheets

All paper timesheets that have been posted to Woodhill House will be processed by the payroll team.

Please use the Electronic Timesheet Form to submit hours to payroll **only** if you have been unable to access a paper timesheet. **Do not use the form if there have already been paper timesheets sent to payroll for these team members.**

- ❖ Where duplicate information is sent resulting in an overpayment this will be recovered **in full** from the following months' salary payment.

The workbook has 10 tabs, teams who have more people may require to use more than one workbook.

Select a Tab to complete the timesheet you can change the Tab from Name* to Employee Name. Details entered on the timesheets will pull through to the Front Cover as a summary and will allow ease of checking for managers.

Complete the individual forms in the usual manner, using the information on the Guidance Tab of the Electronic Timesheet and the How to Complete a monthly timesheet guidance available on [Arcadia](#)

Please ensure you use **decimal points** in the Hours columns A to F and not hours and minutes. For example, for 1 hour 20 minutes use 1.33 as per the table on the Reverse tab.

Once completed: -

1. Check to see if authorised signatory available (phone or skype)
2. **Only use the subject line** "Timesheet <Service-Sub Service- Location or Establishment >"
e.g. IS Waste Kirkhill or ECS Westhill Academy
3. Authorised signatory to check and send to payroll@aberdeenshire.gov.uk ensuring the subject line remains the same.

Deadlines

All Claim forms should be submitted to payroll as soon as possible after all additional hours have been worked in the current month. The final date for submission is the 9th.

Authorisation

Check that any authorising manager is available prior to sending this to the by phoning or skyping them. Please submit your timesheet directly to your line manager / authorised signatory into the email. A report will be provided to all managers advising them of all hours being claimed by their teams for checking and advising of errors.

Financial Codes

If the financial code field is left empty the payment will be coded against the home financial code.

If the hours worked are to be coded differently the alternative full financial code needs to be inserted with all boxes being completed. **This will normally be done by the person authorising the form.** All services should have the COVID-19 codes made available by finance.