

CLCA PAYROLL PROCESS

CLCA manual timesheets and/or Careplanner confirmed rosters start from Friday until the following Thursday (7 days) for payroll.

CAREPLANNER USERS : PAYMENT POLICY

For packages where Careplanner is being used, only staff correctly logging-on and logging-off on Careplanner will be guaranteed payment on the next payment run following Thursday midnight 12:00. There is currently a **No Log-On, No Pay** policy in place.

For those having issues with logging on, please call David Henry on 01743 460 957. Otherwise please email david.henry@clcacompanyltd.co.uk

MANUAL TIMESHEETS - Submission Deadline: Thursdays at midnight 12:00.

For those using manual payments (for example you have not yet been fully set up on Careplanner):

Payments for approved timesheets received by the deadline of Thursday midnight are made on the following Friday (i.e. within 7 days).

Timesheets received after the deadline of midnight Thursday will not be processed and paid within the 7 day pay period. but will be processed and paid in the subsequent pay period (ie may take 15 days max). You can submit timesheets by

- visiting us at the CLCA main office (**The Granary, Condover Mews, Shrewsbury SY5 7BG**)
 - by post (ensure we receive it by Thursday midnight)
 - or you can email a clear photo/scanned copy of your timesheet/s to **payroll@clcacompanyltd.co.uk**
-
- Only submit timesheets that have been filled properly (in ink not pencil) for shifts that have actually been done. Do not complete and send a timesheet for shifts that you have not yet completed. We do not accept timesheets completed in advance of actual shifts attended.
 - Please complete a separate timesheet per care package.
 - You may receive an email from CLCA payroll team acknowledging the timesheet/s and the date you can expect to be paid for the submitted timesheet/s. Please do not contact payroll if you have not received an acknowledgement.

 - Please note that not all packages have allowable travel expenses.
 - For packages which allow travel expenses:
 - Travel costs may be reimbursed for up to 50% of the total travel expenses for the shift.
 - You must send the original receipts/invoices of all valid travel to the CLCA Clinicians for approval before reimbursement can be processed and paid by payroll. Try to send your expenses as soon as you can to prevent delays in payment. Weekly submissions are better than monthly submissions so you will get paid faster.
 - Mileage is paid £0.25 per mile if you use your own car for travel and are allowed to claim it.
 - You cannot claim Mileage if the travel is from your home to the CLCA office.
 - You cannot claim mileage if you do not drive your own car.
 - Mileage rates are non-transferrable.
 - If you claimed for 10,000 miles or less for the period from 06 April to the following 05 April, you may be entitled to a payment from HMRC for up to £0.20/ mile by writing HMRC or completing a form P87 online or sending it by post. <https://www.gov.uk/guidance/claim-income-tax-relief-for-your-employment-expenses-p87#claim-online>
 - Do not hang on to your timesheets – submit them as soon as each week is complete so that payroll can pay you on time and at the right rates. Failure to submit timesheets on a timely basis may result in incorrect payments or lead to severe processing delays.

Other Deductions

Your payslips may have deductions for such things as training, uniform costs, transport charges, etc.

There may be deductions where CLCA is required to make by law. CLCA may receive instructions from government agencies like the Department for Work and Pensions and cannot be avoided by CLCA unless CLCA have written documentations/instructions to amend or stop deductions.

There may other deductions that have not been stated above as the above is not an exhaustive list and may depend on your personal circumstance.

SAMPLE OF COMPLETED TIMESHEETS

Below is a *sample* of a completed timesheet for CLCA Company Ltd –

Please send all timesheets by email where possible to: payroll@clcacompanyltd.co.uk

Complete in Ink (not pencil)

Complete a separate timesheet per client

If you have extended or shortened your shifts, please leave your reason note here

CLCA TIMESHEET

Name of Employee: JOHN SMITH Postcode: _____

Position: HCA Month & Year: FEBRUARY 2019

Name of Client: PAUL SMITH

Day	Date	Start Time (24 hours)	Finish Time (24 hours)	Total Hours (write legibly)	Break Taken	Actual Mileage	Client Signature
Monday	03.02	08:00	20:00	12	1	15	[Signature]
Tuesday	04.02	08:00	20:00	12	1	15	[Signature]
Wednesday	05.02	08:00	20:00	12	1	15	[Signature]
Thursday	06.02	08:00	20:00	12	1	15	[Signature]
Friday	07.02	08:00	20:00	12	1	15	[Signature]
Saturday	08.02	08:00	20:00	12	1	15	[Signature]
Sunday	09.02	08:00	20:00	12	1	15	[Signature]

Total Mileage claim for the week: 105 MILES

Total Travel Expenses for the Week (if travelling by other means of transportation): £10.00

"I declare that the information on this form is correct and complete and that I have not claimed elsewhere for the hours' shift detailed on this timesheet. I understand if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFMS for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud"

Employee Signature: [Signature] Date: 05.02.19

Client's Authorisation (printed name and signature please): [Signature]

CLCA Company Limited operates a weekly payroll. Any Timesheets received before 1:00 pm on Thursday will be processed and paid on the next week.

Please scan and send to payroll@clcacompanyltd.co.uk, or send in post at the address below.

For Payroll Use Only: Please note mileage and transportation claims will be checked:

Date received: _____ Date processed: _____

Unit 11, Henry Close, Battlefield Enterprise Park, Shrewsbury, Shropshire SY1 3TJ

Reminder: **PLEASE LEAVE THE PINK COPY WITH CLIENT / HOSPITAL.** Thank you.

Ensure all shifts are signed by client or team leader

Ensure all shifts are signed by client or team leader

Please leave a note if you took any CLCA transports in the week

Completed Timesheet for Callout shifts:

Name of Caller: JOHN SMITH Client Call Out Schedule

Postcode: _____ Signed by (HCA) [Signature]

Date	Client Code	Client Post Code (Post 3 Characters Only)	Start Time	Finished Time	No. of Hours	Miles from Origin	Comment / Activity
01/02/19	AAAA	SV5	14:30	15:30	1	20	PERSONAL CARE
	BBBB	TF7	14:00	17:00	3	5	PERSONAL CARE
	CCCC	TF5	17:15	18:15	1	5	PERSONAL CARE
	DDDD	TF4	18:30	19:30	1	20	PERSONAL CARE
02/02/19	DDDD	TF6	09:30	09:30	1.25	20	PERSONAL CARE
	CCCC	TF5	09:30	10:30	1	5	PERSONAL CARE
	AAAA	SV5	11:00	12:15	1.25	5	PERSONAL CARE
	AAAA	SV5	14:30	15:30	1	5	PERSONAL CARE
	DDDD	TF4	17:15	18:30	1.25	5	PERSONAL CARE
	DDDD	TF4	18:30	19:30	1	20	PERSONAL CARE
03/02/19	DDDD	TF6	08:15	09:15	1.25	20	PERSONAL CARE
	AAAA	TF5	09:30	10:30	1	5	PERSONAL CARE
	AAAA	SV5	17:15	18:00	0.75	5	PERSONAL CARE
	AAAA	SV5	18:30	19:00	0.75	5	PERSONAL CARE
	AAAA	TF5	19:15	19:15	1	5	PERSONAL CARE
	DDDD	TF4	18:30	19:30	1	20	PERSONAL CARE

Ensure all shifts are signed by client or team leader or clinicians as last resort

CLCA Company Ltd. Sample Payslip

To help workers understand a CLCA Payslip, below is a **sample** which details the contents:

Employee Details	Payments	Deductions
Address Works number Tax code National Insurance number National Insurance table	12 hours @ £8.6845 (HIT Mon-Fri D: Jan-4) £104.21 12 hours @ £9.669 (HIT Sun D/N: Jan-6) £116.03 Holiday Pay £30.32 <i>Total</i> £250.56	Tax £1.40 National Insurance £10.63 People's Pension £3.23 <i>Total</i> £15.26
This	Year to Date	Payment
Taxable gross pay £250.56 Employer National Insurance £12.22 Net pay £238.53	Taxable gross pay £14,115.35 Tax £680.60 Employee National Insurance £918.92 Employer National Insurance £1,056.83 Employee pension £224.78 Employer pension £187.40	£235.30 Paid by Credit transfer 01/02/19

C.L.C.A. Company Limited (120/AB13529), Unit 11, Henry Clooe, Battlefield Enterprise park, SY1 3TJ

SECTION A: Employee Details

Employee Details
Address
Works number
Tax code
National Insurance number
National Insurance table

- Address: This field contains the residential address which you have provided CLCA Company Ltd during the application process.
- Works number: Staff works/worker number with CLCA Company Ltd.
- Tax code: Your tax code as automatically provided by HMRC.
 - -If your personal tax code listed on your payslip is incorrect you can contact HMRC directly yourself and it should be updated automatically on our payroll system.
- National Insurance Number: This field contains the National Insurance Number which you have provided CLCA Company Ltd during the application process.
- National Insurance Table: Contains your National Insurance Table.

SECTION B: Payments

- This section contains details of shifts worked for CLCA for the corresponding pay week.

Payments	
12 hours @ £8.6845 (HIT Mon-Fri D: Jan-4)	£104.21
12 hours @ £9.669 (HIT Sun D/N: Jan-6)	£116.03
Holiday Pay	£30.32
Total	£250.56

This *sample* shows a payment was made for:

12 hours Weekday for the client HIT on Jan-4: CLCA Rate of £9.88 (includes 12.1% Holiday Pay)

12 hours Weekend for the client HIT on Jan-6: CLCA Rate of £11.00 (includes 12.1% Holiday Pay)

Breakdown of pay:	Per Hrs worked x CLCA Rate (including Holiday Pay 12.1%)	Per Payslip above showing holiday pay separately
Jan-4	12 hours x £9.88 = £118.56	12 hrs x £8.6845 = £104.21
Jan-6	12 hours x £11.00 = £132.00	12 hrs x £9.669 = £116.03
Holiday pay at 12.1% of total pay	Not shown separately	12 hrs x (£9.88 – £8.6845) + 12 hrs x (£11- £9.669) Total Holiday Pay shown = £30.32
Total:	£250.56	£250.56

-See that the total in the figure above is the same.

- According to government regulations, CLCA Company Ltd is obliged as an employer to show we are paying holiday pay. That is why the Payslip is designed to show holiday pay separated from the rate.
- Please note that all rates given by CLCA Company Ltd includes a 12.1% Holiday Pay which will be reflected on your Payments Section on the Payslip.
- It does not mean that we have deducted or taken the holiday pay from you. It just means it is shown separately on its own within the payments section.

SECTION C: Deductions

Deductions	
Tax	£1.40
National Insurance	£10.63
People's Pension	£3.23
Total	£15.26

- This section contains all applicable deductions before final Payment.
 - Tax – Your tax deduction automatically calculated based on tax code sent by HMRC. (If you believe **your tax code is** wrong you **should contact HMRC who will** issue **your** employer with a revised **tax code** as required. This **can** be done by **phone** – 0300 200 3300 – or on-line).
 - National Insurance –Your contribution towards national insurance.

- People's Pension – To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain workers and pay money into it.
 - You will receive an email with instruction on how to defer or enroll to our Pension Scheme provider. Please note that if you take no action towards this email, you will be automatically enrolled after 3 months of joining the company.

SECTION D: This

This	
Taxable gross pay	£250.56
Employer National Insurance	£12.22
Net pay	£238.53

This section shows a summary of this period's pay (ie week or month) before additions and deductions.

SECTION E: Year to date

This section contains your annual accumulation of pay and contributions while working with CLCA.

Year to Date	
Taxable gross pay	£14,115.35
Tax	£680.60
Employee National Insurance	£918.92
Employer National Insurance	£1,056.83
Employee pension	£224.78
Employer pension	£187.40

- Taxable gross pay: Total income to date paid before any deductions.
- Tax: Current annual accumulated tax deducted and paid for you.
- Employee National Insurance: Current annual accumulated contributions towards national insurance paid by the you.
- Employer National Insurance: Current annual accumulated contributions for you paid by CLCA towards national insurance.
- Employee pension: Current annual contribution by you towards your own pension.
- Employers pension: Current annual contribution by CLCA towards your pension.

SECTION F: Payment

Payment
£235.30
Paid by Credit transfer 01/02/19

This section contains net pay which are actual amounts to be received in your bank for the appropriate pay week.

- This is your pay after all additions and deductions are made. This is the value that you can find the in your bank statement on the date stated above and paid by credit transfer to your nominated bank account.
- We do not pay wages by cash or cheques so please ensure that you have given Payroll and HR your bank details including the Account Name, Sort Code, Account Number and Bank Name. If in doubt,

contact HR or Payroll on 01743 460 957.