

WEEKLY TIMESHEET



TIMESHEETS MUST BE RECEIVED BY MIDDAY MONDAY.
FAILURE TO DO SO WILL RESULT IN PAYMENT BEING DELAYED.

YOUR NAME:

DAY	DATE	CLIENT NAME	VEHICLE CLASS	START (use nearest ¼ hour - 24 hour clock)	FINISH (use nearest ¼ hour - 24 hour clock)	NIGHT OUT	POA & BREAKS	Notes	Client Signature
SUNDAY				:	:				
MONDAY				:	:				
TUESDAY				:	:				
WEDNESDAY				:	:				
THURSDAY				:	:				
FRIDAY				:	:				
SATURDAY				:	:				

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Please see reverse for instructions on how to complete this form correctly.
All Class Solutions Ltd Terms Of Business apply.

TIMESHEET COMPLETION INSTRUCTIONS

1. Make sure you enter YOUR NAME in the space provided at the top of the timesheet.

2. Date – Enter the date of the day that you worked. For example, 10/06/20.

3. Client Name – Enter the name of the client where you worked on that day. If you worked for a client that is not an All Class Solutions Ltd customer, then you may put “Other Client”.

4. Vehicle Class – This is to tell us what class of vehicle you drove that day. From the following codes please enter the code that applies to you – Class 1 = 1 Class 2 = 2 7.5 tonne = 3 Van/Car = 4

5. Start/Finish – To the nearest ¼ hour and using the 24-hour clock, enter the start and finish time of the shift you worked on that day. For example, if you worked from ten past 6 in the morning until 8:35 in the evening you would enter Start = 06:15 Finish = 20:30.

6. Night Out – Please tick this box if you have had a night out.

7. POA & Breaks – ***If you are a van driver this does not apply to you.*** If you are an LGV driver you must complete this for EVERY day of the week including days not worked. Please enter your total “non-working” time during your shift. This is the total POA added to the total break time you have taken for that day. Please enter them as a single total rounded to the nearest ¼ hour. POA stands for Period of Availability and covers any period of waiting time that was known about in advance. For example, if you are held in a queue at a depot waiting to unload, the depot is aware you are waiting and has told you to wait until called. Break means all time you have taken as tachograph break. You can get all this information from your tachograph printout at the end of your shift.

8. Notes – Please use this box to tell us any additional information we need know about your shift. For example, if you have incurred any expenses (approved by the Client).

9. Client Signature & Print – You MUST make sure you get the relevant company representative from the place you have worked on that day to print and sign their name. Failure to do so may result in payment being delayed until you go back and get a signature.

NOTE – ALL days MUST be completed including rest days. If you have completed work outside of All Class Solutions please make a note on the relevant day still using the instruction points 1 to 9.