

TIMESHEETS

How to correctly record your time.

Standard Time

Flexitime

Time

- For demonstration purposes:
- Standard Time
- 7:25 per day
 - Monday to Friday
 - 7:00am to 7:00pm

Time

- Flexitime
 - Any time worked in excess of 7:25 per day
 - Monday to Friday
 - 7:00am to 7:00pm

Timesheets

- At the top of your blank timesheet is a box:

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name:	
Starting date for flexisheet:	<input type="text"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	
Hours carried from last month CR or DR?	

Timesheets

- Information to be entered is...

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name:	
Starting date for flexisheet:	<input type="text"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	
Hours carried from last month CR or DR?	

Timesheets

- Your name

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name: Jo Bloggs	
Starting date for flexisheet:	<input type="text"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	
Hours carried from last month CR or DR?	

Timesheets

- The starting date

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name: Jo Bloggs	
Starting date for flexisheet:	<input type="text" value="27-Feb-96"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	
Hours carried from last month CR or DR?	

Timesheets

- Any hours carried over from your last sheet

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name: Jo Bloggs	
Starting date for flexisheet:	<input type="text" value="27-Feb-96"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	3 : 45
Hours carried from last month CR or DR?	

Timesheets

- And, if these hours are for your Credit or Debit

Flexitime Record Sheet.	
Notes:	
¥ Enter your name & starting date etc for this period in the spaces within THIS BOX	
¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.	
¥ Enter Time in the cell to the right & below the word Time	
¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)	
¥ No checks are made re starting times, hours carried etc	
Some cells are protected so that the print out will print fine lines in appropriate places.	
Your Name: Jo Bloggs	
Starting date for flexisheet:	<input type="text" value="27-Feb-96"/>
(e.g. 10/4/93 or 10 Apr 93)	Hour : Min
Hours carried forward from last month	3 : 45
Hours carried from last month CR or DR?	CR

Timesheets

- The information in this box will automatically update the spreadsheet, ready for you to enter in your times.

Flexitime Record Sheet.

Notes:

- ¥ Enter your name & starting date etc for this period in the spaces within THIS BOX
 - ¥ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.
 - ¥ Enter Time in the cell to the right & below the word Time
 - ¥ Hours & Minutes portions of times are entered in separate cells (24 hour format)
 - ¥ No checks are made re starting times, hours carried etc
- Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: Jo Bloggs

Starting date for flexisheet: 27-Feb-96

(e.g. 10/4/93 or 10 Apr 93)

Hour : Min

Hours carried forward from last month 3 : 45

Hours carried from last month CR or DR? CR

MANUAL FLEXTIME RECORD				DEPARTMENT		NAME:				
				BRANCH		SECTION Etc				
Period From <u>27 - Feb - 1996</u> ##### Mar - 1996				Hours per week		Hours : Min CR Brought Forward: 3 : 45				
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY		
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials	
27-Feb-96						0 : 00	0 : 00			
28-Feb-96						0 : 00	0 : 00			
29-Feb-96						0 : 00	0 : 00			
01-Mar-96						0 : 00	0 : 00			
02-Mar-96						0 : 00	0 : 00			
05-Mar-96						0 : 00	0 : 00			
06-Mar-96						0 : 00	0 : 00			
07-Mar-96						0 : 00	0 : 00			
08-Mar-96						0 : 00	0 : 00			
09-Mar-96						0 : 00	0 : 00			
12-Mar-96						0 : 00	0 : 00			
13-Mar-96						0 : 00	0 : 00			
14-Mar-96						0 : 00	0 : 00			
15-Mar-96						0 : 00	0 : 00			
16-Mar-96						0 : 00	0 : 00			
19-Mar-96						0 : 00	0 : 00			
20-Mar-96						0 : 00	0 : 00			
21-Mar-96						0 : 00	0 : 00			
22-Mar-96						0 : 00	0 : 00			
23-Mar-96						0 : 00	0 : 00			
Total Hours							3 : 45			
*Nature of Leave				CERTIFIED CORRECT			Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer			(Incl Leave & Adjustments)		3 : 45	
Sick	S	Military Leave	ML				- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED			Balance		DR 141 : 15	
Short	SH	Full Day Flexileave	F				OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor			+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP				Total Excess/Credit		141 : 15	
In all other cases (incl. duty outside office) full details must be provided							Carried Forward		DR 141 : 15	

Flexitime Record Sheet.

Designed by Chris Welsh & converted to DOS by Adel Habib MISD for general use.

Notes:

- ✘ Enter your name & starting date etc for this period in the spaces within THIS BOX
- ✘ Enter DEPARTMENT etc in the low er right hand corner of the appropriate box.
- ✘ Enter Study Time in the cell to the right & below the w ord Time
- ✘ Hours & Minutes portions of times are entered in separate cells (24 hour format)
- ✘ No checks are made re starting times, hours carried etc

Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: Jo Bloggs

Starting date for flexisheet: 27-Feb-96
(e.g. 10/4/93 or 10 Apr 93) Hour : Min

Hours carried forward from last month 3 : 45

Hours carried from last month CR or DR? CR

MANUAL FLEXITIME RECORD				DEPARTMENT		NAME			
				BRANCH	SECTION Etc				
Period From <u>27 - Feb - 1996 #####</u> Mar - 1996				Hours per week		CR Brought Forward: <u>3 : 45</u>			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96						0 : 00	0 : 00		
28-Feb-96						0 : 00	0 : 00		
29-Feb-96						0 : 00	0 : 00		
1-Mar-96						0 : 00	0 : 00		
2-Mar-96						0 : 00	0 : 00		
5-Mar-96						0 : 00	0 : 00		
6-Mar-96						0 : 00	0 : 00		
7-Mar-96						0 : 00	0 : 00		
8-Mar-96						0 : 00	0 : 00		
9-Mar-96						0 : 00	0 : 00		
12-Mar-96						0 : 00	0 : 00		
13-Mar-96						0 : 00	0 : 00		
14-Mar-96						0 : 00	0 : 00		
15-Mar-96						0 : 00	0 : 00		
16-Mar-96						0 : 00	0 : 00		
19-Mar-96						0 : 00	0 : 00		
20-Mar-96						0 : 00	0 : 00		
21-Mar-96						0 : 00	0 : 00		
22-Mar-96						0 : 00	0 : 00		
23-Mar-96						0 : 00	0 : 00		
Total Hours						3 : 45			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked (Incl Leave & Adjustments)		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		- Contract Hours		3 : 45	
Sick	S	Military Leave	ML			145 : 00			
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		Balance		DR 141 : 15	
Short	SH	Full Day Flexileave	F			OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		141 : 15	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 141 : 15	

Flexitime Record Sheet.

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Notes:

- ✘ Enter your name & starting date etc for this period in the spaces within THIS BOX
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- ✘ Enter Study Time in the cell to the right & below the word Time
- ✘ Hours & Minutes portions of times are entered in separate cells (24 hour format)
- ✘ No checks are made re starting times, hours carried etc

Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: Jo Bloggs

Starting date for flexisheet: 27-Feb-96
(e.g. 10/4/93 or 10 Apr 93) Hour : Min

Hours carried forward from last month 3 : 45

Hours carried from last month CR or DR? CR

MANUAL FLEXITIME RECORD				DEPARTMENT		NAME			
				BRANCH	SECTION Etc				
Period From <u>27 - Feb - 1996 #####</u> Mar - 1996				Hours per week		Hours : Min CR Brought Forward: 3 : 45			
DATE	Time of Arrival Hour: Min	Lunch Period Hour: Min	Time of Departure Hour: Min	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
				DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96						0 : 00	0 : 00		
28-Feb-96						0 : 00	0 : 00		
29-Feb-96						0 : 00	0 : 00		
1-Mar-96						0 : 00	0 : 00		
2-Mar-96						0 : 00	0 : 00		
5-Mar-96						0 : 00	0 : 00		
6-Mar-96						0 : 00	0 : 00		
7-Mar-96						0 : 00	0 : 00		
8-Mar-96						0 : 00	0 : 00		
9-Mar-96						0 : 00	0 : 00		
12-Mar-96						0 : 00	0 : 00		
13-Mar-96						0 : 00	0 : 00		
14-Mar-96						0 : 00	0 : 00		
15-Mar-96						0 : 00	0 : 00		
16-Mar-96						0 : 00	0 : 00		
19-Mar-96						0 : 00	0 : 00		
20-Mar-96						0 : 00	0 : 00		
21-Mar-96						0 : 00	0 : 00		
22-Mar-96						0 : 00	0 : 00		
23-Mar-96						0 : 00	0 : 00		
Total Hours						3 : 45			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked (Incl Leave & Adjustments)		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		- Contract Hours		3 : 45	
Sick	S	Military Leave	ML			145 : 00			
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		Balance		DR 141 : 15	
Short	SH	Full Day Flexileave	F			OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		141 : 15	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 141 : 15	

Flexitime Record Sheet.
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Notes:
 ✘ Enter your name & starting date etc for this period in the spaces within THIS BOX
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 ✘ Enter Study Time in the cell to the right & below the word Time
 ✘ Hours & Minutes portions of times are entered in separate cells (24 hour format)
 ✘ No checks are made re starting times, hours carried etc
 Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: Jo Bloggs
 Starting date for flexisheet: 27-Feb-96
 (e.g. 10/4/93 or 10 Apr 93) Hour : Min
 Hours carried forward from last month 3 : 45
 Hours carried from last month CR or DR? CR

MANUAL FLEXITIME RECORD				DEPARTMENT		NAME			
				BRANCH	SECTION Etc				
Period From <u>27 - Feb - 1996 #####</u> Mar - 1996				Hours per week		Hours : Min CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96						0 : 00	0 : 00		
28-Feb-96						0 : 00	0 : 00		
29-Feb-96						0 : 00	0 : 00		
1-Mar-96						0 : 00	0 : 00		
2-Mar-96						0 : 00	0 : 00		
5-Mar-96						0 : 00	0 : 00		
6-Mar-96						0 : 00	0 : 00		
7-Mar-96						0 : 00	0 : 00		
8-Mar-96						0 : 00	0 : 00		
9-Mar-96						0 : 00	0 : 00		
12-Mar-96						0 : 00	0 : 00		
13-Mar-96						0 : 00	0 : 00		
14-Mar-96						0 : 00	0 : 00		
15-Mar-96						0 : 00	0 : 00		
16-Mar-96						0 : 00	0 : 00		
19-Mar-96						0 : 00	0 : 00		
20-Mar-96						0 : 00	0 : 00		
21-Mar-96						0 : 00	0 : 00		
22-Mar-96						0 : 00	0 : 00		
23-Mar-96						0 : 00	0 : 00		
Total Hours						3 : 45			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked (Incl Leave & Adjustments)		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		- Contract Hours		3 : 45	
Sick	S	Military Leave	ML			Balance		DR 145 : 00	
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Short	SH	Full Day Flexileave	F			+Leave Taken for Excess Debit		0 : 00	
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		Total Excess/Credit		141 : 15	
Study Leave	SL	Special Leave	SP			Carried Forward		DR 141 : 15	
In all other cases (incl. duty outside office) full details must be provided									

Enter your contracted hours here:

Timesheets

- You will now need to add some of your own personal information before commencing your timesheet.
- Located at the top of your form are sections for Name, Department and Section.

MANUAL FLEXTIME RECORD	DEPARTMENT Technical Services		NAME: Jo Bloggs
	BRANCH	SECTION Etc Science Faculty	

Timesheets

- Each day requires you to enter a start and finish, and the duration of your lunch break.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc				
Hours per week						CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96						0 : 00	36 : 15		
06-Mar-96						0 : 00	36 : 15		
07-Mar-96						0 : 00	36 : 15		
08-Mar-96						0 : 00	36 : 15		
09-Mar-96						0 : 00	36 : 15		
12-Mar-96						0 : 00	36 : 15		
13-Mar-96						0 : 00	36 : 15		
14-Mar-96						0 : 00	36 : 15		
15-Mar-96						0 : 00	36 : 15		
16-Mar-96						0 : 00	36 : 15		
19-Mar-96						0 : 00	36 : 15		
20-Mar-96						0 : 00	36 : 15		
21-Mar-96						0 : 00	36 : 15		
22-Mar-96						0 : 00	36 : 15		
23-Mar-96						0 : 00	36 : 15		
Total Hours						40 : 00			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked (Incl Leave & Adjustments)		Hours : Min 40 : 00	
Recreation	R	Public Holiday	PH	Signature of Officer		- Contract Hours		145 : 00	
Sick	S	Military Leave	ML			Balance		DR 105 : 00	
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Short	SH	Full Day Flexileave	F			+Leave Taken for Excess Debit		0 : 00	
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		Total Excess/Credit		105 : 00	
Study Leave	SL	Special Leave	SP			Carried Forward		DR 105 : 00	
In all other cases (incl. duty outside office) full details must be provided									

Timesheets

- Note that the times entered are in 24 hour format.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science	Hours per week		Hours : Min CR Brought Forward: 3 : 45	
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96						0 : 00	36 : 15		
06-Mar-96						0 : 00	36 : 15		
07-Mar-96						0 : 00	36 : 15		
08-Mar-96						0 : 00	36 : 15		
09-Mar-96						0 : 00	36 : 15		
12-Mar-96						0 : 00	36 : 15		
13-Mar-96						0 : 00	36 : 15		
14-Mar-96						0 : 00	36 : 15		
15-Mar-96						0 : 00	36 : 15		
16-Mar-96						0 : 00	36 : 15		
19-Mar-96						0 : 00	36 : 15		
20-Mar-96						0 : 00	36 : 15		
21-Mar-96						0 : 00	36 : 15		
22-Mar-96						0 : 00	36 : 15		
23-Mar-96						0 : 00	36 : 15		
Total Hours						40 : 00			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		(Incl Leave & Adjustments)		40 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		Balance		DR 105 : 00	
Short	SH	Full Day Flexileave	F			OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		105 : 00	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 105 : 00	

Timesheets

- Once you have entered your times, the spreadsheet automatically calculates the Daily Hours Worked....

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science	Hours : Min			
				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96						0 : 00	36 : 15		
06-Mar-96						0 : 00	36 : 15		
07-Mar-96						0 : 00	36 : 15		
08-Mar-96						0 : 00	36 : 15		
09-Mar-96						0 : 00	36 : 15		
12-Mar-96						0 : 00	36 : 15		
13-Mar-96						0 : 00	36 : 15		
14-Mar-96						0 : 00	36 : 15		
15-Mar-96						0 : 00	36 : 15		
16-Mar-96						0 : 00	36 : 15		
19-Mar-96						0 : 00	36 : 15		
20-Mar-96						0 : 00	36 : 15		
21-Mar-96						0 : 00	36 : 15		
22-Mar-96						0 : 00	36 : 15		
23-Mar-96						0 : 00	36 : 15		
Total Hours						40 : 00			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		(Incl Leave & Adjustments)		40 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance		DR 105 : 00	
Short	SH	Full Day Flexileave	F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		105 : 00	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 105 : 00	

Timesheets

-which, in turn, calculates the cumulative hours worked.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
BRANCH				SECTION Etc Science					
Period From 27 - Feb - 1996 23 - Mar - 1996				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96						0 : 00	36 : 15		
06-Mar-96						0 : 00	36 : 15		
07-Mar-96						0 : 00	36 : 15		
08-Mar-96						0 : 00	36 : 15		
09-Mar-96						0 : 00	36 : 15		
12-Mar-96						0 : 00	36 : 15		
13-Mar-96						0 : 00	36 : 15		
14-Mar-96						0 : 00	36 : 15		
15-Mar-96						0 : 00	36 : 15		
16-Mar-96						0 : 00	36 : 15		
19-Mar-96						0 : 00	36 : 15		
20-Mar-96						0 : 00	36 : 15		
21-Mar-96						0 : 00	36 : 15		
22-Mar-96						0 : 00	36 : 15		
23-Mar-96						0 : 00	36 : 15		
Total Hours						40 : 00			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH			(Incl Leave & Adjustments)		40 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance		DR 105 : 00	
Short	SH	Full Day Flexileave	F			CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED			
Study Time	ST	Half Day Flexileave	1/2F			OR			
Study Leave	SL	Special Leave	SP			+Leave Taken for Excess Debit		0 : 00	
In all other cases (incl. duty outside office) full details must be provided						Total Excess/Credit		105 : 00	
				Signature of Supervisor		Carried Forward		DR 105 : 00	

Timesheets

- If you work less than 7:25 for the day, you will be deducted flexitime.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science				
				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96	10 : 00	0 : 45	15 : 30			4 : 45	41 : 00		
06-Mar-96	9 : 15	0 : 45	16 : 00			6 : 00	47 : 00		
07-Mar-96	8 : 00	0 : 45	15 : 00			6 : 15	53 : 15		
08-Mar-96	7 : 00	0 : 45	13 : 30			5 : 45	59 : 00		
09-Mar-96	9 : 30	0 : 45	14 : 30			4 : 15	63 : 15		
12-Mar-96						0 : 00	63 : 15		
13-Mar-96						0 : 00	63 : 15		
14-Mar-96						0 : 00	63 : 15		
15-Mar-96						0 : 00	63 : 15		
16-Mar-96						0 : 00	63 : 15		
19-Mar-96						0 : 00	63 : 15		
20-Mar-96						0 : 00	63 : 15		
21-Mar-96						0 : 00	63 : 15		
22-Mar-96						0 : 00	63 : 15		
23-Mar-96						0 : 00	63 : 15		
						Total Hours	67 : 00		
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH			(Incl Leave & Adjustments)		67 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance		DR 78 : 00	
Short	SH	Full Day Flexileave	F			Signature of Officer			
Study Time	ST	Half Day Flexileave	1/2F			CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED			
Study Leave	SL	Special Leave	SP			OR			
In all other cases (incl. duty outside office) full details must be provided						+Leave Taken for Excess Debit		0 : 00	
						Total Excess/Credit		78 : 00	
				Signature of Supervisor		Carried Forward		DR 78 : 00	

Timesheets

- If you work in excess of 7:25 for the day, during 7:00am and 7:00pm, you will accumulate flexitime.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science				
				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96	8 : 00	0 : 45	17 : 30			8 : 45	45 : 00		
06-Mar-96	7 : 00	0 : 45	16 : 00			8 : 15	53 : 15		
07-Mar-96	8 : 00	0 : 45	17 : 45			9 : 00	62 : 15		
08-Mar-96	7 : 00	0 : 45	17 : 00			9 : 15	71 : 30		
09-Mar-96	7 : 30	0 : 45	18 : 30			10 : 15	81 : 45		
12-Mar-96						0 : 00	81 : 45		
13-Mar-96						0 : 00	81 : 45		
14-Mar-96						0 : 00	81 : 45		
15-Mar-96						0 : 00	81 : 45		
16-Mar-96						0 : 00	81 : 45		
19-Mar-96						0 : 00	81 : 45		
20-Mar-96						0 : 00	81 : 45		
21-Mar-96						0 : 00	81 : 45		
22-Mar-96						0 : 00	81 : 45		
23-Mar-96						0 : 00	81 : 45		
Total Hours						85 : 30			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH			(Incl Leave & Adjustments)		85 : 30	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP	Signature of Officer		Balance		DR 59 : 30	
Short	SH	Full Day Flexileave	F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Time	ST	Half Day Flexileave	1/2F			+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		59 : 30	
In all other cases (incl. duty outside office) full details must be provided				Signature of Supervisor		Carried Forward		DR 59 : 30	

Timesheets

- If you take the entire day off as flexitime you need to enter your times as "0:00", so that flexitime is deducted from your sheet.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science	Hours : Min			
				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96	10 : 00	0 : 45	15 : 30			4 : 45	41 : 00		
06-Mar-96	9 : 15	0 : 45	16 : 00			6 : 00	47 : 00		
07-Mar-96	8 : 00	0 : 45	15 : 00			6 : 15	53 : 15		
08-Mar-96	7 : 00	0 : 45	13 : 30			5 : 45	59 : 00		
09-Mar-96	9 : 30	0 : 45	14 : 30			4 : 15	63 : 15		
12-Mar-96	0 : 00	0 : 00	0 : 00	F		0 : 00	63 : 15		
13-Mar-96						0 : 00	63 : 15		
14-Mar-96						0 : 00	63 : 15		
15-Mar-96						0 : 00	63 : 15		
16-Mar-96						0 : 00	63 : 15		
19-Mar-96						0 : 00	63 : 15		
20-Mar-96						0 : 00	63 : 15		
21-Mar-96						0 : 00	63 : 15		
22-Mar-96						0 : 00	63 : 15		
23-Mar-96						0 : 00	63 : 15		
						Total Hours	67 : 00		
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH			(Incl Leave & Adjustments)		67 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance		DR 78 : 00	
Short	SH	Full Day Flexileave	F	Signature of Officer					
Study Time	ST	Half Day Flexileave	1/2F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Leave	SL	Special Leave	SP			+Leave Taken for Excess Debit		0 : 00	
In all other cases (incl. duty outside office) full details must be provided						Total Excess/Credit		78 : 00	
				Signature of Supervisor		Carried Forward		DR 78 : 00	

Timesheets

- All other paid leave taken is recorded by entering in the hours you are to be paid.

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs			
Period From 27 - Feb - 1996 23 - Mar - 1996				BRANCH	SECTION Etc Science				
				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
05-Mar-96	10 : 00	0 : 45	15 : 30			4 : 45	41 : 00		
06-Mar-96	9 : 15	0 : 45	16 : 00			6 : 00	47 : 00		
07-Mar-96	8 : 00	0 : 45	15 : 00			6 : 15	53 : 15		
08-Mar-96	7 : 00	0 : 45	13 : 30			5 : 45	59 : 00		
09-Mar-96	9 : 30	0 : 45	14 : 30			4 : 15	63 : 15		
12-Mar-96	0 : 00	0 : 00	0 : 00	F		0 : 00	63 : 15		
13-Mar-96	0 : 00	0 : 00	0 : 00	S	7 : 15	7 : 15	70 : 30		
14-Mar-96	0 : 00	0 : 00	0 : 00	PH	7 : 15	7 : 15	77 : 45		
15-Mar-96	0 : 00	0 : 00	0 : 00	R	7 : 15	7 : 15	85 : 00		
16-Mar-96						0 : 00	85 : 00		
19-Mar-96						0 : 00	85 : 00		
20-Mar-96						0 : 00	85 : 00		
21-Mar-96						0 : 00	85 : 00		
22-Mar-96						0 : 00	85 : 00		
23-Mar-96						0 : 00	85 : 00		
Total Hours						88 : 45			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH			(Incl Leave & Adjustments)		88 : 45	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance		DR 56 : 15	
Short	SH	Full Day Flexileave	F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Time	ST	Half Day Flexileave	1/2F			+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		56 : 15	
In all other cases (incl. duty outside office) full details must be provided				Signature of Supervisor		Carried Forward		DR 56 : 15	

Timesheets

- If your day consists of less than 7:25 standard time, and time worked after 7:00pm, being overtime, you can record it...

MANUAL FLEXTIME RECORD				DEPARTMENT Office of Technical Services		NAME: Jo Bloggs			
BRANCH Gold Coast Campus				SECTION Etc Health Science					
Period From 27 - Feb - 1996 23 - Mar - 1996				Hours per week		CR Brought Forward: 3 : 45			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15		
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30		
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45		
1-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00		
2-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15		
5-Mar-96	10 : 00	0 : 45	15 : 30			4 : 45	41 : 00		
6-Mar-96	9 : 15	0 : 45	16 : 00			6 : 00	47 : 00		
7-Mar-96	8 : 00	0 : 45	15 : 00			6 : 15	53 : 15		
8-Mar-96	7 : 00	0 : 45	13 : 30			5 : 45	59 : 00		
9-Mar-96	9 : 30	0 : 45	14 : 30			4 : 15	63 : 15		
12-Mar-96	0 : 00	0 : 00	0 : 00	F		0 : 00	63 : 15		
13-Mar-96	0 : 00	0 : 00	0 : 00	S	7 : 15	7 : 15	70 : 30		
14-Mar-96	0 : 00	0 : 00	0 : 00	PH	7 : 15	7 : 15	77 : 45		
15-Mar-96	0 : 00	0 : 00	0 : 00	R	7 : 15	7 : 15	85 : 00		
16-Mar-96	15 : 00	0 : 45	19 : 00			3 : 15	88 : 15		
19-Mar-96						0 : 00	88 : 15		
20-Mar-96						0 : 00	88 : 15		
21-Mar-96						0 : 00	88 : 15		
22-Mar-96						0 : 00	88 : 15		
23-Mar-96						0 : 00	88 : 15		
Total Hours						92 : 00			
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Recreation	R	Public Holiday	PH	Signature of Officer		(Incl Leave & Adjustments)		92 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Extended	EL	Without Pay	LWOP			Balance	DR	53 : 00	
Short	SH	Full Day Flexileave	F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Time	ST	Half Day Flexileave	1/2F	Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP			Total Excess/Credit		53 : 00	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 53 : 00	

Timesheets

- In summary, excess hours are flexitime or overtime.
- Time in Lieu can be added to your timesheet, as an hourly accumulation. In other words, as a conversion to flexitime.
- Remember to give your Supervisor notice if you are going to be working overtime, or taking flexitime.

Timesheets

- For those of you who are not sure, you may wish to highlight on your copy of the timesheet the areas in which you enter data. All other calculations are done for you.
- A Blank timesheet master is on our Tech Intranet page. <https://portal.uea.ac.uk/faculty-school-intranets/sci-intranet/technical-services/services/technical-staff/forms-and-templates>
- “Save ” a new timesheet, from this ie, “June Timesheet”, so that your template is the same each 4 weekly cycle.

Flexitime Record Sheet.

Notes:

- ✘ Enter your name & starting date etc for this period in the spaces within THIS BOX
 - ✘ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.
 - ✘ Enter Study Time in the cell to the right & below the word Time
 - ✘ Hours & Minutes portions of times are entered in separate cells (24 hour format)
 - ✘ No checks are made re starting times, hours carried etc
- Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: **Jo Bloggs**
 Starting date for flexisheet: **27-Feb-96**
 (e.g. 10/4/93 or 10 Apr 93) Hour : Min
 Hours carried forward from last month **3 : 45**
 Hours carried from last month CR or DR? **CR**

MANUAL FLEXITIME RECORD				DEPARTMENT Technical Services		NAME: Jo Bloggs					
				BRANCH	SECTION Etc Science						
Period From 27 - Feb - 1996 23 - Mar - 1996				Hours per week		Hours : Min CR Brought Forward: 3 : 45					
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY			
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials		
27-Feb-96	8 : 30	0 : 45	16 : 30			7 : 15	7 : 15				
28-Feb-96	8 : 00	0 : 45	16 : 00			7 : 15	14 : 30				
29-Feb-96	8 : 45	0 : 45	16 : 45			7 : 15	21 : 45				
01-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	29 : 00				
02-Mar-96	7 : 45	0 : 45	15 : 45			7 : 15	36 : 15				
05-Mar-96	10 : 00	0 : 45	15 : 30	Part Flexi		4 : 45	41 : 00				
06-Mar-96	9 : 15	0 : 45	16 : 00	Part Flexi		6 : 00	47 : 00				
07-Mar-96	8 : 00	0 : 45	15 : 00	Part Flexi		6 : 15	53 : 15				
08-Mar-96	7 : 00	0 : 45	13 : 30	Part Flexi		5 : 45	59 : 00				
09-Mar-96	9 : 30	0 : 45	14 : 30	Part Flexi		4 : 15	63 : 15				
12-Mar-96	0 : 00	0 : 00	0 : 00	F		0 : 00	63 : 15				
13-Mar-96	0 : 00	0 : 00	0 : 00	S	7 : 15	7 : 15	70 : 30				
14-Mar-96	0 : 00	0 : 00	0 : 00	PH	7 : 15	7 : 15	77 : 45				
15-Mar-96	0 : 00	0 : 00	0 : 00	R	7 : 15	7 : 15	85 : 00				
16-Mar-96	15 : 00	0 : 45	19 : 00	Overtime to Standard Time	6 : 30	9 : 45	94 : 45				
19-Mar-96	8 : 30	0 : 45	16 : 30	Overtime from Saturday 18/03	11 : 30	18 : 45	113 : 30				
20-Mar-96	8 : 30	0 : 45	16 : 30			7 : 15	120 : 45				
21-Mar-96	8 : 00	0 : 45	16 : 00			7 : 15	128 : 00				
22-Mar-96	8 : 45	0 : 45	16 : 45			7 : 15	135 : 15				
23-Mar-96	9 : 00	0 : 45	17 : 00			7 : 15	142 : 30				
Total Hours						146 : 15					
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked (Incl Leave & Adjustments)		Hours : Min			
Recreation	R	Public Holiday	PH	SIGNATURE OF OFFICER Signature of Officer		146 : 15					
Sick	S	Military Leave	ML			- Contract Hours		145 : 00			
Extended	EL	Without Pay	LWOP			Balance		CR 1 : 15			
Short	SH	Full Day Flexileave	F			CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		OR			
Study Time	ST	Half Day Flexileave	1/2F	SIGNATURE OF SUPERVISOR Signature of Supervisor		+Leave Taken for Excess Debit		0 : 00			
Study Leave	SL	Special Leave	SP			Total Excess/Credit		1 : 15			
In all other cases (incl. duty outside office) full details must be provided								Carried Forward		CR 1 : 15	

Balance to be carried over to your next timesheet.

Timesheets

- As we are paid in 4-weekly periods at a time, and the timesheets facilitate 4-weekly periods, we will ALL be commencing a new timesheet at the same time.
- This way, all staff will be required to hand in timesheets on the same day, and all timesheets will cover a full pay period.
- Update your timesheet regularly, so that they are accurate.

THE END!