PROCEDURES FOR COMPLETING TIMESHEETS

TIMESHEETS SHOULD BE SENT IN THE FOLLOWING WAY:

Timesheets should be sent **each Sunday, during the day**, but not later than Monday morning (except for force majeure) – to Alla Taranenko via e-mail: a.taranenko@gridins.com

Timesheets should contain the following (you can see the form of timesheet in attachment "Timesheet Template").

SHEET 1 – TIMESHEET:

1.1. Period of works day/month/year (sections – From: Mon and Until: Sun);
1.2. Names and Surnames of all workers in team (section – NAME);
1.3. Team number (section – PERSONEL NO);
1.4. Number of week (section – WEEK NO);
1.5. Number of work (section – Job No);
1.6. Number of the request (section – Request No);
1.7. Number of site (Section – Site);
1.8. Detail description of executed work (section – Description / Detail);
1.9. Duration of driving (Section – Driving);
1.10. Working hours per day (Section – from Mon till Sun);
1.11. Total working hours per week (Section – TOTAL);
1.12. Names and Surnames of all workers in team (Section – Engineers Name);
1.13. Date when the timesheets were fulfilled (in two sections – Date);
1.14. Name and Surname of Project Manager on HF behalf (section – Authorized by).

EXPLANATION HOW TO FILL IN SOME SECTIONS IN TIMESHEET:

If the project manager from HF sent a permit without numbers, that should be written down to sections 1.5., 1.6. and 1.7., team leader should contact Project Manager of HF and clarify the numbers of these sections. If it is still impossible to get the numbers, then the "N/A" must be written in those sections.

1.8. Detail description of executed work (section – Description / Detail).
In this section it is necessary to describe the next steps:

- Specify departure from the hotel time (beginning of the working day);
- Chronology of actions and detail enumeration of accomplished work per day;
- Must specify overtimes (if it took place), indicating the reason of overtimes;
- Specify the time of arrival to the hotel (end of working day).

Example:
7:30 Departure from hotel.
Decommission of redundant equipment for EE Ltd (6 antennas, 12 MHA including feeders and site clearance). Trip to Anixter training and back.
Arrive to hotel 20:00.
Overtime 2.5 hour, because long driving distance.

1.9. Duration of driving (section – Driving).
In this section the chronology of driving must be described:

- The hotel name and postal code (the beginning of the working day);
- Name of town and postal code of site, where the work had been done;
- The hotel name and postal code (the end of the working day);
- Specify the total distance, which the team has passed during the day.

Example:
Hotel (DG109HL) – Moffat. Site (DG109SB) – Hotel (DG109HL) = 100 miles.

1.10. Working hours per day (Section – from Mon till Sun).
While filling hours in timesheets, use the following admeasurements:

1 hour = 1 • 45 min = 0,75 • 30 min = 0,5 • 15 min = 0,25

The final number of hours must match the time which is written down in the section (Description / Detail), at the same day.

1.11. Total working hours per week (Section – TOTAL).
After filling hours in the timesheets day by day, recheck the sum of total amount of hours for the whole week.

SHEET 2 – WEEKLY SUMMARY:

This tab must be updated with a daily overview of issues that have been encountered (use email text if applicable).

2.1. Date – the date when issue occurs (Section – Date);
2.2. Number of the request (section – Request No);
2.3. Number of site (Section – Site);
2.4. Indicate the problems that arise one the site (Section – Issue Summary).

Example:

- *Waiting for the material delivery for 2 hours;*
- *Wrong naming on permit.*

GENERAL INFORMATION.

IMPORTANT!
TIMESHEET MUST BE FILLED IN ONLY IN ENGLISH.

File name:
The example of timesheet name:
Timesheet_2015_week07_Team09

You should never change the stylistics of timesheet file name. You should only change:

- Number of week;
- Number of team.