**Timesheet Cheat Sheet**

**Support Services**

D = Daytime – shift starts after 6 am. Shift finishes before 8 pm

E = Evening – finishes after 8 pm but before 12 midnight

Sat = Saturday – time and a half

Sun = Sunday – double time

PH = Public Holiday – double time and a half

AL = Annual leave

PL = Personal leave

**Sleepovers**

S/O = Sleepover: hours to be subtracted from employee total hours and noted as “S/O x 3” for 3 nights etc.

* Sleepovers are usually 8 hours but not always, check timesheet

**Kilometres**

KM = Kilometres. Only staff car use noted on timesheet

**Check that the separate hours all add up to the total**