

PROCEDURES – TIMESHEET 1

This timesheet should only be completed by staff employed under the single status collective agreement. Therefore, staff groups such as teachers, instructors and lecturers should not complete this timesheet.

Staff should complete their timesheet in blocks of complete weeks where the working week commences on a Monday and ends on a Sunday. Claims should be made to the last Sunday in the calendar month.

To assist in the completion of this timesheet your attention is drawn to the following points :

1. Department

Enter the department you work for eg Education & Social Care

2. Location/Base

This refers to the place you work which may be an office, school, ferry or residential care unit. Where you have no fixed base then enter "various".

3. Month Ending

Complete the month that you are claiming for eg October 2009

4. Basic Hours Claimed

Enter the date and times, from and to for the hours that you are claiming.

Staff should use the 24 hour clock when entering times worked.

The total number of hours should then be entered and categorised into basic and unsocial if applicable. Please refer to the unsocial hours matrix below.

	Midnight – 7.30 AM	7.30 AM – 10.30 PM	10.30 PM – Midnight
Monday – Friday	Time + 1/3 unsocial	Straight-time	Time + 1/3 unsocial
Saturday	Time + 1/3 unsocial	Time + 1/3 for all rostered work. (no unsocial payment for overtime)	Time + 1/3 unsocial
Sunday	Time + 1/3 unsocial	Time + 1/3 for all work	Time + 1/3 unsocial

5. Overtime Claimed

For hours in excess of 37 hours per week these should be entered in the overtime and unsocial column.

Overtime hours should be claimed in blocks of 15 minutes.

Please refer to the overtime matrix below.

	Midnight – 7.30 AM	7.30 AM – 10.30 PM	10.30 PM – Midnight
Monday – Friday	Time + ½ for overtime + 1/3 for unsocial	Time + ½ for overtime	Time + ½ for overtime + 1/3 for unsocial
Saturday	Time + ½ for overtime + 1/3 for unsocial	Time + ½ for overtime	Time + ½ for overtime + 1/3 for unsocial
Sunday	Time + ½ for overtime + 1/3 for unsocial	Time + ½ for overtime + 1/3 for unsocial	Time + ½ for overtime + 1/3 for unsocial

6. Standby and Sleep-Ins

Employees are required to **tick** the relevant date that they were on standby or sleep-in.

For those staff who are disturbed and/or called out whilst either on/not on standby and also for sleeping in, require to complete Timesheet 2 to make their claim.

7. Travel Time

Employees with **no fixed place of work** (see point 2) who travel more than 15 miles to/from work, 15 minutes travel time each way is permitted. Greater than 30 miles, 30 minutes is permitted. This requires to be entered in the Travel Time column.

8. Acting Up

Claims can only be made for acting up where employees undertake the **full range** of duties and responsibilities of the higher graded post.

Please enter the number of hours that you act up and also the grade of the post that you are acting up to. eg Grade H1. Also the title of the post you are acting up to should be entered in the comments column.

9. Unpaid Leave

For any staff that have been granted unpaid leave this should be entered in the unpaid leave column on an hours basis.

10. Public Holidays

Where employees have been requested by their manager to work on a designated public holiday these hours should be entered in the public holiday column.

11. Employee Signature

Finally, staff should enter their employee number, name and job title at the bottom left corner of the timesheet. The employee should sign and date the timesheet on or after the last date claimed.

NOTE

In order to comply with council policy all Authorising Officers must ensure that all items on the timesheet have been completed correctly before authorising payment.

Authorising Officers should only sign the timesheet on or after the last date is claimed.

In the case of overtime there should be a pre-authorisation form completed before payment can be authorised.

Please be advised that incomplete timesheets may be returned and may therefore delay payment.

Staff should submit timesheets timeously each month.

SHETLAND ISLANDS COUNCIL - TIMESHEET 1

Department _____

Location/Base _____

Month Ending _____

Please claim for complete weeks only to the last Sunday in the calendar month. Deadline for submission to Payroll, Finance Services is the **10th** of the following month.

Day	Date	Hours Worked						Total No of Hours	Basic				Standby	Sleep-Ins	Travel Time	Acting Up		Unpd Leave	P/Holidays	Comments	Cost Code (for official use only)	
		From	To	From	To	From	To		1	1/3	1½	1/3				Hours	Grade					
MON																						
TUE																						
WED																						
THU																						
FRI																						
SAT																						
SUN																						
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Employee No _____

TOTALS

Name _____

Job Title _____

Employee Signature _____

Date _____

Authorised for Payment _____

Date _____

PRINT NAME _____

For official use only

Code	Hrs	Rate/Scale	Ledger Code	Code	Hrs	Rate/Scale	Ledger Code