

GUIDELINES FOR COMPLETING YOUR TEMP 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.



A Chandler Macleod Group Company

TEMPORARY STAFF TIMESHEET

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

Please enter the clients **Company Name**

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

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

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.

Employee Information	
Surname:	Bloggs
First Name:	Joe
Consultant:	Tim Brown
Employee Signature:	
Date:	27/05/2016
By signing this: -You are certifying that the hours were worked by you, during the week shown below. -You confirm that you did not sustain any injuries during your assignment that OCG has not been made aware of.	

Client Information	
Company Name:	Company International
Purchase Order No.:	
Client Name:	Jane Smith
Client Signature:	
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.	

Use the **Drop Down Menus** to populate Start Time, Break Out, Break In and Finish Time.

It allows you to choose the time closest to the nearest quarter hour.

The total is automatically calculated.

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

Week Ending (Sunday) **29/05/2016**

It is **ESSENTIAL** that you use the **Drop Down menu** to populate this field as this date generates the dates on the timesheet.

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

Day	Date	Start Time	Lunch breaks are UNPAID		Finish Time	Total Hours Worked	Comments: Stat / Sick
			Break Out	Break In			
Monday	23/05/2016	08:30	12:00	12:30	17:00	8.00	
Tuesday	24/05/2016	08:30	12:00	12:45	17:15	8.00	
Wednesday	25/05/2016						Sick
Thursday	26/05/2016	08:30	12:00	13:00	17:00	7.50	
Friday	27/05/2016						Stat
Saturday	28/05/2016						
Sunday	29/05/2016						
Total Hours Worked:						23.50	

Only enter hours actually worked. If you are sick or it is a Statutory Holiday please note in the Comments field. **DO NOT ADD THE HOURS INTO YOUR HOURS WORKED.**

PLEASE ONLY ENTER HOURS ACTUALLY WORKED
 (Do not enter hours for statutory, annual or sick days. Make a note in the comments column instead)

A SEPARATE HOLIDAY PAY REQUEST FORM MUST BE SUBMITTED BEFORE HOLIDAY PAY WILL BE PAID OUT (This includes termination holiday pay)

PLEASE USE EXCEL TO FILL IN THIS FORM, YOUR HOURS WILL AUTO CALCULATE

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