



Working Time and Timesheet Recording Policy

Purpose

This policy sets out what should and should not be recorded as paid working time to ensure timesheets are completed consistently and accurately.

What Counts as Working Time

The following activities should be recorded as paid working time:

Direct Service Delivery

- Running activities, events and trips
- Supporting members and volunteers
- Home visits or member welfare checks
- Telephone calls, emails, and messages relating to charity business

Administration

- Completing records and reports
- Booking transport, venues, speakers, or activities
- Preparing content for newsletters, social media or advertising
- Updating databases and member records

Meetings and Training

- Team meetings
- Trustee meetings
- Mandatory training and approved work-related training

Travel

- Travel between work locations during the working day
- Travel to meetings, events, training, or activities away from the contracted workplace
- Collecting equipment or supplies needed for work

Preparation and Follow-Up



- Setting up and clearing away for activities and events
- Preparing materials for sessions
- Completing paperwork and follow-up tasks after activities

What Does Not Count as Working Time

The following should not be recorded as paid working time unless specifically agreed in advance:

- Normal travel between home and the usual workplace
- Voluntary activities undertaken outside contracted duties
- Attendance at events in a personal capacity
- Work carried out without prior agreement that exceeds contracted hours

Recording Time

- Timesheets should reflect actual hours worked
- Time should be recorded to the nearest 15 minutes
- Any overtime or additional hours must be agreed in advance wherever possible
- Staff are responsible for ensuring their timesheets are accurate and submitted on time