

Timesheet Guidance

E1. Timesheet Submission/Approval

MPs' Staff can submit timesheets in order either to claim for work done on a casual basis or to claim for extra hours worked on top of their contracted hours.

MPs' Staff can submit hours through time@work, an online timesheet system. Timesheets must be submitted to the MP for approval and approved by the monthly payroll deadline in order to be paid that same month.

The online timesheets user guide can be found on our website [here](#) and the link for time@work can be found [here](#).

E2. Additional hours – Part Time Staff

Additional hours may be claimed by part time staff members only up to their contracted full time hours.

Additional hours are paid at the staff member's standard hourly rate and are subject to both employers National Insurance and pension contributions.

E3. Overtime

All staff members may claim overtime, although this depends on their contracted hours. Any hours worked on top of a full time staff member's contracted hours may be claimed as overtime.

Part time staff members can claim overtime *after* claiming the amount of additional hours that take them up to full time.

Example: a staff member who is contracted to work 30 hours a week has a full time equivalent of 40 hours per week. If they work 15 extra hours that week, they may claim 10 hours as additional hours, and the remaining 5 hours may be claimed as overtime.

Overtime is paid at the rate of time and a half.

E4. Pay Increase; Automatic Hourly Rate Increase

If overtime has been claimed for a period of time where a retrospective pay award has been applied, arrears of pay based on any additional/overtime hours paid within the same period will be automatically re-calculated and paid to the staff member.

E5. Casual Worker – Hourly Rate

Plain time is the pay rate used by casual workers to claim their hours. The rate of pay is agreed in their contract and is subject to standard IPSA pay ranges, which can be found [here](#).

E6. Casual Worker – holiday pay

Casual workers accrue annual leave pay based on their hours worked. Their annual leave entitlement (the rate at which they accrue annual leave) is specified in their contracts and is between 28 and 38 days per annum.

In order to calculate the amount of annual leave due, casual workers must add up the total of hours worked/claimed and use the casual holiday calculator to work out the exact total hours due to be paid or taken. This calculator is on our website [here](#).

These hours are paid at the casual worker's standard hourly rate.

If the casual worker takes their annual leave, they must put these hours on their timesheet as Holiday Pay, not normal hours as the latter suggests they have worked, not been on leave.

This can be done by adding another line to the timesheet and selecting Holiday Pay from the drop down menu, in the second line.

In order to help the casual worker and to help the MP with their budget we can pay these hours due to the casual worker on a quarterly basis (June, September, December, March), or on a monthly basis if the MP would prefer. This will reduce errors and ensure that the MP has up to date spend figures in their budget rather than having an unexpected large claim at the end of the casual worker's contract.

If someone is conducting a short-term assignment (for example for 3 days only). Then it would be more straightforward to pay the casual worker three days plus their entitlement to annual leave as it is not practicable to take annual leave during a 3 day assignment.

If you have any queries, please contact a member of IPSA payroll who will be able to help you.