GUIDANCE NOTES FOR COMPLETION OF WREN TIMESHEETS
PROJECT MANAGEMENT & DESIGN SECTION

COMPLETION OF TIMESHEETS

A timesheet should be completed for each week worked, including holiday, training and sickness periods

For each project worked on the following details will be required:

- Name / Brief Description of project (required to verify job number)
- WREN Job number
- Hours worked on that project an a particular day

A list of standard job numbers will be issued each year to cover holidays, sickness, training, non-productive time etc. These standard job numbers should be used throughout the relevant financial year.

Your Section Manager must sign the completed timesheet before handing to the Help Desk staff. Unsigned timesheets will be returned.

A master copy of the timesheet will be made available in a central directory in MS Excel format. Timesheets must be submitted in hard copy format but can be completed by hand or using MS Excel.

HOURS RECORDED

Hours worked should be shown to the nearest ¼ hour

Actual hours worked should be shown on the timesheet. Where additional hours are being worked above the standard 34.5 week these should be included at single time, unless otherwise agreed.

Where an unusual number of hours have been worked on a particular job, a note should be made on the timesheet to explain the circumstances. The timesheets are filed for a fixed period and will be used to substantiate queries.

PROCESSING OF TIMESHEETS

Under normal circumstances timesheets should be passed to the Help Desk staff no later than Tuesday of the following week.