**PAYROLL PROCESS AND RESPONSIBILITIES**

As a key part of our business focus on **Workforce Care** and **Quality Care**, our main objective is to have a well-managed payroll system that ensures all staff are paid correctly and on time. To achieve this, the staff member, their line manager, and the Workforce (HR) & Payroll team all play key roles in the payroll process.

**Useful Definitions / Dates:**

**Default Salary:**
This is the salary that applies to all staff who have regular contracted hours (known as default/standard shifts) within a template rota. It does not apply to bank staff or casual workers who work on an ad hoc basis.

A default salary is calculated by converting the contracted hours in a 4-week period to a weekly average number of hours, multiplying this by 52.14 weeks (or 52 weeks for some staff employed under non-BrisDoc terms and conditions), and then dividing by 12 months to determine the monthly default hours.

**Example:**
A person who works 20 hours in a 4-week period is contracted to work an average of 5 hours per week. This equates to **21.73 hours per month** (i.e. 5 hrs × 52.14 weeks ÷ 12 months).

*If staff have more than one hourly rate for a default shift, the default salary may be split between different pay elements.*

All default salaries are paid on the **22nd of each month** and cover the contracted hours for that current month.
For example: on 22nd January, the default salary covers the period **1st to 31st January**.

**Overtime and Timesheet Submission**

Any overtime worked is paid **one month in arrears**.
For example, on **22nd January**, you will be paid for any overtime worked during the period **1st–31st December**.

**Overtime and Timesheet Submission Deadlines:**

* **Overtime must be submitted to your line manager by the 2nd of each calendar month** to ensure payment on the 22nd of that month.
* Any additional shifts you have agreed to work in advance will be entered onto **Rotamaster** for you and will appear on your Rotamaster timesheet.
* All **unplanned overtime** must be agreed with your line manager and submitted via **self-service on Rotamaster** by the 2nd of the calendar month in order to be paid on the 22nd.

This includes claims for attending:

* Meetings
* Training
* Special projects

**To clarify:** For staff with default hours, you should only use this process to record any **extra hours** worked **in addition to** your regular contracted (or default) hours.

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**Casual / Bank Workers:**

For casual or bank workers who do **not** have default shifts:

* **All work is paid one month in arrears.**
For example, on **22nd January**, you will be paid for hours worked in the period **1st–31st December**, including **accrued annual leave** calculated at **12.07%**.
* Any shifts you book will be entered into Rotamaster.
* You will be sent a **Rotamaster timesheet** each month to confirm the shifts you worked in the **previous month**.
* Any **additional overtime**, **unplanned shifts**, or **training** you attend must also be submitted via **self-service on Rotamaster**.

All staff should check their **Rotamaster timesheets** and highlight any anomalies to their **line manager** **by the 5th of the month**, in order for these to be rectified in time for payroll.

**Payroll Process Responsibilities**

**For Employees with Regular Default Hours / Shift Patterns**

**Employee Responsibilities:**

* Submit any **unplanned overtime**, **training**, **meetings**, or **special project work** via **self-service on Rotamaster** by the **2nd of the calendar month**.
* Check your **Rotamaster timesheet** to ensure:
	+ Contracted hours are recorded accurately — whether worked or not.
	+ Reasons such as **annual leave** or **sickness** are correctly shown.
	+ Any additional hours (e.g. overtime, training, meetings) are visible and correct.
* Highlight **any anomalies** to your **line manager by the 4th of the month** to ensure timely payroll correction.

**Line Manager Responsibilities:**

* Ensure that any **overtime shifts** the employee is booked into are correctly entered on **Rotamaster**.
* Review unplanned overtime, meetings, or training submitted via **self-service** to ensure:
	+ Dates and shift times are correct.
	+ The entry is not for a **default shift**.
* **Sign off** the Rotamaster timesheet.
* Contact the staff member directly if there are **any queries**.
* Ensure that any changes to:
	+ **Default hours**,
	+ **Rates of pay**,
	+ **Absence dates** (e.g. sickness, special leave, unpaid leave)
	are entered accurately in **Rotamaster**.

**For Casual / Bank / Flexi Workers**

**Worker Responsibilities:**

* When a shift is accepted, it will automatically be entered onto **Rotamaster**.
* A **Rotamaster timesheet** will be sent each month to confirm shifts worked in the **previous month**.
* Submit any **additional unplanned shifts**, **training**, or **meetings** via **self-service on Rotamaster by the 2nd of the calendar month**.
* Check that your **Rotamaster timesheet** is correct.
* Report **any anomalies** to your **line manager by the 5th of the month**.

**Line Manager Responsibilities:**

* Ensure all **hours/shifts worked** by casual staff are correctly recorded in **Rotamaster**.
* Review any unplanned meetings or training submitted via self-service to ensure accuracy of:
	+ **Date and time** worked.
* **Sign off** the Rotamaster timesheet.
* Contact the individual if there are **any queries**.

**Workforce (HR) / Payroll Department**

**Workforce Team Responsibilities:**

* Ensure the following is entered in **Payroll Notes by the 6th of the month**:
	+ Contractual changes to hours or pay.
	+ Pay-related changes (e.g. unpaid leave, sick pay deductions).
	+ Absence records.
	+ Details of **new starters** and **leavers**.
* All changes must align with the individual's **Terms & Conditions of Employment**.

**Payroll & Pensions Team Responsibilities:**

* Process **Rotamaster timesheets** based on submitted data.
* **Set up new starters** in the payroll system.
* **Remove leavers** from the payroll system and issue **P45s** where applicable.
* Distribute **payslips** via **Sage Payroll**.
* Process all staff **pension contributions**.

**Support and Queries**

If you experience issues accessing or completing your **Rotamaster timesheet**, please speak to your **line manager**.

For any **pay or pension** queries, contact the **Payroll and Pensions team** via **brisdoc.payroll@nhs.net** – we will endeavour to resolve the issue promptly.

**SUBMISSION FLOWCHART FOR**

**UNPLANNED OVERTIME/HOURS WORKED**

**Employee / Casual Worker** records *unplanned* overtime/hours (e.g. meetings, training, additional hours worked on a *planned* shift) on Rotamaster via Self -

Service and submits to line manager by the payment on the 22 nd.

**2nd of the calendar month**

to ensure

**Line Manager** checks the Rotamaster timesheet against the rota (ensuring the hours claimed are not part of a ‘default shift’) or against Shift Manager reports, Cleo/Emis log in/out times and authorises the timesheet. Where applicable, the manager will ensure comments are added for additional rates of pay agreed with the specific staff member, and if there are any queries around the timesheet, to dis- cuss with the staff member.

**Line Manager** ensures all timesheets are authorised by 5 th of the calendar month.

**Payroll team** commence processing timesheets based on Rotamaster information from 6 th of the calendar month. Payroll team submit payroll information to the Bank two days before payday and send payslips (via Sage payroll) to all staff members.