

Instruction Document - Employee Timesheet

Please Note:-

- (1) Labels marked in **Red** in this document indicates **mandatory** fields. That means, such fields are required absolutely for uploading csv successfully.
- (2) Labels marked in **Blue** in this document indicates **optional** fields. That means, such fields need not be present for uploading csv data successfully.

T1. Employee's Works No.

Enter here the employee's Works Number. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

T2. Employee's Title

Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters.

T3. Employee's Name

Enter here the employee's Name.

You should only use the characters A-Z, space, hyphen and apostrophe.

The length should not exceed more than 70 characters.

Please note that the special characters listed below **must not be used** when you enter the employee's Name

1. Please do not include leading or trailing spaces when you enter the Name. For example if the Name is O'Connor John, do not include space before O'Connor John or after O'Connor John
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a Name the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

T4. Basic Hours

Enter here the employee's Basic Worked Hours.

T5. Basic Rate

Enter here the employee's Basic Pay Rate.

T6. Overtime Hours 1

Enter here the employee's Overtime Worked Hours.

T7. Overtime Rate 1

Enter here the employee's Overtime Pay Rate.

T8. Overtime Hours 2

Enter here the employee's Overtime Worked Hours.

T9. Overtime Rate 2

Enter here the employee's Overtime Pay Rate.

T10. Other Hours 1

Enter here the employee's Other Worked Hours.

T11. Other Rate 1

Enter here the employee's Other Pay Rate.

T12. Other Hours 2

Enter here the employee's Other Worked Hours.

T13. Other Rate 2

Enter here the employee's Other Pay Rate.