Timesheet – Lettings – minimum of 1 ½ hours per letting (Open and close)

NAME		EMPLOYEE NUMBER	
POSITION		WEEKLY CONTRACTED HOURS	
MONTH AND YEAR HOURS WORKED			

DATE	Start Time	Finish Time	*For Office Use* WAGE TYPE CODE - **4010** – Plain Time (Part Time employees only)		*For Office Use* WAGE TYPE CODE - **4032** – Plain Time + 1/3 (Full Time Employees or Saturday or Sunday)	
			Hours Worked	Minutes Worked	Hours Worked	Minutes Worked
TOTALS						
			DECIMAL CONVERSION		DECIMAL CONVERSION	

EMPLOYEE SIGNATURE	

AUTHORISER SIGNATURE		TOTAL OF HOURS / MINUTES AUTHORISED	
DATE			
EVENT NUMBER (IF REQUIRED)		INPUT ONTO SAP BY	