

Introduction

This document explains how to fill in the M&E INSTALL timesheet. Engineers should submit their times on the following link:

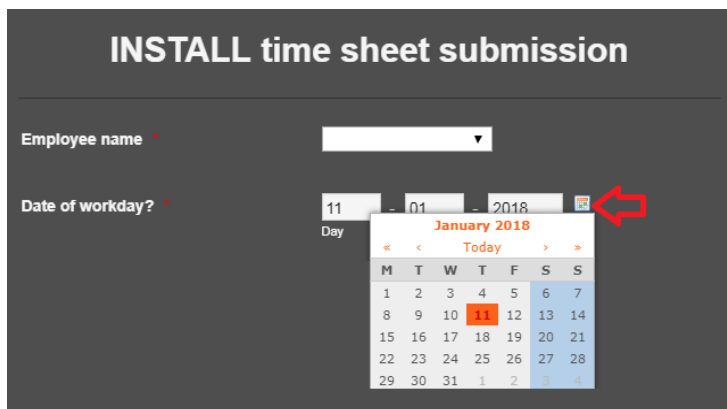
[M&E Install timesheet](#)

It is recommended that timesheets are submitted on a daily basis. All timesheets should be submitted by 12:00 on the Monday following the end of the previous Monday to Sunday working week. This is to allow ABCA HR to review and process Install 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 contact HR.

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

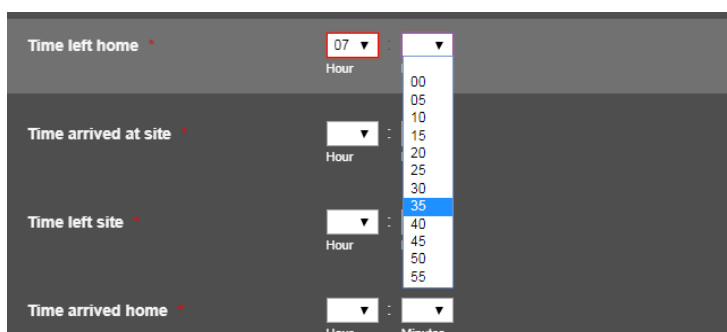


A total of four times should be submitted on your timesheet:

- 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.



The next section requires engineers to enter total hours that they believe that they should be paid based on ASLGN289 M&E Engineer Wage Rules and the times selected above. Please note that these times are considered as guidance only and they don't determine wages to be paid. The four times selected above are the time used to determine wages. Any large variances between hours due for payment arising out of the four times and the hours claimed for payment, prompt ABCA HR to follow up with the engineer to see if there may have been a submission error.

HOURS claimed for payment

Hours claimed at standard rate * 08 ▾ : 00 ▾ ←
Hour Minutes

Hours claimed at time + half 00 ▾ : 00 ▾ ←
Hour Minutes

Hours claimed at double time 00 ▾ : 00 ▾ ←
Hour Minutes

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

- Hours claimed at **standard rate** (green arrow)
 - This is pre-populated as 8 hours as no one can work more than 8 hours at standard rates before the overtime rates apply
 - Engineers should amend the 8 hours down if they haven't worked a standard 8 hour shift
- Hours claimed at **time + half** (blue arrow)
 - Please consult ASLGN289 Small Works Engineer Wage Rules, for guidance on when overtime rate applies for time + half
- Hours claimed at **double time** (yellow arrow)
 - Please consult ASLGN289 Small Works Engineer Wage Rules, for guidance on when overtime rate applies at double time

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.

Private miles completed * ex: 23

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.

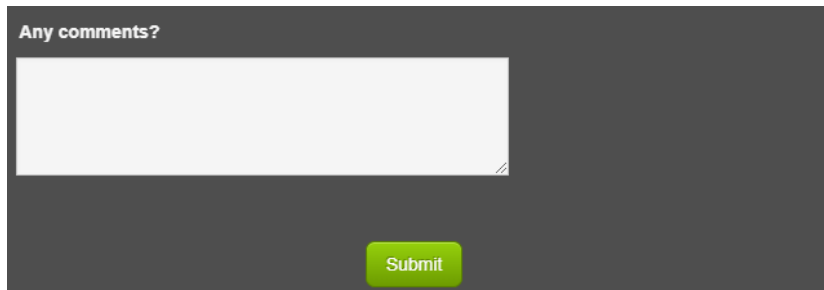
Examples:

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

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

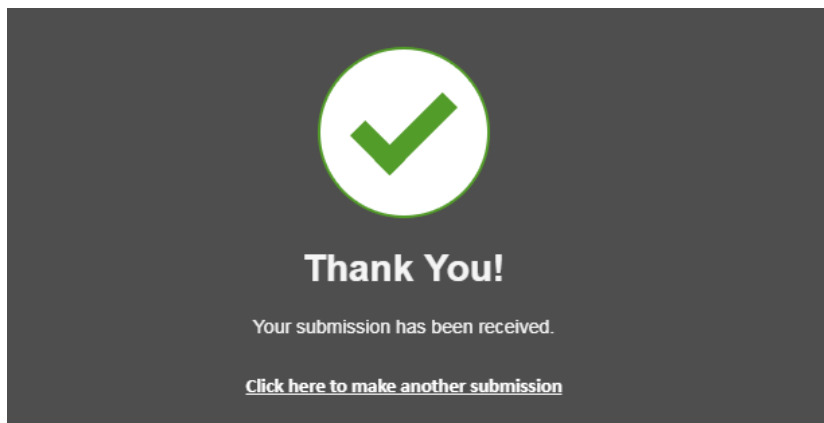
"Holiday"

"Sick day"



A screenshot of a web form. At the top, it says "Any comments?". Below this is a large, empty white text input field. At the bottom right of the form area is a green "Submit" button.

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 ASLGN286 M&E Install Engineer Timesheet Submission Guide.

Employee name:	
Employee Signature:	
Date:	