

Daily rate for PAYE / Umbrella workers (Timesheets quick guide)

Units for Daily rate means number of Days in most cases this will be 1 Use .5 for half day

Hours Worked is The actual number of hours worked in the day E.g.7 and a half hours use 07:30

Use the Dropdown to Select the correct Rate

	Date	Rate	Start	Break	Finish	Hours	Units	Hours Worked	PO Number	Comment
+	Sun 23/01/2022	Weekend					0.00	hh:mm		
+	Mon 24/01/2022	Daily Mon-Fri					0.00	hh:mm		
+	Tue 25/01/2022	Daily Mon-Fri					0.00	hh:mm		
+	Wed 26/01/2022	Daily Mon-Fri					0.00	hh:mm		
+	Thu 27/01/2022	Daily Mon-Fri					0.00	hh:mm		
+	Fri 28/01/2022	Daily Mon-Fri					0.00	hh:mm		
+	Sat 29/01/2022	Daily Mon-Fri					0.00	hh:mm		

Use the + if you need to submit time for more than one rate on the same day

<< Previous Period

Next Period >>

- Cancel
- Save As Draft
- Save And Submit
- Copy From Previous

Save at any time.

Save and submit when you are finished. NB. If after submitting you realise you have made a mistake ask your manager to reject and then you will have the opportunity to correct. If they have already approved then contact agencycpay@gattacaplc.com

If you do the same (or similar hours each week you can copy a previous weeks data and amend if necessary.

Add a PO number or Comment if necessary.