

## Introduction

This document explains how to fill in the Small Works engineer timesheet. Engineers should submit their times on the following link:

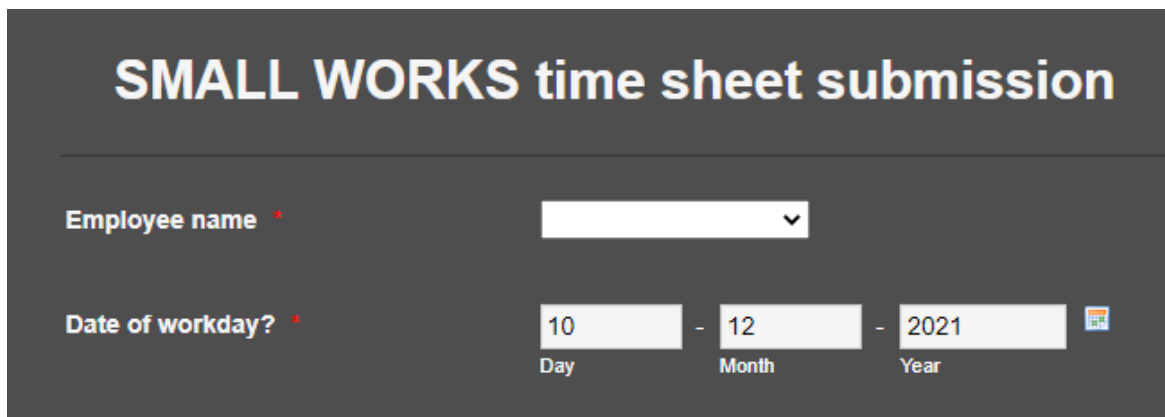
[Small Works Install timesheet](#)

It is required that timesheets are submitted on a daily basis, by 12:00 the following day. This is to allow ABCA HR to review and process Engineer wages accurately and in a timely fashion. Failure to submit timesheets on time could result in inaccurate or delayed wage payments.

## Submission guidance

Select your name from the Employee name drop-down menu. If your name is not showing then you should contact HR.

Date of workday is automatically populated as today's date. If timesheets are being submitted for an earlier day, then click on the calendar icon shown by the red arrow below and manually select the relevant date in the calendar for which you are submitting your timesheet.



The screenshot shows a dark-themed form titled "SMALL WORKS time sheet submission". It features two main input fields: "Employee name" with a red asterisk and a white dropdown menu, and "Date of workday?" with a red asterisk. The date field is split into three boxes: "10" (Day), "12" (Month), and "2021" (Year), with a small calendar icon to the right of the year box.

A total of four times should be submitted on your timesheet:

- Time of leaving home
- Time of arrival at first site of the day
- Time of departure from last site of the day
- Time of arrival at home

The times submitted in these data fields are the time used to calculate wage payments, after tracker checks are completed to verify submission times.

Times can be selected in 5 minute intervals so wages can be paid as accurately as possible. Multiple generic 08:30 – 17:00 timesheets will be subject to checks to ensure the accuracy of submissions.

<b>Time left home *</b>	07 ▾	:	25 ▾
	Hour		Minutes
<b>Time arrived at first site *</b>	▾	:	▾
	Hour		Minutes
<b>Time left last site *</b>	▾	:	▾
	Hour		Minutes
<b>Time arrived home *</b>	▾	:	▾
	Hour		Minutes

### Mileage Submission

The final requirement is for you to declare private miles completed for that day. An engineer submitting 0 private miles is actively telling us that they have NOT used their vehicle for personal use.

<b>Private miles completed *</b>	ex: 23
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***PLEASE NOTE** that your times and mileage submissions will be checked against your tracker. Should you leave private mileage as 0 then you are deemed to be actively telling us that you have completed 0 private miles*

ABCA HR complete weekly spot checks on timesheet submissions against vehicle tracker times on a random basis for all engineers. Any variances are followed up accordingly and times amended. Persistent fraudulent submission of inaccurate times could result in disciplinary action.

### Timesheet submissions on holidays and sick days

Timesheets need to be submitted for all sick days or holidays.

For every sick day, enter the following times and add a comment in the relevant section:

- 00:00 as Time of leaving home
- 00:00 as Time of arrival at first site of the day
- 00:00 as Time of departure from last site of the day
- 00:00 as Time of arrival at home

For every holiday, enter the following times and add a comment in the relevant section:

- 08:30 as Time of leaving home
- 08:30 as Time of arrival at first site of the day
- 17:00 as Time of departure from last site of the day
- 17:00 as Time of arrival at home

### Comments

The comments section should be used for any information that you feel ABCA HR need to know about the day for which you are submitting times.

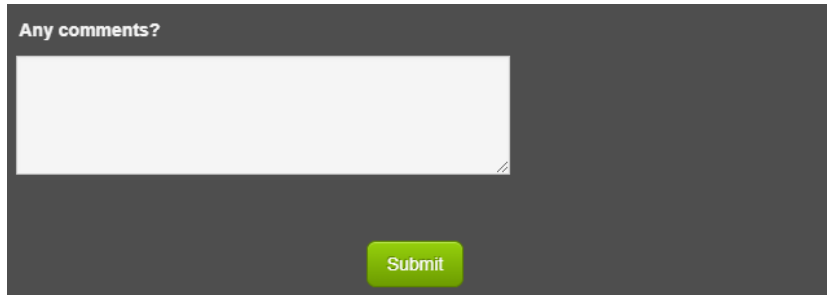
Examples:

*"I was late this morning due to having a dentist appointment."*

*"My times are in AM format as it was a night shift"*

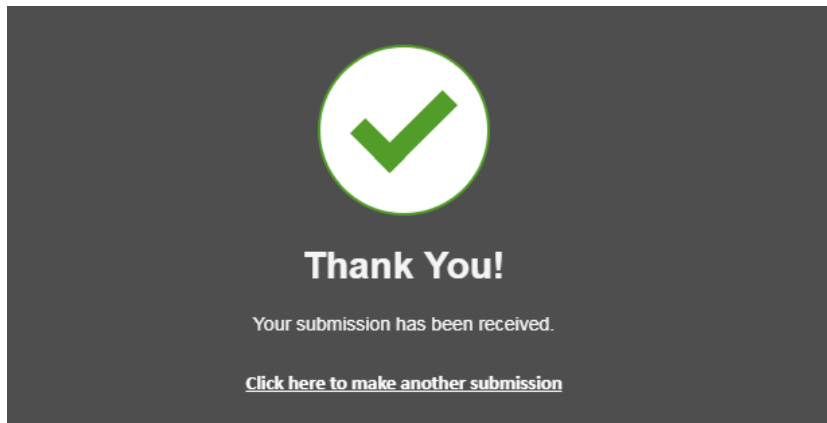
*"Holiday"*

*"Sick day"*



A screenshot of a web form. At the top, it says "Any comments?". Below that is a large, empty white rectangular text input field. At the bottom center of the form is a green rectangular button with the word "Submit" written in white.

Once submitted, a thank you message will appear and you will have the option to make another submission.



**If the receipt emails are not received, then contact HR.**

**If the link isn't working, then email HR straight away so that arrangements can be made to record your time via email until the link issue is resolved.**

**Declaration**

I confirm that I have read and understood Small Works Engineer Timesheet Submission Guide.

<b>Employee name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	