

Digital Timesheet *

Instructions on completing Digital Timesheet

You should receive your Digital Timesheet from your **LinkPoint** Customer Relationship Manager when you commence your contract; if you do not receive the Digital Timesheet, please contact the payroll department on 01732 460 274.

- Step 1** enter the week ending date (Sunday) in cell k5 [dd/mm/yy], this automatically completes cells D14 to D20. Also complete cells D5, D6, D7, K6 and K7 if not completed.
- Step 2** enter regular daily hours worked (excluding any breaks) in cells E14 to E20
- Step 3** enter any authorised overtime payable at time and a half in cells G14 to G20
- Step 4** enter any authorised overtime payable at double time in cells J14 to J20
- Step 5** enter any on-call periods in cells K14 to K20 (1 for a single shift, 2 for a double shift)
- Step 6** enter total claimable mileage in cell E25 and also the pence per mile in pounds (i.e 52 pence equates to £0.52) in cell I25
- Step 7** enter any other expenses detailing what they are in cell E26 and total in cell I26
- Note** all hours, on-call and expenses have been calculated automatically
- Step 8** print two copies of the Timesheet, sign both and ask the authorised signatory to sign twice
- Step 9** fax or email timesheet (details on timesheet) then post one to LinkPoint and the other to be left with client; please don't forget to retain a copy for your own records.

Note: If you are entitled to claim paid annual leave and wish to allocate leave to this weeks' payment, write PAL in the appropriate day(s) of the printed timesheet that you are claiming (days will be deducted from you annual allowance.) Please call the office to discuss entitlement and allowance if you are unsure.

If you require any assistance in completing timesheet or have any questions, please do not hesitate to contact Linkpoint where a member of staff will be more than happy to assist you.

* Requires access to MS Exce