



GUIDELINES FOR COMPLETING THE NEW TOWER GROUP TIMESHEETS

Now that the Tower Group has launched its New-Look timesheets we would like to provide you with some guidelines as to how to complete the new timesheet. It is still important that the timesheet be completed accurately and delivered back to us timeously. Our Payroll Department can, unfortunately, not accept or process timesheets that are not signed, are incomplete or have errors.

To assist you as a Tower Assignee and to ensure that you are paid on time, please ensure that you check your timesheet and ensure that you adhere to your **Assignee Handbook**, which was handed to you when you commenced the Assignment.

Please remember the following important guidelines when completing your timesheet:

- **Original signed timesheets** are to be delivered to Tower's offices on a Monday by 12h00. Late timesheets **will not be processed** for that weekly processing cycle and you may only be paid for that timesheet in the following week. It is the responsibility of the assignee to ensure that your timesheet is delivered to us on time.
- No faxed timesheets will be accepted.
- **NB: NO TIPP-EX IS ALLOWED ON TIMESHEETS.**
- You can only include the **actual number of hours worked** on your timesheet, with lunchtime not included in the hours worked. (**see sample timesheet below**).
- If lunch is not taken, you need to draw a line through the lunch hour block to indicate you did not work the lunch hour (please note you can only work through your lunch hour if it has been authorised by your Manager / Supervisor) – see the example below on the Tuesday and Wednesday blocks on the sample timesheet for illustration.
- If an alteration is made to the hours worked, the authorised client manager has to initial next to each alteration (please ensure client manager doesn't initial over the hours so that they are not visible).
- Please ensure you double-check your hours worked, as the Payroll Department is not able to correct your timesheet if the client manager signs it off and it is processed with the wrong information.

- The Payroll Department has, in many instances, found that Assignees are not calculating their hours properly. These are guidelines on how to calculate hours correctly:
 - Record the actual start time each day, e.g. 8h06 or 9h00 or 8h20. Since our clients only pay for time actually worked it is important that you record the actual start time each day.
 - Record your lunch break, e.g. 12h30 - 13h00
 - Record the actual time you leave each day, e.g. 16h30 or 17h00 or 16h42. This is again because our clients only pay for actual time worked.
 - To calculate the number of hours worked per day please use these sample times as a guideline:
 - Start time 8h00, lunch 12h00 to 13h00, left at 17h00. Total number of hours worked = 8 hours
 - Start time 8h10, lunch 12h30 to 13h00, left at 16h30. Total number of hours worked = 8h10 hours
 - Start time 8h07, lunch 12h15 to 13h00, left at 16h40. Total number of hours = 7h58 hours
- Assignees are cautioned against adding additional hours, not worked, to their timesheet, and not calculating the actual hours, this action is Fraud and your timesheet will in this instance not be processed.

Please note below as to how to fill in your timesheet correctly.

Time Sheet No: TG

Assignment No. Tower Consultant Week Ending (Sunday)

TOWER group

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins
Time Started														
Less Lunch	9													
Time Finished														
Straight Hrs Worked (up to 9 hrs)		10												
Over Time Worked (over 9 hrs)	11													
Public Holidays Worked			12											
Total KM													13	

ASSIGNEE INFORMATION

Assignee No. Days Days

Annual Leave Sick Leave

Surname

First Name

I certify that the hours on this time sheet are correct and that I worked these hours at the company noted. I agree to be bound by the conditions of the assignment on the reverse side of this time sheet.

PLEASE TOTAL HOURS AND COMPLETE BLOCKS

STRAIGHT TIME		OVERTIME x 1½		OVERTIME x 2		ALLOWANCE	
Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins
14		15		16		17	

CLIENT INFORMATION

Company

Name

Designation

Order No.

Client signature on this sheet includes acceptance of the terms and conditions of the assignment as well as acceptance of the hours (both normal and overtime) shown hereon as correct and the work performed as satisfactory. Kindly note that any alterations made on the time sheet should be initiated by the client.

On Monday deliver this copy to the branch by 12h00 pm.

HEAD OFFICE: 28 Fricker Road, Illovo, P.O. Box 3254, Parklands, 2121 Tel: (011) 750-1900 **TOWER COPY** Tower Group (Pty) Ltd. reg. no. 2003/010291/07

The following is a guide as to what must be done with each of the copies of the timesheet:

WHITE SHEET (TOP):	TOWER COPY
YELLOW SHEET:	TOWER COPY
GREEN SHEET:	CLIENT COPY
PINK SHEET:	ASSIGNEE COPY

EXPLANATION OF WHAT TO COMPLETE ON THE TIMESHEET

(See page 2 for a picture of the timesheet and the information required)

1. Your full name.
2. Your assignee number. Please quote in all correspondence with Tower Group. If you are unsure of the number please liaise with your Consultant or check your letter of confirmation of assignment.
3. The company name where you are employed on a flexible / a-typical / temporary basis, e.g. client's name / designation.
4. Client's authorised representative signature - required for the timesheet to be processed.
5. The Tower Group consultant / branch that placed you.
6. Name of the person you report to during your assignment.
7. A description of their position e.g. Credit Manager, etc.
8. The Week Ending date this timesheet relates to (Sunday).
9. Please fill in the **net hours worked only** each day you worked during this week (indicate lunch and breaks taken).
10. Total normal hours worked for each day.
11. Total overtime hours worked each day (overtime must be authorised by the client) and allocated into the correct row. E.g. if time + ½ is authorised it must be filled into "overtime + ½" and double time into the double time column.
12. Public Holiday worked during that week.

13. Total kilometres travelled (only when it forms part of your contract and authorised by the client).
14. Enter the total for Normal Time worked.
15. Enter the total for Time and ½ / Double Time worked.
16. Enter the total for Double Time worked.
17. Allowance (only where it forms part of your contract and authorised by the client).
18. Order number (for Tower use).
19. Your (Assignee's) signature – please check accuracy before signing.
20. Your (Assignee) assignment number for this assignment.
21. The two top copies (White and Yellow) copies are for office use (Tower), the third (Green) copy is for the Client and the fourth (Pink) copy is for the records of the assignee (your copy).

Please note that for any queries please contact your Tower consultant or the Tower Payroll Department.

If you are a Tower Assignee and you are off sick, you need to provide Tower with a Medical Certificate to ensure you get paid for sick leave (where sick leave has been accrued).

Your assistance in ensuring that your timesheet is filled out correctly, will be of great assistance to our Payroll Department.

In closing, thank you to all the Tower Assignees for all your hard work that you put into your assignments with us, we appreciate all that you are doing to ensure that Tower remains the consultancy that is known for providing excellent calibre Assignees that produce top quality work.

Kind regards

Tower Payroll Department.