Cyngor Sir CEREDIGION County Council

Name		Payroll Ref		Contracted Hours	
Job Title		Grade			

TIMESHEET

NOVEMBER 2026

WEEK 44	Mon (26/10)	Tue (27/10)	Wed (28/10)	Thu (29/10)	Fri (30/10)	Sat (31/10)	Sun (01/11)	
Start								9PM-6AM (see reverse for details)
Finish								
Hours	C A	C A	C A	C A	C A	C A	C A	
Comment								
Standby								

WEEK 45	Mon (02/11)	Tue (03/11)	Wed (04/11)	Thu (05/11)	Fri (06/11)	Sat (07/11)	Sun (08/11)	
Start								9PM-6AM (see reverse for details)
Finish								
Hours	C A	C A	C A	C A	C A	C A	C A	
Comment								
Standby								

WEEK 46	Mon (09/11)	Tue (10/11)	Wed (11/11)	Thu (12/11)	Fri (13/11)	Sat (14/11)	Sun (15/11)	
Start								9PM-6AM (see reverse for details)
Finish								
Hours	C A	C A	C A	C A	C A	C A	C A	
Comment								
Standby								

WEEK 47	Mon (16/11)	Tue (17/11)	Wed (18/11)	Thu (19/11)	Fri (20/11)	Sat (21/11)	Sun (22/11)	
Start								9PM-6AM (see reverse for details)
Finish								
Hours	C A	C A	C A	C A	C A	C A	C A	
Comment								
Standby								

WEEK 48	Mon (23/11)	Tue (24/11)	Wed (25/11)	Thu (26/11)	Fri (27/11)	Sat (28/11)	Sun (29/11)	
Start								9PM-6AM (see reverse for details)
Finish								
Hours	C A	C A	C A	C A	C A	C A	C A	
Comment								
Standby								

Timesheets must be submitted to line managers for approval on the last working day of the timesheet to avoid any delays in payment.
Authorised timesheets must be sent to the Pay and Benefits team by the 5th of the month to avoid any delays in payment.

Submission - Employee	Name		Signature		Date	
Authorisation - Line Manager	Name		Signature		Date	

Timesheet Guidance Notes

Key Points

- A separate timesheet is required for each month
- The number of weeks in each month will vary depending on how many weeks end in that month
- A separate timesheet is required for each contract / job
- Timesheets must be submitted to line managers for approval on the last working day of the month to avoid any delays in payment
- All hours entered should exclude breaks
- Any shifts that extend past midnight need to be entered into the appropriate dates for the times worked

Completing the timesheet

Top of the form:

- Details of you and your job

For each week:

- The total number of hours worked between 9pm and 6am for the week (final column)

For each day:

- The time(s) you started and finished work
- The hours you worked - which should exclude any breaks
- C = the **contractual hours** you worked for that day
- A = the **additional hours** you worked for that day
- Details of any standby, if applicable
- Any comments such as an absence code, costing or acting up information

Codes

- 9PM-6AM - Enter the total hours for the week that were worked between Monday to Friday between the hours of 9pm and 6am. Only hours worked up to 37 hours should be included.

Queries

For any queries in completing or submitting your timesheet please contact your line manager.

Entering your hours

All hours entered should be entered in numeric format. The table below provides a minutes to decimal reference to support you in completing your timesheet

Minutes	Decimal
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.5
35	0.58
40	0.67
45	0.75
50	0.83
55	0.93

Examples:

5 hours and 15 minutes
= 5.25

3 and 10 minutes
= 3.17

4 hours and 50 minutes
= 4.83

Recording Absences

Please use the following codes for entering absence reasons into the 'Comment' column.

S	Sickness
A	Annual Leave
B	Bank Holidays
L	Learning and Development / Training
U	Unpaid Leave
C	Compassionate Leave
T	Time Off In Lieu (TOIL)
O	Other Leave (please add detail)

Recording Standby

Please use the following codes for entering standby types into the ‘Standby’ column.

24/7	24/7
TMU	Transport Maintenance Unit
DTO	Duty Officers
ENT	Enablement
EPDO	Emergency Planning Duty Officer
SIA	Sleep-in Allowance (Fixed Rate)
TAW	Through Age Wellbeing