



Useful Information

Pay - Contract and Bank Details

To ensure prompt payment please complete the MyKeyPay Contract and the Additional Information Form and/or TimePlan's Payment Form. You will also need to complete the appropriate tax forms to ensure that you are given the correct income tax code.

Pay Calendar

TimePlan pays on a fortnightly basis. The pay calendar will provide you with further information about pay periods and pay dates. Your pay will automatically be transferred into your bank account on the pay date indicated for each pay period.

Online Timesheets

Our online timesheet programme is simple and quick to use. You will be provided with a unique login and individual profile page.

Before you begin working you will need to activate your account/profile at <http://timesheets.timeplan.net>. To login for the first time you will need to request a password.

Once you have logged in you will be taken to your individual profile. You will be able to see current and completed timesheets as well as a calendar displaying all advance bookings with school details.

Click on the timesheets with the current weeks dates, complete each timesheet and click confirm. Completed timesheets are automatically emailed to the school/s in which you have taught to be confirmed.

If you are working as a daily supply teacher then you will be able to complete timesheets at the end of each assignment, those in long-term positions will need to complete at the end of each week. All timesheets for the current week must be completed by 4pm Friday.

Please remember that an additional expenses sheet will also need to be sent to MyKeyPay. You will be provided with additional instructions, but do not hesitate to contact the office should you have any queries.

Tax and National Insurance

TimePlan prides itself on giving expert tax advice for free. Do not waste your time or money on seeking help from so-called "tax specialists" who advertise their services - they are expensive and can be unnecessary.

PAYE

The UK operates a PAYE (Pay As You Earn) tax system. The tax year runs from 6th April one year to 5th April the following year. Most taxpayers are entitled to a tax free Personal Tax Allowance which is spread over 52 weeks of the year. Tax is then payable in different percentages, from 20% to 50%, depending on how much you earn. In addition National Insurance contributions are also deducted, starting at 0% and rising to 11% depending on how much you earn.

Overall you should expect to see around 30% of your income deducted in tax and National Insurance over the course of a year. TimePlan works in partnership with MyKeyPay to maximise your take home pay by offsetting your expenses against your pay to reduce the amount of Tax and National Insurance payable. For more information please go to www.mykeypay.com or call them on 0800 019 4511. Be sure to mention that you are working through TimePlan.

Tax Forms

P45 - A P45 is given to you once you leave employment. If you have worked in the UK before you should give us your P45 as soon as you start working with us.

P46 - If you do not have a P45 you must complete a P46. You should normally sign statement B on the P46 unless TimePlan is not your main employer. You should never sign statement B for more than one employer since only one employer can assign you a tax code (if two employers do so you could be landed with a tax bill at the end of the year).

Tax Refunds

If you only work part of a tax year you may be entitled to a tax rebate because you will not have used up all of your tax free Personal Tax Allowance. If you leave part way through a tax year you will receive a P45 which you should use to claim a refund. If you join part way through a tax year and are still working on 5th April you will receive a P60 which you can use to claim a tax refund if one is due. Do not use a "tax specialist" company to claim your refund since they will want a percentage of your refund. It is extremely simple to do and we give free advice - just call our payroll department on 020 8371 8020.

National Insurance

You will need to apply for a National Insurance number if you do not already have one. This is a simple matter, your local TimePlan office will help you apply for one. For more information about National Insurance visit www.hmrc.gov.uk/nic/.

Holiday Pay, Sick Pay and Maternity Pay

Your annual salary is calculated as a daily rate by dividing it by 195 (that being the number of teaching days in a year) and therefore includes holiday pay of at least 10 weeks. You will only receive salary payments for days actually worked although you may be entitled to statutory sick pay and maternity pay according to social security regulations - please seek advice from our payroll department on 020 8371 8020.

Stakeholder Pensions

In accordance with Government Regulations, TimePlan operates a Stakeholder Registered Pension Scheme with Scottish Equitable. If you would like to join the scheme ask your TimePlan office for further details and the relevant forms. For general enquiries contact Greystone Financial Services (TimePlan's pension advisers) on 0161 927 7222.

When You Leave

TimePlan are happy to provide you with a statement of service, confirming the total number of days you have worked, but cannot provide individual teaching references; these will need to be obtained directly from the schools you have taught in. Specific details regarding schools, dates and number of days worked etc, should be taken from your retained timesheets.

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Pay Calendar 2011-2012

TimePlan pays fortnightly but you must complete your timesheets online WEEKLY so that they can be approved by the School. If you are asked by a school to stay on longer than the original assignment, make sure that you tell us straight away. It helps us to get your pay right first time.

All holiday dates may vary, check with your school for exact dates.

Pay period		Bank accounts credited and cheques sent out on
From (Monday)	To (Friday)	(Friday)
25 July	05 August	12 August
08 August	19 August	26 August
22 August	02 September	09 September
05 September	16 September	23 September
19 September	30 September	07 October
03 October	14 October	21 October
Autumn half term: around 17th - 28th October 2011		
17 October	28 October	04 November
31 October	11 November	18 November
14 November	25 November	02 December
28 November	09 December	16 December
Christmas Holidays: around 12th December - 6th January 2012		
12 December	16 December	30 December
19 December	06 January	13 January
09 January	20 January	27 January
23 January	03 February	10 February
Spring half term: around 6th - 17th February 2012		
06 February	17 February	24 February
20 February	02 March	09 March
05 March	16 March	23 March
Easter Holidays: around 2nd April - 20th April 2012		
19 March	30 March	05 April Thursday
02 April	13 April	20 April
16 April	27 April	04 May
30 April	11 May	18 May
Summer half term: around 4th June - 8th June 2012		
14 May	25 May	01 June
28 May Tuesday	08 June	15 June
11 June	22 June	29 June
25 June	06 July	13 July
09 July	20 July	27 July
23 July	03 August	10 August
06 August	17 August	24 August
20 August	31 August	07 September
Summer Holidays: around 9th July onwards in England, 18th June onwards in Scotland		