**A picture containing text, clipart

Description automatically generated Time Sheet Instructions:**

**To fill in your PAGS time sheet in Excel Document follow the steps below.**

**Open the document, click on the tab along the bottom of the screen, (August or September etc)**

**In column for date place date in this format 20/09/2022**

**In next column place start time, using the colon as the decimal point, as example 15:45 then similarly for the end time 16:45.**

**In next column (Duty) is a small drop-down menu, select either Airport or Visits or Home Office etc.**

**Your time will be calculated automatically in the column headed Hours.**

**The following column is for APT/Allow, in other words the Airport Allowance of €8, either leave blank if not on airport run, or place 1 in the box. A small drop-down menu is also available here, but it will only give the 1 as an option. This is then automatically calculated and goes on your overall earnings.**

**The column headed KMS is for when we do physical visits to clients at their Hotels, and your KMS should be entered here, and again will automatically be calculated and added to your overall earnings.**

**As of January 2025, we are still not doing physical visits with the exception for our Long Haul Clients, so generally this column will be left empty.**

***Note:* The airport allowance is only paid if going to the airport and will only be paid again on the same day if there is greater than 3 hours between you meeting your last flight and your next flight arrival.**

***Example:* Met flight at 11.25 but clients not through till 12.00, next flight at 14.15 therefore no further allowance, but if next flight was at 15.30 then another allowance of €8 would be payable if you had left and returned to the airport.**

**You are not able to claim the hours between flights if you have left the airport and claim another €8 allowance for next meet and greet.**

**IE: Met flight at 12.00 and next flight at 15.30, leave airport and return only €8 allowance payable from 12.00 to 15.30, hourly rate restarts from 15.30.**

**If any doubt or need clarification on any of the above, please contact either Mark Bradley or Ana Valente.**

**Please Remember this information above is strictly *Private and Confidential.***