

## Automatically released timesheets

### Frequently Asked Questions

**1. Why are you automatically releasing my timesheets?**

Your timesheets are being released on your behalf to ensure that you receive payment for shifts worked in a timely manner and that your National Insurance and tax contributions for this financial year are correctly calculated for the period in which you have worked.

**2. Can I opt out of my timesheets being released on my behalf?**

There is not an option to opt out of your timesheets being automatically released.

**3. My timesheet(s) has been released on my behalf, but it was authorised with incorrect hours/breaks, what can I do?**

If your timesheet(s) has been released and any details are incorrect, you can still query this in the usual way. Find out more in [Help and Support](#).

**4. Can I still release my timesheets?**

Yes, the cut-off for you to manually release timesheets remains midnight on Sunday to be paid the following Friday.

**5. I was saving up for something and didn't want the money paid to me yet, what can I do?**

Any shifts worked that have been authorised will now be automatically released on your behalf within 1 week of the shift authorisation.

**6. Where can I find the detail around which shifts have been released?**

You can find this in your [My:Bank](#) profile.

**7. Are you able to do this as part of my flexible worker registration agreement?**

Yes, we are able to release authorised timesheets on your behalf as part of the flexible worker registration agreement.

**8. I usually save up my timesheets and release in one go, can I still do this?**

We advise that you release your timesheets as soon as they are authorised to ensure your Annual Leave and all deductibles are calculated correctly.

**9. What tax or National Insurance implications will this have?**

Not releasing your timesheets within the correct financial period can impact future tax and National Insurance contributions.

**10. I have shifts worked that are still awaiting authorisation, will they be automatically authorised so I can receive payment?**

Shifts will not be automatically authorised as we require the Trust to confirm your shifts have been worked. If you do have shifts awaiting authorisation, please contact the location you worked to ask them to authorise or contact your local NHSP team for support.