

Explanation Timesheet

This is an interactive pdf with certain fields pre-filled. There is also an automatic counting and autocorrection count of the total number of hours.

Any more or less hours will be rounded off every 5 or 15 minutes. Before entering decimals (0,05 or 0,15) you will have to choose between the two options. The round-off varies per client, more information can be found on the 'Working at' Leaflet which you received during your onboarding, and which forms part of your "Welcome to Middle Point" folder.

Unfortunately we can no longer accept handwritten timesheets.

Any expenses can be claimed via our claim form.

Please send the signed timesheet on the last working day of the month, but no later than the 5th of the new month to timesheets@middlepoint.nl.

- 1.** Please choose the round-off option that is applicable for the client you work at
- 2.** Enter all worked hours, including any overtime hours. If you have not worked for a day, leave this line empty and enter the hours in one of the applicable lines below. Only approved overtime hours will be paid. We always follow the client's overtime policy.
- 3.** If you work on location or abroad, enter all worked hours here.
- 4.** If you take a day off, you can enter the hours at holiday hours.
(Always discuss this your consultant and client beforehand)
- 5.** Please fill in your regular contract hours if you have not worked on public holidays. For your convenience, the data are marked orange.
- 6.** In certain cases you can be entitled to special leave or brief absence, for instance for an urgent medical appointment. Please enter these hours here.
- 7.** If you have were sick for one or more days, you can enter the regular contract hours here. Do not forget to call in sick before 09:00 to Middle Point and the client. You can report yourself sick via +31 (0)20 717 3626 or sickness@middlepoint.nl. Please remember to report your return to work at Middle Point.
- 8.** Make sure that you only send timesheets signed by yourself and your line manager.

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