



MY PAY CALENDAR

FAIR PAY, EVERYDAY.

User guide

Timesheets

With all this information we can now look at how we log our time. Let's look back at the...

Calendar

We will look at:

- Recording a simple day.
- Recording some shift work.
- Removing a Timesheet.
- Using the advanced override.

Recording a simple day

Here is a timesheet window ready to be completed. Note the day reference in the blue band.

Set Timesheet ×

< October 31, 2023 >

Start Time	End Time
<input type="text"/>	<input type="text"/>
Unpaid Break(s)	Total Hours
<input type="text"/>	<input type="text"/>

£

Manual Override

Advanced

× Close ✓ Submit

Recording a simple day cont.

Here's the same day with time added. There is 1 hour on non-chargeable time logged and so the 9.5 hours worked comes up with 8.5 hours chargeable.

If we look back at the Hourly Pay Selector, we will see that the hourly rate is £10.50, the shift length is 7.5 hours, and the overtime rate is £14.00

So $7.5 \times £10.50 = £78.75$

1hr overtime @ £14.00 = £14.00

Total = £92.75

The programme has calculated that for you because of your parameters.

The screenshot shows a mobile application window titled "Set Timesheet" with a close button (x) in the top right corner. Below the title is a blue navigation bar containing a left arrow, the date "October 31, 2023", and a right arrow. The main content area is divided into several sections:

- Start Time**: Input field with "09:30".
- End Time**: Input field with "19:00".
- Unpaid Break(s)**: Input field with "1".
- Total Hours**: Input field with "8.5".
- £**: Currency symbol.
- Manual Override**: A checkbox that is currently unchecked, followed by a greyed-out input field containing "92.75".
- Advanced**: A checkbox that is currently unchecked.

At the bottom of the window, there are two buttons: a red "Close" button with a white 'x' icon and a blue "Submit" button with a white checkmark icon.

Recording some shift work

Here we have an example of work started on the 18th and completed at 06:00 on the 19th. This all gets logged under the 18th.

As there is no recorded break (non-chargeable time) then the hours stay as 8. hours.

If we look back at the Hourly Pay Selector, we will see that the hourly rate for nights is £11.50, the shift length is 7.5 hours, and the overtime is £15.00.

So $7.5 \times £11.50 = £86.25$
1hr overtime @ £15.00 = £15.00
Total = £101.25

Set Timesheet ×

< October 18, 2023 >

Start Time	End Time
21:30	06:00
Unpaid Break(s)	Total Hours
0	8.5
	£
<input type="checkbox"/> Manual Override	101.25
<input type="checkbox"/> Advanced	

× Close ✓ Submit

Editing and removing a Timesheet

Once a Timesheet has been Submitted, you can amend it by clicking on it, amending the times and re-submitting.

You can also remove Timesheet. To do this click on the **x remove** just below the blue date box.

Set Timesheet ✕

< October 18, 2023 >

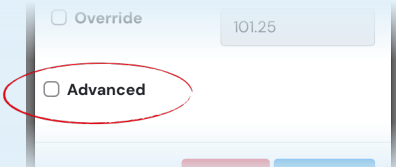
✕ remove

Start Time	End Time
<input type="text" value="21:30"/>	<input type="text" value="06:00"/>
Unpaid Break(s)	Total Hours
<input type="text" value="0"/>	<input type="text" value="8.5"/>
<input type="checkbox"/> Manual Override	£
	<input type="text" value="101.25"/>
<input type="checkbox"/> Advanced	

✕ Close ✓ Submit

Using the advanced override

Using the remove function for the 18th on the previous slide we will now enter time for it using the advanced mode.



On selecting this you end up with a different method of logging time, it overrides the calculator thus making it easier to log a day of anomalies. See the example below.

Set Timesheet - ×

Advanced

< October 18, 2023 >

Start Time	End Time
15:00	00:00

Hours	Rates (£)
6	10.5
3	11.5
0	14.5

Total Hours

9

£

Manual Override 97.5

Default

× Close ✓ Submit

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