



Timesheet Macro

By Lan ZS, Apr 2013



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1					OT 1.25		OT 1.5										
2	Date	vessel	From (ETD)	To (ETA)	OT A (AM)	OT A (PM)	OT B (AM)	OT B (PM)	OT (A)	OT (B)	Normal	Working Day?					
3	28-Apr-13		7:00:00	8:30:00					0.00	1.50	0.00						
4	29-Apr-13		2:00:00	22:00:00	2.50	2.00	4.00	2.00	4.50	6.00	9.50						
5	30-Apr-13		1:00:00	23:59:00	2.50	2.00	5.00	4.00	4.50	9.00	9.50						
6	01-May-13		19:00:00	22:00:00	0.00	1.00	0.00	2.00	1.00	2.00	0.00						
7	02-May-13		15:00:00	22:30:00	0.00	2.00	0.00	2.50	2.00	2.50	3.00						
8	03-May-13		15:00:00	17:00:00	0.00	0.00	0.00	0.00	0.00	0.00	2.00						
9	04-May-13		0:00:00	0:00:00					0.00	0.00	0.00						
10	05-May-13		0:00:00	0:00:00					0.00	0.00	0.00						
11																	
12																	

Start

Click "Start" from
the excel sheet 1.



TIME SHEET CLAIM

Name: _____

Month: _____

There will be a message box when completed.

Please check the timings before submission.

Date	Work Order No.	Vessel	ETD Office	ETA Office	Normal Hr	Overtime A	Overtime B	Tank Job	Overseas	Invoice No.	In progress Yes/No/NA
					0830-1800	0600-0830 1800-2000	2000-0600 0000-2400				
28-Apr-13			7:00:00	8:30:00	0.00	0.00	1.50				
29-Apr-13			2:00:00	22:00:00	9.50	4.50	6.00				
30-Apr-13			1:00:00	23:59:00	9.50	4.50	9.00				
01-May-13			19:00:00	22:00:00	0.00	1.00	2.00				
02-May-13			15:00:00	22:30:00	3.00	2.00	2.50				
03-May-13			15:00:00	17:00:00	2.00	0.00	0.00				
04-May-13			0:00:00	0:00:00	0.00	0.00	0.00				NA
05-May-13			0:00:00	0:00:00	0.00	0.00	0.00				NA

Microsoft Excel



Done! Please kindly check. Use at your own discretion!

OK



5												
6	Date	Work Order No.	Vessel	ETD Office	ETA Office	Normal Hr 0830-1800	Overtime A 0600-0830 1800-2000	Overtime B 2000-0600 0000-2400	Tank Job	Overseas	Invoice No.	n progress Yes/No/NA
7												
8												
9	26-Apr-13	Example	Example	13:00:00	20:30:00	5.00	2.00	0.50	\$0.00	\$0.00		NA
10	27-Apr-13	Example	Example	13:00:00	20:30:00	0.00	0.00	7.50	\$0.00	\$0.00		NA
11												NA
12												NA
13												NA
14												NA
15												NA
16												NA
17												NA
18												NA

27 April is a Saturday, Only OT B hrs is calculated.

26 April is a Friday, so normal OT rules applys.

TIME SHEET CLAIM

Name: _____

Month: _____

Date	Work Order No.	Vessel	ETD Office	ETA Office	Normal Hr 0830-1800	Overtime A 0600-0830 1800-2000	Overtime B 2000-0600 0000-2400	Tank Job	Overseas	Invoice No.	n progress Yes/No/NA
29-Apr-13			6:00:00	9:00:00	0.00	0.00	0.00		\$200.00		NA
29-Apr-13			6:00:00	9:00:00	0.50	2.50	0.00		NO		NA
											NA
											NA
											NA
											NA
											NA
											NA
											NA
											NA
											NA

For Oversea, please state either 300/200 so the macro will omit the OT hrs.

If state NO, it will calculate OT hrs as per normal.

