

# Submitting your timesheet

At Parasol, we understand that you don't have time in your busy WorkStyle to run around chasing payments. That's why we've developed a quick and easy process to make sure you're paid on time.

Simply complete a timesheet on My Parasol and we'll do the rest. Don't forget, you may also need to submit a separate timesheet to the agency, so it's a good idea to double check with them.

**Please note, if you don't submit your timesheets, you won't receive your pay on time.**

## When do I need to submit a timesheet?

You'll need to send us your timesheets on a weekly or monthly basis. The agency should be able to tell you how often to do this, so please check with them.

To make sure everything goes through on time, you should submit your timesheet within seven days of the period you have worked (weekly or monthly). Best practice is to submit your timesheet straight after the week's or month's work has been completed.

## What information do I need to supply?

All we need to know is how many hours or days you've worked and confirmation of which assignment rate applies to the time.

# How do I submit a timesheet?

It's really easy to send us your timesheets – just follow these three quick steps:

## Step 1: Timesheet information

From the MyParasol homepage, just click 'enter a timesheet'.

Use the calendars to select the dates to cover the relevant time period and click the 'select' button. Next, choose the assignment the timesheet applies to and click 'next'.

My parasol  
with you all the way

Home New To My Parasol? Timesheets Expenses And Costs When Will I Get Paid? My Details Perks Ask Parasol

### Create new timesheet

Information Enter time Confirm

**Timesheet information**

When is this timesheet for?  
\_/\_/\_\_\_\_ 23/03/2016 Select

What assignment does this timesheet apply to?  
Please complete Step 1 before proceeding \*

Cancel Next

## Step 2: Enter time

Fill in the quantity of hours, days or units worked into each text field. There may be different assignment rates to choose from (such as overtime), so be sure you are filling in the correct field.

Rates to Parasol	8th Jun to 14th Jun	15th Jun to 15th Jun
£21.07 / hour Standard rate	37.5 E.g for 37½ hours enter 37.5	7.5 E.g for 37½ hours enter 37.5
£0 / day Overtime 1	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 4	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 3	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 5	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 2	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0

Total: £948.15

**Optional timesheet information**

Client agency reference TEST

Comment N/A

Display comments on Parasol's invoice

Back Next

## Step 3: Check and submit

The final step is to double check that you're happy with all the details on your timesheet before you send it through. You'll be asked to confirm everything is correct then simply click 'submit now' to complete the process.

### Confirm timesheet before submitting

Please ensure that the time you have entered is correct before clicking the submit button.

Rates to Parasol	8th Jun to 14th Jun	15th Jun to 15th Jun
£21.07 / hour Standard rate	37 E.g for 37½ hours enter 37.5	0.00 E.g for 37½ hours enter 37.5
£0 / day Overtime 1	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 4	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 3	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 5	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0
£0 / day Overtime 2	0.00 E.g for full day enter 1.0	0.00 E.g for full day enter 1.0

Total: £779.59

### Optional timesheet information

Client agency reference N/A

Comment N/A

Display comments on Parasol's invoice

[Back](#) [Submit now!](#)

## What happens after you've submitted your timesheet?

1. If required, we'll invoice the agency within four working hours of a timesheet being entered on MyParasol
2. You'll receive payment in line with your Contract of Employment and Assignment Summary
3. We'll text you to let you know your pay is on its way
4. If you're not set up on Same Day Payments, your pay will be in your bank account within three working days

Please note that there's no fixed payment day/date, as this depends on when you submit your timesheet, the payment terms with the agency and when the timesheet is authorised by the agency. If you want to receive your money quicker, you can request a Same Day Payment. Click the 'get paid quicker' button on the MyParasol homepage to find out how.