

Procedures for Completing Weekly Timesheets

Layout:

At the top of the weekly time sheet there are seven categories for completion: *the Client name*, i.e. the company with whom you are placed, *Agency Worker Name*, i.e. your name, the *Month*, the *Week Ending Date*, *the Basic Hours (by contract)*, *the Shift Allowance rate*, and *the Consultant name*.

The weekly timesheet is laid out in such a way as to allow you to report the amount of basic hours, shift hours and overtime hours worked for each day, either at time and a half or double time.

At the bottom of the timesheet there is a note box to report any additional information related to the pay period, and two lines for signatures, one for you to sign, and one for your Supervisor/Manager to sign.

Procedure:

1. Please complete the seven categories at the top of the timesheet, inserting the requested details. **The week ending date is always the Friday of submission.**
2. In the Basic Hours section, fill in the number of hours worked each day, excluding lunch breaks. **NB. When entering hours worked, use decimal time, e.g. if working 8 hours 15 minutes, enter this as 8.25 hours.** Add the hours entered and enter the total hours for the week in the Total box at the end of the row.
3. If overtime has been worked, the number of hours must be entered in the appropriate section, either as “time & a half” or “double time”. Depending on the company, the number of hours paid at the time and a half rate will vary before you will be entitled to the double time rate. You must be aware of the number of hours allowed at time and a half, if unsure check your contract or ask your manager. The total number of overtime hours should be recorded in the total box for that section only. **At no time should the number of overtime hours be added to the number of basic hours recorded.**
4. Any shift hours worked should be entered in the shift hours section, and remember to enter the appropriate shift premium, e.g. 20%, in the Shift Allowance box at the top of the timesheet. *For example, if you worked 8 hours on a Monday, 4 of which qualified for shift allowance; then you should enter 8 hours in the Basic Hours section for Monday and enter 4 hours in the Shift section for that day.*
5. The timesheet then must be signed by you and by your Supervisor/Manager and sent to the relevant office no later than 1 pm each Friday.

Annual Leave:

All Annual Leave must be recorded on the timesheet regardless of whether it is paid or unpaid.

- Paid leave can be recorded by inserting ‘AL’ into the box for the day you are taking as holidays. If you wish you can then write the number of hours under the box.

These hours must be then added to the total number of hours actually worked and recorded in the Total box.

If these hours are not added in then it will be assumed that you do not wish to be paid for these hours.

- **Unpaid Leave** - If you take a day off as unpaid leave, please enter 'UL' into the appropriate box; do not add any hours for this day to the total number of hours for the week.
- **Public Holidays** – there are nine public holidays in the year, if you are off on a public holiday please enter 'PH' in the box, **do not enter any hours unless you actually worked on the public holiday.**
- **Half Day** - these should be recorded by inserting the number of hours actually worked in the box for the day it relates to. If you wish to take paid annual leave for the other half of the day please include that in the box too. E.g. HD = 4, AL = 4. Include all hours in the Total for the week.

Sick Leave:

Sick Leave is taken as unpaid time off. Should you be absent due to illness, please record this in the timesheet by inserting an 'S' into the day in question. **NB: The number of hours for that day should not be recorded in the total.** You should contact your local social welfare office during any such periods in order to avail of any social welfare benefits to which you may be entitled.

Jury Service:

If you are called for Jury Duty please inform your consultant immediately. All companies are required under law to pay for any leave taken for Jury Service. Please report any days taken for this purpose by entering 'JS' in the appropriate box; include the normal hours for the day(s) in question in the total basic hours for the week.

- AL: Annual Leave** - Add to the total hours (for paid leave)
UL: Unpaid Leave - Do not add to total hours
PH: Public Holiday – Add to total hours
HD: Half Day - Add to total hours
S: Sick Leave - Do not add to total hours
JS: Jury Service – Add to total hours

See sample timesheet attached.

I understand the timesheet reporting system as discussed with me by a Collins McNicholas consultant and understand that if I do not submit an approved timesheet by deadline, I will not receive my wages on time.

Signature - Agency Worker

Print Name - Agency Worker

Consultant

Collins McNicholas

Recruitment & HR Services Group

Collins McNicholas
Recruitment & HR Services Group

	FAX	PHONE
Dublin	(01) 6620755	(01) 6620088
Cork	(021) 4320675	(021) 4809118
Galway	(091) 706707	(091) 706706
Sligo	(071) 9142455	(071) 9142411
Athlone	(090) 6478108	(090) 6478104

TIMESHEET

Client Name:		Agency Worker Name:	
Month:		Week Ending:	
Basic Hours:		Shift Allowance: (%)	Rate must be agreed by the client in advance. e.g. 20%
Consultant Name			

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL	
Basic Hours (Less Lunch)	8	8	8	8	7			39	
Time & Half	Enter all hours worked in the correct line.						4		4
Double Time						2		2	
Shift				8	7			15	

Total each row do not add the column.

Notes:

I the undersigned state that the above information is correct

Must be signed by temp

 Agency Worker Name

Must be signed by an authorised person, e.g. manager/supervisor.

 Client Signature

Please submit to the relevant to the relevant office by **1 PM** each Friday to be processed by our payroll
FAILURE TO DO SO WILL RESULT IN NON-PAYMENT