



**Opening Hours**  
**Monday to Friday 8am to 5pm**  
**Saturday 8am to 4pm**  
**Sunday 10am to 2pm**  
**Bank Holidays 10am to 4pm**



October 2024



# NEWSLETTER

Staff Of The Month Is....

**Kelly Daniels!**

Kelly has gone above and beyond to help support our clients and been a true team player. Big THANK YOU from us, Kelly.



Refer a friend and received £100 as a thank you!  
 Apply today at [admin@carelineagency.co.uk](mailto:admin@carelineagency.co.uk)

## HOW TO COMPLETE YOUR TIMESHEET

Please ensure that you are all completing your timesheets correctly and including essential information, especially your name, where you have worked and the times that you worked.

Please use the below example to assist you in the completion of your timesheets.

As you can imagine with over 150 members of staff on our books it can be very challenging to process timesheets without having all of the information!

Please send **ALL** timesheets to the following email address [timesheets@carelineagency.co.uk](mailto:timesheets@carelineagency.co.uk) on a **WEEKLY** basis please.

**CHRISTMAS PAY DAY**

Pay day in December will be

**Friday 24th December**

**All timesheets MUST be received by 5pm on Friday 17th December**

so that they can be processed in time

**Callout boxes:**

- 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 date you have worked, next to the corresponding day you have worked.
- 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.

**Sarcoma UK**  
 The bone & soft tissue cancer charity

For the month of October we would like to put our charity spotlight on Sarcoma UK. Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma. Sarcoma UK has a simple mission, to ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future. Sarcoma UK was founded by [Roger Wilson CBE](#), a sarcoma patient. Sarcoma UK replies on the generous donation to continue their mission.