

GUIDELINES FOR COMPLETING YOUR CONTRACTOR TIMESHEET

Timesheets can be downloaded at www.ocg.co.nz, which can be opened as 'read only' then 'save as'. You can then enter the 'Employee Information' and 'Client Information' and save it somewhere for your convenience, this way you will only need to change the week ending date and times worked each week.

OCG Consulting Ltd
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Phone: 09 377 7575
Fax: 09 307 4889

GST Number: 91 - 729 - 407



If you have the clients **PO Number** please enter it.

Please enter your **Surname** and **First Name** on the timesheet.

Please enter the clients **Company Name**

Please ensure you enter your **GST No** on your timesheet or tick the box each week.

Ensure your managers' name is entered in the **Client Name:** field as verification of signature.

You **MUST sign** and **date** your timesheet each week.

YOUR TIMESHEET MUST BE SIGNED AND DATED BY THE CLIENT. If it is not signed you may not be paid.

ROUNDING HOURS WORKED:
Please ensure you round hours to the nearest 1/4 hour.
For example:
8.10am should be noted at 8.15am
7.35am should be noted as 7.30am
8.50am should be noted at 8.45am

BUYER CREATED TAX INVOICE - IRD APPROVED FOR CONTRACTING SERVICES

Please submit by 10:00 am, Monday, to ensure payment in the next pay run.
| Email: accounts@ocg.co.nz | Fax: 09 307 4889 |

Contractor Information	
Surname:	Bloggs
First Name:	Joe
Trading As:	(if applicable)
Please tick this box if you are not GST registered <input type="checkbox"/>	
GST No.:	012 - 345 - 678
By entering a GST No. you are confirming that you are GST registered. GST will not be paid without a GST No.	
Address:	99 Brown Street, Ponsonby Auckland
Signature:	<i>[Signature]</i>
Date:	27/05/2016
By signing this: -You are certifying that the hours were worked by you, during the week as shown below.	

Client Information	
Company Name:	Company International
Purchase Order No.:	(if applicable)
Client Name:	Jane Smith
Client Title:	Finance Controller
Phone No.:	09 245 6789
Client Signature:	<i>[Signature]</i>
Date:	27/05/2016
By signing this: -You are verifying the hours worked. -That you are satisfied with the work completed. -That you accept the OCG Consulting Terms of Business.	

Certificate of hours worked for week ending: (Sunday) **29/05/2016**

PLEASE PUT HOURS TO NEAREST .25 OF HOUR (1/4 HOUR)

Day	Date	Start Time	Lunch breaks are UNPAID		Finish Time	Total Hours Worked	Notes / Day Worked (daily rate)
			Break Out	Break In			
Monday	23/05/2016	8:00	13:00	13:30	17:00	8.50	
Tuesday	24/05/2016	8:00			17:15	9.25	
Wednesday	25/05/2016	8:30	12:00	13:00	17:30	8.00	
Thursday	26/05/2016	8:15	12:00	12:15	17:00	8.50	
Friday	27/05/2016	8:15	13:00	13:45	16:45	7.75	
Saturday	28/05/2016						
Sunday	29/05/2016						
Total Hours Worked:						42.00	
ONLY FILL THIS OUT IF YOU ARE ON A DAILY RATE						Total Days Worked:	

It is **ESSENTIAL** that you put the Sunday's date being the end of week worked by using the drop down menu, this will auto populate the Mon to Sun dates.

Only complete this section if you are claiming an expense. If you are claiming for more than one expense please use the **Expense Claim Form**, which can be downloaded at www.ocg.co.nz/candidate-forms

Expenses	Description	Units	Rate	GST Exclusive
				-

Office Use Only	Rate \$	Exclusive	GST @ 15%	Inclusive
		-	-	-

Enter the 'Time Start', 'Break' and 'Time Finish' times by using the **Drop Down Menus** which allows you to choose the time closest to the nearest quarter hour. Click on the bottom right hand corner of the cell to see this. The total is automatically calculated.

PLEASE USE EXCEL TO FILL IN THIS BUYER CREATED INVOICE, YOUR HOURS WILL AUTO CALCULATE

COPIES OF THIS BUYER CREATED TAX INVOICE CAN BE DOWNLOADED AT WWW.OCG.CO.NZ

If no break is taken, just leave the 'Break' fields blank.