

How you fill out the time sheet

1. Be sure to fill out all pertinent information, including date, week, work place, residence, which / what projects you have been working at.
2. The columns of Overtime and Nightshift shall be filled in as follows:

Hours worked = fill out total amount of hours worked per day.
O-time addons = fill out the amount of time relating to overtime.
INCO = fill out the amount of time relating to the specified hours.
3. Fill out the subsistence the days you are entitled to. In some cases, eg. during work at CCB in Bergen, the subsistence is included in the salary. This should be clear from the information given for each mission.
4. During ON and OFF establishment, travel times and distance shall always be filled out. With ON and OFF establishment are considered the beginning and the end of the project. The information provided is always validated through the use of Google Maps and will be corrected if any deviation would be evident.
5. For Travel Site, the total amount of kilometers (eg. from the place of temporarily residence to work and back) shall be filled out. If this cost will be paid for is given in the work information.
6. In Travel Cost Grants shall the total amount of kilometers be filled in. Whether allowance is given or not is clear from the work information. If given, the amount is determined according to ISSAB Internationals predetermined reference table.
7. When the trip is done by other means, please fill out what the outlay was for and attach the receipt.
8. The supervisor shall always verify and sign the timesheet! The timesheet is invalid unless signed.
9. It is the employee's obligation to write down all essential information, such as independent living, on/off establishment, disease etc. For information that was relevant to the payroll but not reported by the labor report, additional complimentary payment will take place the next regular payment date.
10. The time sheet shall ALWAYS be forwarded to the staff management for approval no later than Monday at 10:00 am every week, for the previous week. It shall be sent via fax, email or ordinary mail, unless otherwise agreed.