Timesheet Usage

1. Open file **Timesheet Template.xlsx**
2. Enter **Date Range**: Always start from the 16th of the current month, till the 15th of the following month.
3. Enter **Employees Name**

4. Capture **Start and End working times:** Ensure these times align with the access gate times. Additionally capture your mandatory minimum **30-minute lunch break**.

		Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	Date From:	16 June 2022			Contractor's					
2	Date To :	15 July 2022			Name:					
3		Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
4	DATE	16/06	17/06	18/06	19/06	20/06	21/06	22/06	23/06	24/06
5	Start: HH:MM					07:52	07:35	07:39	07:40	08:05
6	End HH:MM					17:04	16:11	16:10	16:22	16:07
7	Lunch					00:30	00:30	00:30	00:30	00:30
8	Time not worked									
9	Normal Hours	00:00	00:00	00:00	00:00	08:42	08:06	08:01	08:12	07:32
10	Additional Hrs @ 1.0									
11	Additional Hrs @ 1.2									
12	Additional Hrs @ 1.33									
13	Additional Hrs @ 1.5									
14	Additional Hrs @ 2.0									
15	Callout Hours									
16	Standby									
17	**Weekly Authorisation**							24:49		

5. Any agreed Stand-by hours should be captured in the standard by row.

13	Additional Hrs @ 1.5									
14	Additional Hrs @ 2.0									
15	Callout Hours									
16	Standby									
17	**Weekly Authorisation**							24:49		

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6. The **total normal hours** for the month should not exceed the maximum hours allotted for the month.
Example
16 June 2022 – 15 July 2022 : There are Maximum 21 Working Days
8 Hours x 21 Working Days = 168 Maximum Allotted Hours for the month.

If necessary, adjust the Normal Hours manually to ensure you do not exceed maximum hours allotted.

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