**Event/SO/Contract Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Completed by Operational Staff Only** | | | | | | | | | | | | **Completed by Manager Only** | | | |
| **Date** | | **Emp. #** | **Surname**  **(PRINTED)** | **First Name**  **(PRINTED)** | **Grade** | **Call**  **Sign** | **Sign On**  hh:mm | **Sign Off**  hh:mm | **Emp. Signature** | **OVERTIME** | **HOURS OWED** | **CONTRACT HOURS** | **Auth Mgr Init** | **Payroll Instruction** | **Reason for ED Payment** | **Project Cost Centre**  **(GL Code)** |
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**I certify the above correct on the dates specified above. Page \_\_\_\_\_ of\_\_\_\_\_\_**

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| **Resource Planner**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Director (Stamp or Print)**  **Signature**  **Print**  **Date** | **Chief Operations Officer (Stamp)** |

**This documented should be printed double sided.**

1. **Operations Staff must complete only the items in the blue headed section only**
2. **Operations Manager must complete the grey section only**
3. **Timesheets must be completed for each event as a singularity i.e. all staff must be included for the event on the same sheet**
4. **Contract time sheets must run consecutively on day by day basis filling each line up until it is completed.**
5. **Photocopies, scans, photos or non-originals will NOT be accepted**
6. **Claims older than 3 months will be rejected**
7. **Failure to complete the time sheet properly may result in delayed payment**
8. **Extra Duty/Overtime is paid in monthly arrears.**
9. **Duplicates will not be accepted without permission of Resource co-ordinator and Director.**
10. **You must only claim for time once on one time sheet submitting the same claim on multiple timesheets is not permitted.**