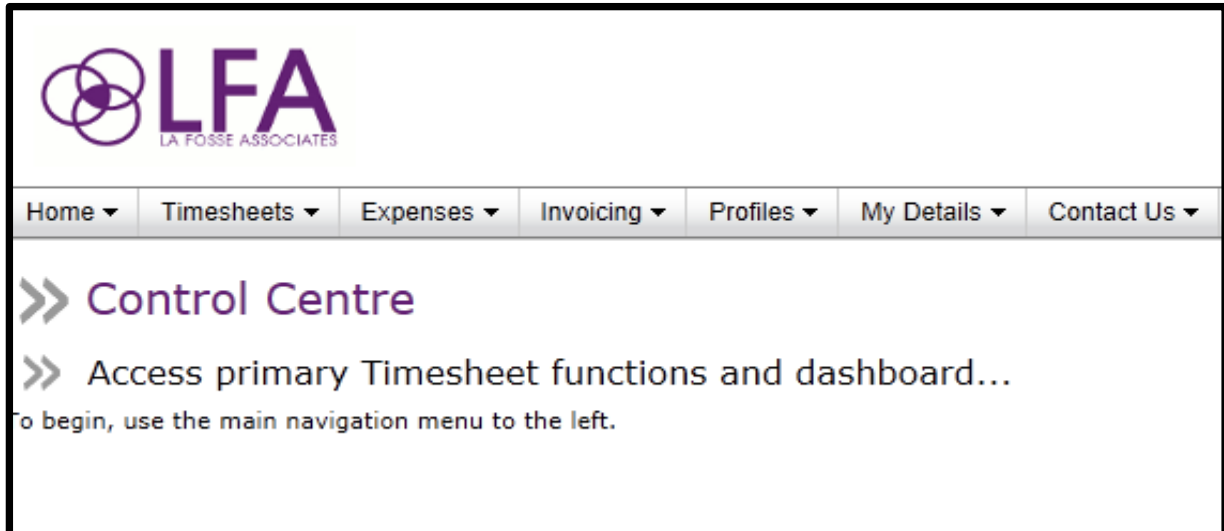


## Getting Paid

Timesheets need to be entered on to our **in-time** system monthly. When you commence a contract with La Fosse, a user name, password and link to the website will be sent to you for the system.

In-time is straight forward to use. You enter in your details and are taken to the following screen:



To create a timesheet for the month, click the 'create' button under the timesheet tab. Please ensure that if you are on a day rate, you only enter '1' in the hours box as opposed to the amount of hours worked. If you are paid hourly, please enter your hours. **Please make sure that you insert to '1' in the column marked 'DAY' or it will not be picked up by the system and may result in a delay in your payment.**

At the end of the month, you need to submit your timesheet. An email is sent monthly to let you know when this needs to be done by. In this email, it will also detail when you should expect payment. Your timesheet is automatically sent to your line manager for authorisation once it has been submitted.

You are also able to review previously submitted timesheets in this section.

If your client uses their own timesheet system, and therefore we at La Fosse are to authorise your timesheets, please send through a screen print of your authorised timesheets to [timesheets@lafosse.com](mailto:timesheets@lafosse.com).

No payment will be made until authorised timesheets have been received.

## Self-Billing

La Fosse Associates Limited (LFA) offers Self-Billing arrangements in regard to invoicing for services provided in accordance with your contract.

In brief, a Self-Billing agreement means that LFA will raise the invoice relating to the services you provide to LFA on your behalf on receipt of your authorised timesheet, and email this invoice to you.



This will reduce the administrative burden on you, and you will benefit from time saved in not having to raise invoices at the end of each month.

### **Your invoice to us**

If you choose to submit your own invoice to us, please send this through to [timesheets@lafosse.com](mailto:timesheets@lafosse.com). It would be helpful if you put your name and the company that you are contracting at in the subject heading.

We require the following information on the invoice:

- If you are VAT registered please put this on your invoice. Failure to do so will result in us not paying VAT.
- The full details of your limited company – name, company number and registered address and bank details.
- The amount of days/hours that you are claiming, with the relevant rate shown consistent with your contract

Only upon receipt of the invoice and an authorised timesheet will payment be made.

### **Expenses**

Expenses are also claimed using the in-time system. Once you have entered your log in details to the system, there is the option to 'claim expense'. Click the link and follow the instructions on the screen. An automated email is then sent to your line manager for authorisation, so please keep copies of your receipts so that you can pass these on to them before or after submission.

### **Payment**

Payment is made monthly in to your limited company bank account. We make our payment via bacs. An email is sent to you a week before our timesheet deadline specifying when timesheets need to be submitted and authorised by and when payment will hit your account. Please note that it is usually the 7<sup>th</sup> working day of the month, but may change depending upon Bank Holidays. Late submission of timesheets will result in a late payment.

Below is the payment schedule for Jan – December 2017:

Contractors Payrun Schedule 2017

	Batch 1		Batch 2	
Month Worked	Timesheet Approval Deadline (5pm)	Date payment will credit contractors account	Timesheet Approval Deadline (5pm)	Date payment will credit contractors account
Dec-16	03/01/17	10/01/17	06/01/17	13/01/17
Jan-17	01/02/17	08/02/17	06/02/17	13/02/17
Feb-17	01/03/17	08/03/17	06/03/17	13/03/17
Mar-17	03/04/17	10/04/17	07/04/17	14/04/17
Apr-17	02/05/17	09/05/17	05/05/17	12/05/17
May-17	01/06/17	08/06/17	05/06/17	12/06/17
Jun-17	03/07/17	10/07/17	06/07/17	13/07/17
Jul-17	01/08/17	08/08/17	04/08/17	11/08/17
Aug-17	01/09/17	08/09/17	04/09/17	11/09/17
Sep-17	02/10/17	09/10/17	05/10/17	12/10/17
Oct-17	01/11/17	08/11/17	06/11/17	13/11/17
Nov-17	01/12/17	08/12/17	04/12/17	11/12/17
Dec-17	02/01/18	09/01/18	05/01/18	12/01/18

**Change of details**

If you change your address, bank details or limited company details during the course of your assignment, please let your consultant know so that we can update our records. This will ensure that payment is still made to the right account on the right day.

**Documents**

In order for us to pay you on time each month, we will need to have the following documents on file;

- Proof of business bank details- this needs to be something from the bank which shows your account name, number and sort code
- In date certificates of insurance (Public Liability- £1m per claim & Professional Indemnity- £500,000 per claim)



**Contact Details**

If you require any further information or invoice/payment queries, please contact your consultant or [timesheets@lafosse.com](mailto:timesheets@lafosse.com)