



## **Guidance for Completion of Timesheets – Supply & Part-Time Teachers**

In order to ensure timely payment for days worked, it is important that all timesheets are completed correctly and submitted on time. Deadline dates can be found on PKC's external website - [Teachers' Payroll Deadlines](#).

From 1 January 2018, you will be paid your appropriate salary point on the main grade scale regardless of whether you are engaged on a short-term supply engagement or a fixed term temporary contract (FTTC).

### **Definition of Supply Work**

To assist with completion of your monthly timesheet, please find detailed below the different types of supply work which can be carried out.

### **Short Term Supply**

Cover for a specific teacher for 2 days or fewer. No cap on maximum class contact time. Supply Staff can work and be paid for full pupil contact days ie 5 hours in Primary schools, and 5 hours 30 minutes in Secondary Schools. With an automatic 10% uplift of class contact time worked for preparation and correction, maximum hours payable per week equate to 27 hours 30 minutes for Primary and 30 hours 15 minutes for Secondary.

### **Fixed Term Temporary Contract (FTTC)**

If known from the outset that continuous cover is required for a specific teacher of 3 days or more, or short-term supply subsequently extended into day 3.

The maximum number of hours payable per week is 35 (maximum 22 hours 30 minutes devoted to class contact, an allowance of no less than a third of class contact time for preparation and correction ie 7 hours and 30 minutes with the remaining time being allocated to collegiate duties ie 5 hours).

### **Part-Time Teachers**

If you work part-time and cover is provided for a class or classes you do not normally teach, supply pay arrangements are applicable as this is not deemed to be part-time additional hours. Number of hours payable is dependent on whether the cover is short term or a fixed term temporary contract.

### **Corporate Digital Platform Project**

Timesheets must be submitted electronically (excel format).

## **Completion of Monthly Timesheet**

**Please complete in BLOCK capitals.**

Payroll Number – Insert your 6-digit payroll number which can be found on your payslip or ID Badge (first digit is a 3)

Name: Insert your full forename and surname

Address: Insert your current postal address

School: Insert name of school where you have worked

Date: Insert date worked – ensuring that you do not claim for weekends, school closures/holidays.

Teacher Covered – Insert the name of the Teacher for whom you are providing cover. If unknown, the school will be able to provide you with this information. If you are a part-time Teacher covering your own class, mark as “OWN CLASS”.

Reason for Cover – Insert the reason for cover. If unknown, the school will be able to provide you with this information.

Short Term Supply Payment/FTTC Payment – Once you have established what type of cover you have provided, insert the amount of class contact time you have carried out. This needs to be recorded in hours and decimalised minutes. A ready reckoner has been included (Appendix 1) to assist you with this. Please note you cannot claim for time outwith the start/end of the school day or over interval/ lunch breaks. Your payment is solely based on the time you have been in front of the class. Your payment will be automatically uplifted for preparation/ correction and all other associated duties. Please ensure that you only claim class contact time, as any additional time claimed would result in an overpayment of salary.

Financial Code – This will be completed by the school.

Total Number of Hours & Minutes Claimed - your hours and minutes will be calculated automatically.

Claimant’s Signature & Date – Remember to sign and date your claim.

Head Teacher Authorisation Signature & Date – Your claim needs to be authorised before submitting to the Payroll & Reward Team for payment. It is possible that other Senior Officers within the school can authorise your claim. The School office will be able to advise you on this.

### **Options for sending your claim once authorised**

- School Office to scan your timesheet and email to the Payroll & Reward Team at [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk) . Please ensure they quote “Teaching Timesheet” in the Subject Heading prior to submitting.
- Once authorised, take a photo of your claim with your smart phone and email to [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk). Please ensure you quote “Teaching Timesheet” in the Subject Heading prior to submitting.
- Via external mail.

**If you require any assistance with the above, please do not hesitate to contact the Teaching Payroll & Reward Team on 01738 475555 (Option 3).**

## Appendix 1 - Ready Reckoner for Decimalised Minutes

This table is designed to help in the conversion of minutes to decimals for timesheet entries. Having worked out the number of minutes you require, look down the Minutes Column below to find that number and then go across to the Hour Decimal Column. The decimalised minutes should be reflected on your claim form.

Conversion from Minutes to Payroll Decimal Hours							
Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00