

NOTE:

This Guidance Document should be followed by Assignees when submitting a timesheet for processing.

ASSIGNEE

You will have been issued with a copy of our Assignee Timesheet [GS007]. You can obtain further copies of this from your Recruitment Specialist at any time. **This is the only document where hours worked should be recorded and signed off by the Client.**

Ensure all relevant fields are completed including;

- Name
- Job Title
- Mobilisation Date
- Location
- Recruiter's Name

GR Payroll runs Saturday to Friday inclusive. You should also ensure that all timesheets are completed and forwarded by **fax** or **email** NO LATER THAN Monday 5pm of week FOLLOWING the time worked.

Timesheets received after 5pm on the Monday may result in late payment.

On the following pages you will find examples of correctly completed timesheets for an Assignee.

Example 1: This Assignee commenced his placement on a Friday: therefore, the first example timesheet shows his first week of work as one day only (in most cases your mobilisation day will be paid as 12 hours).

Example 2: This example shows the second week of the Assignee's placement, which commenced on a Saturday and demobilised on the Thursday. **In most cases the last day of your assignment WILL NOT be paid** (unless GR is advised otherwise by the Client.)

Timesheets **MUST** be signed by the relevant authorised signatory prior to leaving the site or installation.

Timesheets **MUST** be completed as per the examples, please pay particular attention to the order in which you list days.

Timesheets **MUST** be provided in a **clear** and **legible** format, (camera-based copies will only be accepted if no shadowing is present and the document is centred within the page correctly).

Incorrectly completed, unsigned, or poor quality timesheets may result in late payment.

The email address for submitting your timesheet is GRTimesheets@global-resources.co.uk – do NOT send them directly to your Recruitment Specialist unless otherwise advised.

The fax number is +44 (0) 1224 356 555

EXAMPLE TIMESHEET - 1



WORK AUTHORISATION SHEET

EMAIL TIMESHEET TO: grtimesheets@global-resources.co.uk

All timesheets must be emailed to the above email, failure to do so will delay your payment.
PLEASE ENSURE YOU ENTER YOUR FULL NAME IN THE SUBJECT BOX BEFORE SENDING YOUR TIMESHEET.

Name of Contract Staff	<i>John Smith</i>	Start Date	25.10.2013
Name of Client	<i>KCA Deutag</i>	Job Title	<i>Roustabout</i>
Location	<i>Murchison</i>	Recruiter	<i>Mary Brown</i>

DAY	DATE	SITE/LOCATION	WORKED PERIOD		DAYS/HOURS WORKED		COMMENTS
			FROM	TO	NORMAL	OVERTIME	
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY	<i>25th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>		<i>Mobilisation</i>
					TOTAL	<i>12.00</i>	

DEADLINE FOR TIMESHEETS - 5pm MONDAY

Any timesheets received after this deadline will be processed and paid the following week

Signature of Contract Staff	<i>John Smith</i>	Signature of Client Representative	<i>Paul Brown</i>
PRINT NAME	<i>John Smith</i>	PRINT NAME	<i>Paul Brown</i>

ALL WORK SHEETS MUST BE DULY AUTHORISED BY CLIENT REPRESENTATIVE PRIOR TO DEPARTURE FROM SITE/LOCATION

I hereby confirm all necessary information, including client details, location, rates of pay, type and expected hours/duration of work, points of contact and any known Health & Safety information relating to the work undertaken as per this time sheet, was provided to me before such work commenced

Global Resource Management Limited, In-Spec House, Wellheads Drive, Dyce, Aberdeen, AB21 7GQ

EXAMPLE TIMESHEET - 2



WORK AUTHORISATION SHEET

EMAIL TIMESHEET TO: grtimesheets@global-resources.co.uk

All timesheets must be emailed to the above email, failure to do so will delay your payment.
PLEASE ENSURE YOU ENTER YOUR FULL NAME IN THE SUBJECT BOX BEFORE SENDING YOUR TIMESHEET.

Name of Contract Staff	<i>John Smith</i>	Start Date	25.10.2013
Name of Client	<i>KCA Deutag</i>	Job Title	<i>Roustabout</i>
Location	<i>Murchison</i>	Recruiter	<i>Mary Brown</i>

DAY	DATE	SITE/LOCATION	WORKED PERIOD		DAYS/HOURS WORKED		COMMENTS	
			FROM	TO	NORMAL	OVERTIME		
SATURDAY	<i>26th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>			
SUNDAY	<i>27th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>			
MONDAY	<i>28th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>			
TUESDAY	<i>29th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>			
WEDNESDAY	<i>30th October</i>	<i>Murchison</i>	<i>0600</i>	<i>1800</i>	<i>12.00</i>			
THURSDAY	<i>31st October</i>	<i>Murchison</i>					<i>Demobilisation</i>	
FRIDAY								
TOTAL						<i>60.00</i>		

DEADLINE FOR TIMESHEETS - 5pm MONDAY

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Signature of Contract Staff	<i>John Smith</i>	Signature of Client Representative	<i>Paul Brown</i>
PRINT NAME	<i>John Smith</i>	PRINT NAME	<i>Paul Brown</i>

ALL WORK SHEETS MUST BE DULY AUTHORISED BY CLIENT REPRESENTATIVE PRIOR TO DEPARTURE FROM SITE/LOCATION

I hereby confirm all necessary information, including client details, location, rates of pay, type and expected hours/duration of work, points of contact and any known Health & Safety information relating to the work undertaken as per this time sheet, was provided to me before such work commenced

Global Resource Management Limited, In-Spec House, Wellheads Drive, Dyce, Aberdeen, AB21 7GG

Issue: 1 Rev: 2

GR Assignee Timesheet
Form: GS007

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