Midland Management Services Ltd

Name _____

Payroll No. [ ][ ][ ][ ][ ]   **Sheet** [ ] of [ ]

Week commencing (a Monday) DD [ ][ ] / MM [ ][ ] / YYYY 2 0 [ ][ ]

Evenings on call (Mon=1, Tue=2 etc.) [ ] , [ ] , [ ] , [ ] , [ ] , [ ] , [ ]

Day Mon=1	Job number		Location/building	Rate	From (24 hour clock) HH : MM	To (24 hour clock) HH : MM	Minutes
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Employee signature [_____]   **Authorising name** _____   **Signature** [_____]   **Sheet total** [ ][ ][ ][ ]

Day	Job numbers	Rates	Note	
1 = Monday	9999-0021 = Holiday	A = 1X	8hrs (1day) = 480Mins	Any administrative time should be booked against the relevant job number
2 = Tuesday	9999-0032 = Training	B = 1.5X	40hrs (1week) = 2400mins	
3 = Wednesday	9999-0043 = Sickness	C = 2X		
4 = Thursday	9999-0054 = Supervision	U = Unpaid	Days 1-5 over 480mins = rate B	Timesheets to arrive no later than
5 = Friday	9999-0065 = Non-productive		Day 6 after 13:00 = rate B	12:00pm each Monday
6 = Saturday	9999-0076 = Escorting		Day 7 = rate C	
7 = Sunday				

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