

Swanstaff Payroll Process

Timesheet Rules:

- You need to produce one timesheet per client.
- Your timesheet must clearly show the hours worked.
- Your timesheet must show your name and the dates that you worked.
- Your timesheet must show the client name and address and the client contact name.
- Your timesheet must be signed by the authorised signatory.
- Timesheets must be sent to payroll.team@swanstaff.co.uk by 9.00 am on a Monday. Please state your full name & branch name in the subject of your e-mail.
- You **must** leave a copy of your timesheet with the client you completed your shift with.
- You must ensure that your timesheet contains a 'Y' in the sleep in section if a sleep in has been completed.

Failure to adhere to the above will result in delayed payment. If your timesheet is not sent in by 9am Monday you will not be paid in that week's payroll.

It is your responsibility to provide us with a clear, signed timesheet by 9am Monday. Under no circumstances will we advance you money for a late or unclear/unsigned timesheet.

For any payroll queries in the first instance please contact your consultant in branch or to escalate contact payroll.team@swanstaff.co.uk or call 01322 618116.

