Stadium Way Indirect Weekly Worksheet

next DISTRIBUTION

Name _____

Week ending (a Saturday) DD / MM / 20 YYYY

Payroll No. | | | | | | | | |

Bonus No. | | |

Absent full week ☐ Tick

No. sheets submitted inc production sheets

If this form is a continuation, please tick here ☐ otherwise please complete the total attended time section below

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Week total
Total minutes attended								

Working Day (Indirect Activity / Unpaid Breaks)

Day (Sun=1)	Activity	From (24 hour clock) HH	From MM	To (24 hour clock) HH	To MM	Minutes	Reason (Code 99)	Manager Initials	Void Initials

Signature _____

Once this document is signed, it will be assumed that you are aware of all bonus recording rules. If you are unsure of any rules, you must ask your team manager.

Day 1=Sunday 2=Monday 3=Tuesday 4=Wednesday 5=Thursday 6=Friday 7=Saturday

Activities

Online
1=Monitor bagging machines
2=Drop loops
3=Floor walking
4=Tape long hanging
5=Induct returns
6=Sorter
7=Despatch
8=Bay DIC
9=Induct forward pick
10=Marriage stations
11=Location management
12=Purge
13=Singles cartmarshal

Receiving
14=Completing
15=Sending up (HGC)
16=Bay DIC
17=Return to manufacturer (RTM/RTS)

F2H
18=Cart marshal
19=Waste card disposal
20=Tagging
21=Steam tunnel
22=Receive F2H/load conveyor
23=Hanger movement
24=Register F2H (middle floor baggers)
25=Bagging machines

Returns
26=Fork lift duties
27=No data
28=Steam tunnel
29=Bagging machines
30=Process bridalwear
31=COD cartmarshal

Retail
32=Bundlers
33=Marshalling lanes
34=Gash
35=Strippers
36=Marriage stations
37=Boxset checking

Reiss
38=Reiss cartmarshal

Russia processing
39=Cartmarshal
40=End of belt

Reason
99=Unpaid breaks

*The above activities must be selected where appropriate, the 'Other' option can only be used in agreement with your Team Manager

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Working Day (Indirect Activity / Unpaid Breaks)

Day Sun=1	Activity	From (24 hour clock) HH : MM	To (24 hour clock) HH : MM	Minutes	Reason	Manager Initials	Void Initials
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