



Opening Hours

Monday to Friday 8am to 5pm

Saturday 8am-4pm

Sunday 10am-2pm

Bank Holidays 10am to 4pm



July 2024



Newsletter



Timesheet Information

Unfortunately we are having an increasing number of timesheets not being completed correctly or submitted late. Below are reminders of what is required on a timesheet and when you need to be submitting them.

Below is a diagram which is helpful if you need some help on how to fill the timesheet out.

Managed Care shifts should be filled out on a pink timesheet, Nursery and Services should be completed on a yellow timesheets.

Timesheets should be submitted as soon as you have completed your last shift with the same client/service/nursery for that week. You should **not** be bunching your timesheets together until the end of the pay period for each month. Timesheets can be submitted via timesheets@carelineagency.co.uk using the abode scanner app or you can post your timesheets into the office.

When you find you are running low on timesheets, please let us know in advance, the timesheets are posted to your home address and can take a few days to reach you.

Our staff of the month is.....

Ying Johnson!

Ying has been with Careline for several years, she is a very valued member of our team. Ying supports our clients, services and nurseries. We always receive lovely feedback.

A big thank you to Ying for always representing Careline so professionally!

You're a star!

If you have already been assigned training please can you complete it at your earliest convenience. If you are un sure if you have training assigned please contact Jess at the Careline office who can check your training status. It's important all outstanding training is completed in a timely manner, training being completed is essential for being able to secure shifts.

Please insert your name, postcode ONLY, and sign the box.

Please insert name and address of client in FULL.

Please insert the date ending on Friday on the week you have worked.

Please insert the time your shift started.

Please insert the time your shift ended.

Please insert the total number of hours worked per shift.

Your client MUST sign this box to authorise the hours you have worked.

Complete this box to allow us to know your availability.

Once your time sheet has been authorised by the client, please distribute the copies as follows: YOU keep the blue copy, CLIENT keeps the green copy, and the TOP TWO yellow and white copies come to Careline.

PLEASE NOTE:

- Only ONE time sheet can be used per client, per week.
- A new time sheet MUST be used for each week.
- Timesheets MUST be submitted weekly.
- Timesheets end on a FRIDAY.

Fancy earning £100?! At Careline we have a recommend a friend policy. If your friend registers with Careline and takes work with us you will be rewarded £100 straight into your account on your next pay day as a thank you!



Keeping your DBS valid has never been easier! Signing up to the government update service is quick, straight forward and saves you money in the long run! For £13.00 per year you never have to worry about your DBS running out and having to wait and pay £49.99 for a new one to be issued. Head over to gov.uk for more information!

Bright Hope Church
FAMILY FUN DAY
SATURDAY JULY 8 / 12 - 4PM

FACE PAINTING
bouncy castle glitter tattoos
BYO PIC-NIC CRAFTS
GARDEN GAMES
burgers - cake and more!

FREE

Grazeley Village Hall - RG7 1LD

BRIGHT HOPE +