

PROCEDURES – TIMESHEET 2

This timesheet should only be completed by staff employed under the single status collective agreement.

Staff should complete their timesheet 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. **Disturbance**
If disturbed when on standby/not on standby and also if disturbed when sleeping in, complete date and time of the disturbance (using the 24 hour clock) eg: 04.03 (3 minutes past 4am)
19.27 (27 minutes past 7pm)
Note: That the duration of the phone call is **not** required.
5. **Call Out when on Standby/Not on Standby and also if Called Out when Sleeping in**
If the disturbance results in a call out complete the time from and to, again using the 24 hour clock.
6. **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.

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

Staff should submit timesheets timeously each month.

