



Drivers Plus Limited
 The Dyehouse
 Dyehouse Drive
 Cleckheaton
 West 26 Business Park
 BD19 4TY

Tel: 01274-952133
 Fax: 01274-288110

Timesheet Completion Instructions

- 1, Complete a separate timesheet for each separate company
- 2, Detail each activity during the shift e.g. period of availability (POA), and ensure that you deduct your breaks
- 3, An authorised company employee must sign Timesheets
- 4, Authorised timesheets must be received at head office by no later than midday on the Monday to ensure that payments are made within 5 days
- 5, All parking receipts must be attached to the timesheet
- 6, It's a driver's responsibility to have all Timesheets/Invoice's filled in correctly
- 7, If you require more Timesheets at anytime please let Drivers Plus know as soon as possible

Driver Instructions

- 1, Timesheets & DIGI or Tacho Sheet timings must match
- 2, Each daily shift must be signed by authorised employee
- 3, Attach fuel receipts to the daily vehicle check at the end of each shift
- 4, Manual entries must be made when required
- 5, Drivers should contact the transport department in the event of any unforeseen circumstances
- 6, Drivers must inform the transport department in the event of any discrepancies e.g. shortage before leaving delivery point
- 7, All delivery and relevant paperwork must be handed to transport department at completion of shift.
- 8, All periods of availability, during which work has been completed elsewhere must be notified to Drivers Plus

Drivers Name: _____

Clients Name: _____

Week Ending: _____

Please Email Timesheets To:

abrewerton@driversplus.co.uk

Please can you have timesheets and invoice's in by 1200hrs on Monday morning, if we don't have your hours, we don't know what to pay you. Most of our customers do require a signed timesheet and won't pay unless you download your Digi Tacho correctly, so please can you make sure you do as Drivers Plus won't be held responsible for any late payments.

Day	Start Time	Finish Time	Total Shift Hours	Total Break 45min	POA	Basic Hours - 8hrs	Overtime Hours	Total Hrs Minus Breaks	Overnight Parking/ Expenses	Night Out Allowance	Driver Card Downloaded By (Name)	Authorised Signature
Sun __/__/__												
Mon __/__/__												
Tues __/__/__												
Wed __/__/__												
Thu __/__/__												
Fri __/__/__												
Sat __/__/__												

! ALL TIMESHEETS & INVOICE'S MUST BE IN OUR OFFICE BY 12PM MONDAY, LATE TIMESHEETS WILL RESULT IN PAYMENT BEEN MADE ON NEXT PAYROLL!