

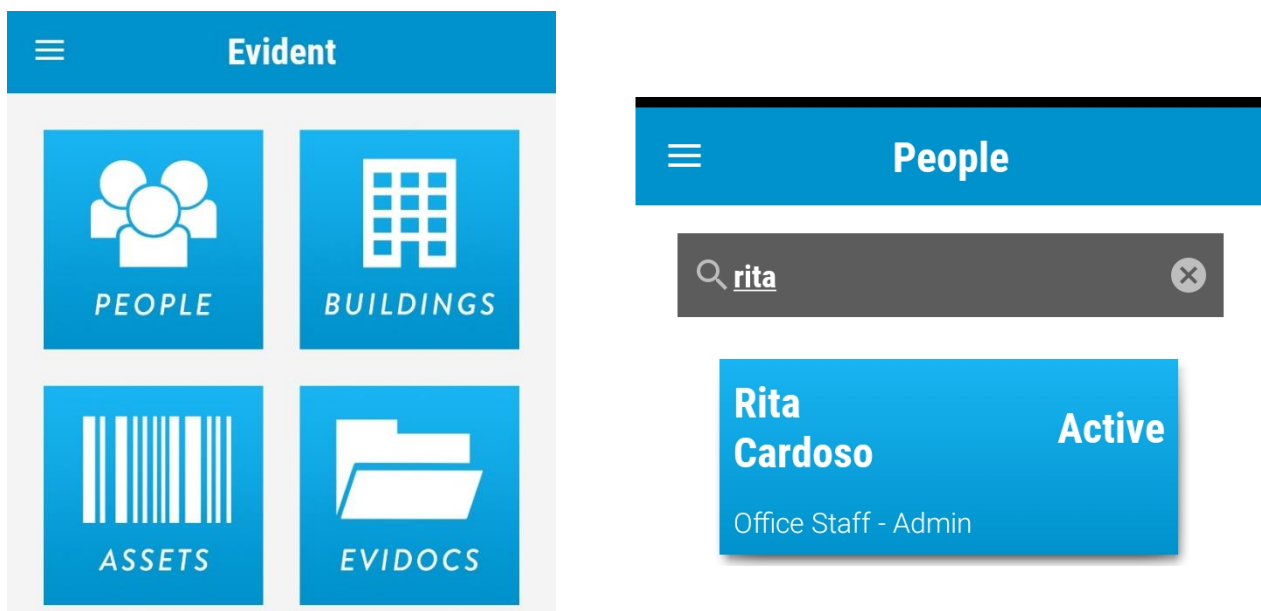
Introduction

This document explains how to fill in the Non-Technical Service timesheet.

Timesheets are to be submitted on a daily basis, where not possible timesheets should be submitted no later than 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 wages accurately, and in a timely fashion. Failure to submit timesheets on time could result in inaccurate or delayed wage payments.

Submission guidance

After opening the App select the 'People' option. In the search box that appears type your name.



On the screen that follows select 'Evidocs' and 'Start Evidoc' and you will be presented with two options.

- Start of Day Check
You should select this option at the beginning of your work day
- End of Day Check
You should select this option at the end of your work day

Please select an EviDoc



After selecting an option, you will be asked to complete some questions regarding, preparing for, or ending your working day.

The two times you should be submitted on your timesheet are:

- Time that you began work (arrival at your first site, an office when collecting keys or attending a meeting)
- Time that you ended work (time left your last site, or after returning keys or after a meeting)

After completing the questions and the time you should click on the submit button.

Submit Start of the Day Check

Submit End of the Day Check

These times will be used to calculate wage payments. Please note that should you finish your jobs early and leave site before 17:00, which results in weekly total hours of less than 40hrs, you will still be paid a minimum of 40hrs.

Spot checks on timesheets are carried out on a random basis for all employees. Any variances are followed up accordingly. Submissions of false start and finish times could result in disciplinary action.

Timesheets should be submitted for every day worked in the week, you therefore do not need to submit a timesheet for sick days or annual leave.

Once submitted, a thank you message will appear.

Audit Complete

Successfully submitted all responses

OK

If any problems arise with the App please contact your line manager straight away so that arrangements can be made to record your time via another method until the issue is resolved.

Declaration

I confirm that I have read and understood HR_AB55 Non-Technical Service Engineer Timesheet Submission Guide.

Employee name:	
Employee Signature:	
Date:	