



Money Matters

Useful Information

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.

Holiday, Sick 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.

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/.

Pay, 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 12% 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.

Umbrella Payroll Service Providers

TimePlan Education Group provides you with a choice as to how you wish to be paid. In addition to the traditional PAYE payroll, TimePlan has built up great relationships with a select group of Umbrella payroll service providers. Registering and being paid through these companies' offers our teachers the opportunity to benefit from offsetting some of the expenses incurred in the normal working day against tax to increase their net take home pay.

Being a temporary worker, providing you meet certain criteria, entitles you to some tax advantages which our group of Umbrella providers are able to access and claim for you.

You become an employee of your chosen Umbrella Company and, depending on where you are from around the world, you are able to claim certain expenses such as travel, meals and rent (for overseas workers meeting certain criteria) as tax and National Insurance free amounts.

All of this will be clearly explained by your Umbrella Company and you will be provided with a personalised worked pay example comparing your estimated pay through PAYE against being paid through an Umbrella Company.

Working through one of our Umbrella providers will not affect the way you work with TimePlan. All of your work assignments, pay rates and timesheets are all still managed and controlled through our system in the same way as PAYE.

Our current list of Umbrella Companies working closely with TimePlan is:

- EPA Group Limited
- RACS Group

The choice of how you are paid is entirely yours with both TimePlan and the Umbrella Companies are on hand to answer questions you may have.

For more information on any of the above Umbrella Companies or how to contact them, please ask your TimePlan contact for additional literature.

Pensions

TimePlan Education Group Limited offer a UK pension scheme to all employees in line with government legislation. Currently this scheme is with NEST for all temporary workers who are employees and paid via TimePlan's PAYE scheme. Upon joining TimePlan you will be assessed for eligibility for auto enrolment to the scheme and all required documentation will be provided to you. Temporary workers who are employed, and paid, via umbrella companies will have their pension requirements dealt with by their umbrella company and not by TimePlan.

continued on next page



Useful Information

Pay - Contract and Bank Details

To ensure prompt payment please complete the Contract for your umbrella company 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.

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.

Pay Calendar 2016-2017

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)
18 July	29 July	05 August
01 August	12 August	19 August
15 August	26 August	02 September
29 August	09 September	16 September
12 September	23 September	30 September
26 September	07 October	14 October
Autumn half term: around 17th October – 28th October 2016		
10 October	21 October	28 October
24 October	04 November	11 November
07 November	18 November	25 November
21 November	02 December	09 December
Christmas Holidays: around 12th December 2016 – 2nd January 2017		
05 December	16 December	23 December
19 December	30 December	06 January
02 January	13 January	20 January
16 January	27 January	03 February
Spring half term: around 6th February – 17th February 2017		
30 January	10 February	17 February
13 February	24 February	03 March
27 February	10 March	17 March
Easter Holidays: around 10th April – 29th April 2017		
13 March	24 March	31 March
27 March	07 April	13 April Thursday
10 April	21 April	28 April
24 April	05 May	12 May
Summer half term: around 22nd May – 2nd June 2017		
08 May	19 May	26 May
22 May	02 Jun	09 June
05 June	16 June	23 June
19 June	30 June	07 July
03 July	14 July	21 July
17 July	28 July	04 August
31 July	11 August	18 August
14 August	25 August	01 September
Summer Holidays: around 17th July onwards in England, 12th June onwards in Scotland		