

timesheets

Each month you should submit a timesheet to us so we can pay you for your classes delivered, hours worked and training delivered. You need to submit a timesheet for each individual month worked by the 10th of the following month for payment that month. Any timesheets received after the 10th won't be paid until the following month.

For example you work hours in August, which you submit to us on a timesheet by the 10th of September for payment on the last working day of September.

Timesheets should include sessions delivered, training hours and admin hours and need to include a total at the bottom of them in pounds, this is how much you are invoicing us for. Timesheets that don't have a total on the bottom are read by the accounting software as no payment being due so please make sure you include it.

Timesheets should be sent to -
timesheets@thesensorysessions.com



timesheets

Please only send timesheets to this email address as it is managed by our accountant and used by our software. You'll not get a response from the system for any queries you send to this address and we'll not see them unfortunately. Any queries or questions you have should be sent to Lorna - lorna@thesensorysessions.com

top tips

- please keep the timesheet to one page
- you need one for each month, June hours need to be on a separate sheet for July.
- make sure your details are on it
- pop an invoice number on it if it helps with your accounting system
- it is perfect to send it by word, photo or pdf, we need them by email rather than paper copies

Please do let us know if you have any questions we can help with and please remember It is your responsibility to send a timesheet through, we can't make a payment to you without one. We've attached a timesheet example on the next page.



timesheet example

Name – Minnie Mouse
 Address – Walt Disney World
 Date – 9th September 2019

Timesheet for August 2019

Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
Date – w/b 29.07 Classes				2 classes	2 classes			4 classes
Date - w/b 29.07 Admin/Training				2 hours meeting				2 hours
Date – w/b 05.08 Classes	2 classes		1 class					3 classes
Date - w/b 05.08 Admin/Training						4 hours training		4 hours
Date – w/b 12.08 Classes	2 classes		1 class					
Date - w/b 12.08 Admin/Training								
Date - w/b 19.08 Classes	2 classes		1 class					3 classes
Date - w/b 19.08 Admin/Training								
Date – w/b 26.08 Classes	2 classes		1 class					3 classes
Date - w/b 26.08 Admin/Training	1 hour meeting							1 hour

number of sessions delivered = 13 classes

Number of hours training/administration tasks = 7 hours

Total = £330