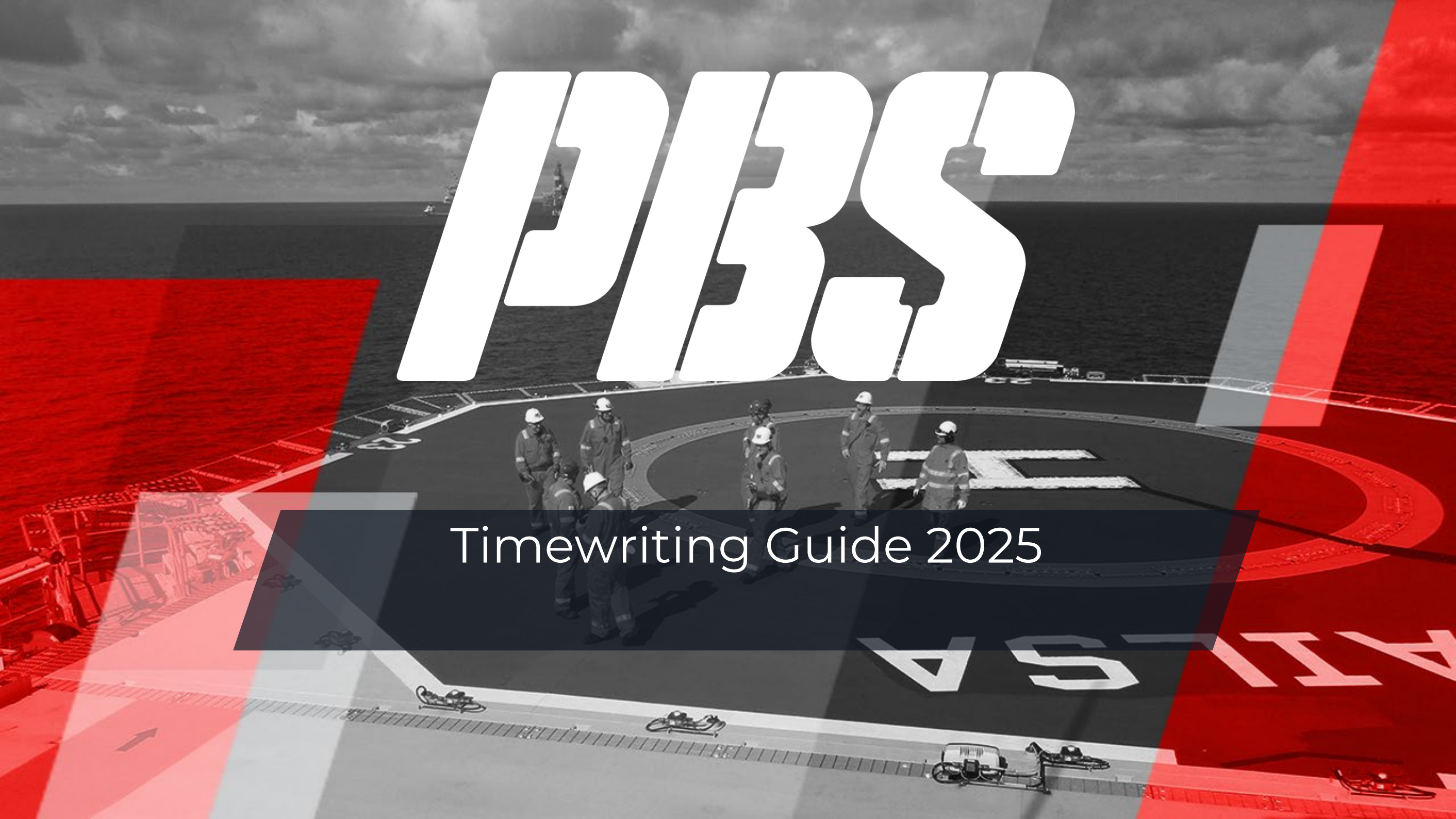


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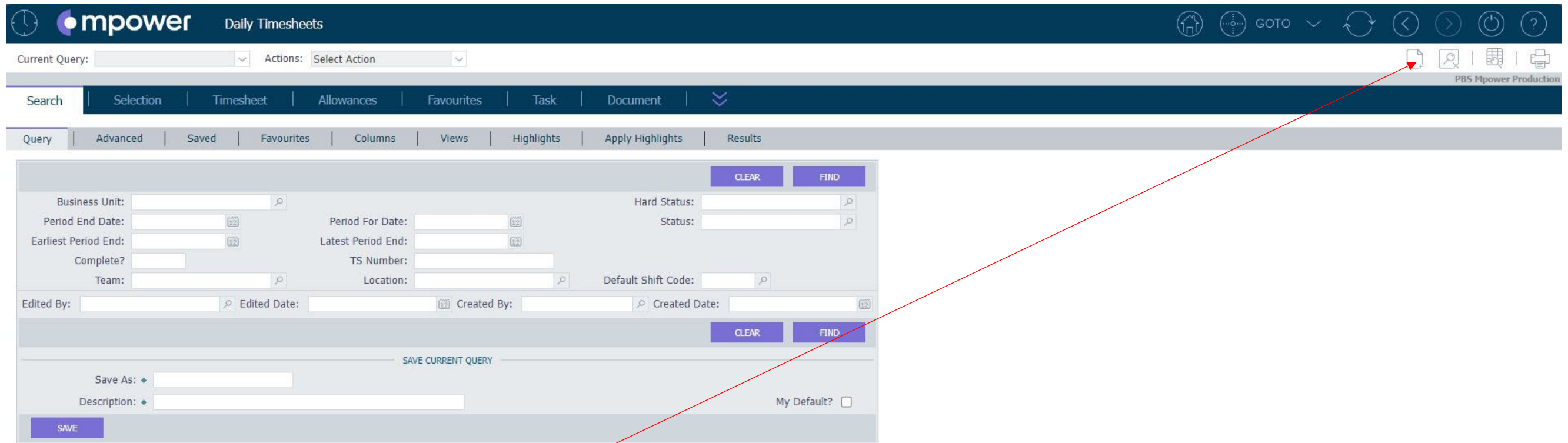
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How to create a timesheet

Open Mpower

GOTO > Time and Allowance > Timesheets > Daily Timesheets



Click on Create Timesheet

This will open a new timesheet



Timewriting Guide 2025



How to create a timesheet

This window will appear

Change to Team to required discipline

Ensure Period End Date is today's date

Make sure the TS Number represents 1 for days and 2 for nights (**you can't put DS on a NS timesheet**)

Then Click on SAVE

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How to create a timesheet

Click on Timesheet



This window will appear



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How to create a timesheet

Select Carry Forward from the drop down menu at Actions

The screenshot shows the 'mpower Daily Timesheets' interface. At the top, there's a 'Current Query' dropdown and an 'Actions: Select Action' dropdown. The 'Actions' menu is open, listing various options: Reports, Print Report, View Status History, View Item Activity, Carry Forward (highlighted with a red arrow), Carry Forward People/Equipment, Insert Favourites, Edit Closed Timesheet, Edit Suspended Timesheet, Update Employee Category, Add To Favourites, Create a Task, Assign Alerts, Delete Alerts, and Delete Daily Timesheet. Below the menu, there are input fields for 'Period End Date' and 'Period For Date', both set to '17-May-2024', and a 'Comment' field. At the bottom, there's a table with columns 'Person Code', 'Name', 'Skill Code', 'Description', and 'Shift', and a message 'There are no rows to show.'

Click on Yes

The dialog box has a blue header with the word 'Confirm'. Below the header is a question mark icon and the text 'Carry Forward the hours as well?'. At the bottom, there are three buttons: 'YES', 'NO', and 'CANCEL'.

It may ask if you wish to copy from Timesheet 1 (DAYS) or 2 (NIGHTS)

The dialog box has a blue header with the text 'Carry Forward'. Below the header, it says 'There is more than one Timesheet that you can Carry Forward from. Please select the Timesheet Number that you wish to use.' There are two options: '1' with a checked checkbox and '2' with an unchecked checkbox. At the bottom, there are 'OK' and 'CANCEL' buttons.

How to create a timesheet

Period End Date: 17-May-2024 Team: AIL-DECK Status: OPEN
Period For Date: 17-May-2024 Location: CNS-AILSA TS Number: 1
Comment: Default Shift Code: DS Complete?

ADD TEAM

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-23	015-DEPARTDAY-23	019-LATEDEMOB-23	024-MO...
	Employee A	SCA018	Scaffolder Advanced Lead	DS	N	12.00				
	Employee B	LOL000	LOLER Focal Point Offshore TUPE	DS	N	12.00				
	Employee C	DEC000	Deck Crew TUPE	DS	N	12.00				
	Employee D	MAT000	Material Controller / Store Supervisor TUPE	DS	N	12.00				
	Employee E	RIG003	Rigger Senior	DS	N	12.00				
Total						60.00	0.00	0.00	0.00	

ADD PEOPLE **NEW ROW** **COPY ROW** **ADD PEOPLE** **NEW ROW** **COPY ROW**

Once timesheet has been selected this window will populate from the day before

	Employee F	RIG003	Rigger Senior	DS	N	12.00				
			(None)	DS	N					
Total						60.00	0.00	0.00	0.00	

ADD PEOPLE **NEW ROW** **COPY ROW** ~~**ADD PEOPLE**~~ **NEW ROW** **COPY ROW**

Click on New Row to create an entry for newcomers onboard

Note: Please don't use Add People as this will add everyone from the team list

Timewriting Guide 2025



How to create a timesheet

Person Code

Displaying Page 1 Rows 1 - 20 of 38

Person Code	Name	External ID	Type	Programme
BR001	Employee A		D	
BR002	Employee B		D	
BR003	Employee C		D	
BR004	Employee D		D	
BR005	Employee E		D	
BRU001	Employee F		D	
BRU002	Employee G		D	
BRU003	Employee H		D	
BRU004	Employee I		D	
BRU005	Employee J		D	
SE001	Employee K		D	
SE002	Employee L		D	
SESU001	Employee M		D	
SESU002	Employee N		D	
UK0000001	Employee O		D	
UK0000002	Employee P		D	
UK0000003	Employee Q		D	
UKSU00001	Employee R		D	
UKSU00002	Employee S		D	
UKSU00003	Employee T		D	

CANCEL

Select newcomer required

If newcomer is not on the list, please contact the Timekeeper who can assist

UK0000001	Employee O	RIG003	Rigger Senior	DS	N	12.00				
UKSU00003	Employee T	LOL000	(None)	DS	N	0.00				
Total						60.00	0.00	0.00	0.00	

Timewriting Guide 2025



How to create a timesheet – Arrival days (Dayshift)

Period End Date: 17-May-2024 Team: AIL-DECK Status: OPEN
Period For Date: 17-May-2024 Location: CNS-AILSA TS Number: 1
Comment: Default Shift Code: DS Complete?

ADD TEAM

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-23	015-DEPARTDAY-23	019-LATEDEMOB-23	024-MO
BR001	Employee A	SCA018	Scaffolder Advanced Lead	DS	N	12.00				
UK000000001	Employee B	LOL000	LOLER Focal Point Offshore TUPE	DS	N	12.00				
UK000000002	Employee C	DEC000	Deck Crew TUPE	DS	N	12.00				
UK000000003	Employee D	MAT000	Material Controller / Store Supervisor TUPE	DS	N	12.00				
UKSU0000001	Employee E	RIG003	Rigger Senior	DS	N	12.00				
SE001	Employee F	LOL000	(None)	DS	N	1.00	1.00			
Total						61.00	1.00	0.00	0.00	

ADD PEOPLE NEW ROW COPY ROW **ADD PEOPLE NEW ROW COPY ROW**

Edited By: LYNETTE.PATERSON Edited Date: 16-May-2024 13:34 Created By: LYNETTE.PATERSON Created Date: 16-May-2024 13:34
Approved By: Open Period: 15-May-2024 Business Unit: GL.PBS.UK

Only enter a 1 under ARRIVDAY column unless newcomer has a BRU payroll number (max 4 hrs travel time)

Timewriting Guide 2025



How to create a timesheet – Arrival days (Dayshift)

Search | Selection | **Timesheet** | Allowances | Favourites | Team Assignments | Task | Document | ⌵

Period End Date: 17-May-2024 Team: AIL-DECK Status: OPEN
Period For Date: 17-May-2024 Location: CNS-AILSA TS Number: 1
Comment: Default Shift Code: DS Complete?

ADD TEAM

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	24036-01-OCS-700	HSE-23	MATERIALS-23	MEAL-23	PBS.22.0067A
BR001	Employee A	SCA018	Scaffolder Advanced Lead	DS	N	12.00				1.50	
UK000000001	Employee B	LOL000	LOLER Focal Point Offshore TUPE	DS	N	12.00				1.50	
UK000000002	Employee C	DEC000	Deck Crew TUPE	DS	N	12.00				1.50	
UK000000003	Employee D	MAT000	Material Controller / Store Supervisor TUPE	DS	N	12.00				1.50	
UKSU0000001	Employee E	RIG003	Rigger Senior	DS	N	12.00				1.50	
SE001	Employee F	LOL000	(None)	DS	N	12.00	9.50			1.50	
SE001	Employee F	LOL000	(None)	DS	O1	1.00	1.00				
Total						73.00	10.50	0.00	0.00	9.00	0.00

ADD PEOPLE NEW ROW COPY ROW ADD PEOPLE NEW ROW COPY ROW

Edited By: LYNETTE.PATERSON Edited Date: 16-May-2024 13:34 Created By: LYNETTE.PATERSON Created Date: 16-May-2024 13:34
Approved By: Open Period: 15-May-2024 Business Unit: GL.PBS.UK

Ensure the total hours assigned to the person equals a maximum of 12hrs
This includes any NPT time required

If check-in is 0600 then 1 hrs Overtime can be added as per above – please include this information in the comment box

Timewriting Guide 2025



How to create a timesheet – Arrival days (Nightshift)

mpower Daily Timesheets

Current Query: [] Actions: [Select Action]

Search | Selection | **Timesheet** | Allowances | Favourites | Team Assignments | Task | Document

• There are Allowances entered for this timesheet.

Period End Date: 16-May-2024 Team: AIL-MECH Status: OPEN
Period For Date: 16-May-2024 Location: CNS-AILSA TS Number: 2
Comment: [] Default Shift Code: DS Complete?

ADD TEAM

LABOUR

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	015-DEPARTDAY-23	024-MOBTONIGHTS-23	AI.B.R.PRO.COR.24	ME	
UK000000001	Employee A	MEC023	Mechanical Technician Senior	NS	N	12.00		1.00	9.50		
Total							12.00	0.00	1.00	9.50	

ADD PEOPLE NEW ROW COPY ROW

Edited By: LYNETTE.PATERSON Edited Date: 16-May-2024 14:02 Created By: LYNETTE.PATERSON Created Date: 16-May-2024 14:01
Approved By: [] Open Period: 15-May-2024 Business Unit: GL.PBS.UK

For any personnel arriving onboard and going onto nightshift – follow all step so far

Ensure TS is set to 2

For this TS we need to enter a 1 under MOBTONIGHTS and not ARRVDAY

Ensure Shift Code is set to NS



Timewriting Guide 2025



How to create a timesheet – Arrival days (Nightshift)

Current Query: Actions:

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document |

Period End Date: 16-May-2024 Team: AIL-MECH Status: OPEN
Period For Date: 16-May-2024 Location: CNS-AILSA TS Number: 2
Comment: Default Shift Code: DS Complete?

Filter Displaying 1 - 1 of 1

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
UK000000001	Employee A	PBS-TEPUK	AI.B.R.PRO.COR.24	005U	16-May-2024		GBP	1.00	0.00		0.00

NEW ROW COPY ROW

Edited By: LYNETTE.PATERSON Edited Date: 16-May-2024 14:07 Created By: LYNETTE.PATERSON Created Date: 16-May-2024 14:01
Approved By: Open Period: 15-May-2024 Business Unit: GL.PBS.UK

Click on the Allowance Tab at top of screen and ensure a nightshift allowance (005U) has been pulled through automatically

Ensure the booking code is a productive code which must match the timesheet



Timewriting Guide 2025



How to create a timesheet – Departure days (Dayshift)

Period End Date: 15-May-2024 Team: AIL-DECK Status: APPR
 Period For Date: 15-May-2024 Location: CNS-AILSA TS Number: 1
 Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 7 of 7 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-23	015-DEPARTDAY-23	019-LATEDEMOB-23	024-MOB
BR001	Employee A	SCA018	Scaffolder Advanced Lead	DS	N	12.00				
UK000000001	Employee B	LOL000	LOLER Focal Point Offshore TUPE	DS	N	12.00				
UK000000002	Employee C	DEC000	Deck Crew TUPE	DS	N	12.00	1.00			
UK000000003	Employee D	SPL002	Support Lead	DS	N	1.00		1.00		
UKSU0000001	Employee E	MAT000	Material Controller / Store Supervisor TUPE	DS	N	12.00				
SE001	Employee F	DEC000	Deck Crew TUPE	DS	N	1.00		1.00		
SE002	Employee G	RIG003	Rigger Senior	DS	N	12.00				
Total						62.00	1.00	2.00	0.00	

Edited By: COLIN.LAWRENCE Edited Date: 16-May-2024 09:37 Created By: AIL.DECK Created Date: 14-May-2024 16:54
 Approved By: COLIN.LAWRENCE Open Period: 15-May-2024 Business Unit: GL.PBS.UK

Ensure there is a 1 under the DEPARTDAY column for any demobs unless personnel has a BRU payroll number (they are paid until they land on the beach)



Timewriting Guide 2025



How to create a timesheet – Departure days (Nightshift)

Search | Selection | **Timesheet** | Allowances | Favourites | Team Assignments | Task | Document | ⌵

• There are Allowances entered for this timesheet.

Period End Date: 16-May-2024 Team: AIL-MECH Status: OPEN
 Period For Date: 16-May-2024 Location: CNS-AILSA TS Number: 2
 Comment: Default Shift Code: DS Complete?

ADD TEAM

LABOUR

Filter << >> Displaying 1 - 1 of 1 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	015-DEPARTDAY-23	024-MOBTONIGHTS-23	AI.B.R.PRO.COR.24	ME
UK000000001	Employee A	MEC023	Mechanical Technician Senior	NS	N	1.00	1.00			
Total						1.00	1.00	0.00	0.00	

Edited By: LYNETTE.PATERSON Edited Date: 16-May-2024 14:07 Created By: LYNETTE.PATERSON Created Date: 16-May-2024 14:01
 Approved By: Open Period: 15-May-2024 Business Unit: GL.PBS.UK

Ensure there is a 1 under the DEPARTDAY column for any demobs unless personnel has a BRU payroll number (they are paid until they land on the beach)

Note - Please make sure that nightshift demobs remain on the nightshift timesheet and not on the dayshift one

Timewriting Guide 2025



BRAND Employees – Arrival days (dayshift)

Brand employees are treated the same way as all other employees **unless** they have a **U** in their payroll number. These personnel are weekly paid and get paid the hours that they worked and have 4hrs allocated to their travel time (arrival day)

Period End Date: 03-Jul-2024
Period For Date: 03-Jul-2024
Comment:

Team: ALWYN-SCAFF
Location: NNS-ALWYN
Default Shift Code: DS

Status: CLSD
TS Number: 1
Complete?

Monthly employees with a BR number received a 1 under arrival day and then their full 11 hours as standard

Filter << >>

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-17	015-DEPARTDAY-17	019-LATEDEMOB-17	MEAL-17
BR001	Employee A	SCA017	Scaffolder Advanced Senior	DS	N	12.00	1.00			2.00
BR002	Employee B	AIC011	Fabric Maintenance Coordinator Lead	DS	N	12.00				2.00
BR003	Employee C	SCA016	Scaffolder Advanced Basic	DS	N	12.00				2.00
BR004	Employee D	SCA017	Scaffolder Advanced Senior	DS	N	12.00				2.00
BRU001	Employee E	SCA016	Scaffolder Advanced Basic	DS	N	12.00				2.00
BRU002	Employee F	SCA001	Scaffolder Basic	DS	N	6.00		4.00		
BRU003	Employee G	SCA010	Scaffolder Advanced Basic	DS	N	10.00	4.00			2.00
BRU004	Employee H	SCA001	Scaffolder Basic	DS	N	12.00				2.00
Total						88.00	5.00	4.00	0.00	14.00

Weekly employees with a BRU number received a 4 under arrival day and then their total hours worked – depending on when they arrived onboard

Timewriting Guide 2025



BRAND Employees – Arrival days (nightshift) Monthly Employees

When Brand monthly employees (BR) go on to nightshift, then their mob is recorded as MOBTONIGHTS as per normal

Period End Date: 28-Aug-2024
Period For Date: 28-Aug-2024
Comment:

Team: ELGIN-SCAFF
Location: CNS-ELGIN-FRAI
Default Shift Code: NS

Status: CLSD
TS Number: 2
Complete?

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	018-O-EARLYDEMOB-22 D01	019-LATEDEMOB-22 D01	024-MOBTONIGHTS-2 D01
BR001	Employee A	SCA016	Scaffolder Advanced Basic	NS	N	12.00			
BR002	Employee B	SCA016	Scaffolder Advanced Basic	NS	N	12.00			
BR003	Employee C	SCA013	Scaffolder Basic	NS	N	12.00			
BR004	Employee D	SCA013	Scaffolder Basic	NS	N	4.00			
BR005	Employee E	SCA001	Scaffolder Basic	NS	N	4.00			
Total						44.00	0.00	0.00	1.00

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BRAND Employees – Arrival days (nightshift) Weekly Employees

When Brand weekly employees (BRU) go on to nightshift, their travel hours (a maximum of 4hrs) must be recorded on the dayshift timesheet using the ARRIVALDAY code

Period End Date: 24-Jul-2024 Team: ALWYN-SCAFF Status: CLSD
Period For Date: 24-Jul-2024 Location: NNS-ALWYN TS Number: 1
Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 8 of 8 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-17	015-DEPARTDAY-17	MEAL-17	PBS.24.6011.OFF
							D01	D01	D01	D01
BR001	Employee A	AIC011	Fabric Maintenance Coordinator Lead	DS	N	12.00	1.00		2.00	8.00
BR002	Employee B	SCA017	Scaffolder Advanced Senior	DS	N	12.00			2.00	4.00
BR003	Employee C	SCA017	Scaffolder Advanced Senior	DS	N	1.00		1.00		
BR004	Employee D	SCA016	Scaffolder Advanced Basic	DS	N	12.00			2.00	4.00
BRU001	Employee E	SCA001	Scaffolder Basic	DS	N	4.00	1.00			
BRU002	Employee F	SCA010	Scaffolder Advanced Basic	DS	N	4.00	1.00			
BRU003	Employee G	SCA001	Scaffolder Basic	DS	N	8.00	1.00		2.00	
BRU004	Employee F	SCA001	Scaffolder Basic	DS	N	8.00	1.00		2.00	
Total							5.00	1.00	10.00	16.00

They must also have their nightshift hours recorded on the nightshift timesheet (see next slide)

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BRAND Employees – Arrival days (nightshift) Weekly Employees

Once the travel hours are recorded on the dayshift timesheet, their nightshift hours are recorded as per normal but with an additional MOBTONIGHTS code

Period End Date: 24-Jul-2024 Team: ALWYN-SCAFF Status: CLSD
Period For Date: 24-Jul-2024 Location: NNS-ALWYN TS Number: 2
Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 4 of 4 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	015-DEPARTDAY-17	024-MOBTONIGHTS-17	MEAL-17	PBS.24.6046.
							D01	D01	D01	D01
BRU001	Employee E	SCA001	Scaffolder Basic	NS	N	12.00		1.00	2.00	7.00
BRU002	Employee F	SCA010	Scaffolder Advanced Basic	NS	N	12.00		1.00	2.00	7.00
BRU003	Employee A	SCA001	Scaffolder Basic	NS	N	6.00	4.00		2.00	
BRU004	Employee B	SCA003	Scaffolder Senior	NS	N	6.00	4.00		2.00	
Total						36.00	8.00	2.00	8.00	14.00

Timewriting Guide 2025



BRAND Employees – Departure days (dayshift)

Brand Monthly employees (BR) receives a 1 under departure day as standard when demobbing

Period End Date: 10-Jul-2024 Team: ALWYN-SCAFF Status: CLSD
Period For Date: 10-Jul-2024 Location: NNS-ALWYN TS Number: 1
Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-17	015-DEPARTDAY-17	019-LATEDEMOB-17	MEAL-1
BR001	Employee A	SCA017	Scaffolder Advanced Senior	DS	N	12.00				2.00
BR002	Employee B	AIC011	Fabric Maintenance Coordinator Lead	DS	N	1.00		1.00		
BR003	Employee C	SCA016	Scaffolder Advanced Basic	DS	N	12.00				2.00
BR004	Employee D	SCA017	Scaffolder Advanced Senior	DS	N	12.00				2.00
BRU001	Employee E	SCA010	Scaffolder Advanced Basic	DS	N	12.00		4.00		2.00
Total						49.00	0.00	5.00	0.00	8.00

Brand Weekly employees (BRU) receives 4hrs under departure day as well as any hours they worked until they land on the beach

Timewriting Guide 2025



BRAND Employees – Departure days (nightshift)

Brand Monthly employees (BR) receives a 1 under departure day as standard when demobbing

Period End Date: 24-Jul-2024 Team: ALWYN-SCAFF Status: CLSD
Period For Date: 24-Jul-2024 Location: NNS-ALWYN TS Number: 2
Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-17	015-DEPARTDAY-17	019-LATEDEMOMB-17	024-MO
BR001	Employee A	AIC011	Fabric Maintenance Coordinator Lead	NS	N	1.00		1.00		
BR002	Employee B	SCA001	Scaffolder Basic	NS	N	12.00				
BR003	Employee C	SCA010	Scaffolder Advanced Basic	NS	N	12.00				
BR004	Employee D	SCA001	Scaffolder Basic	NS	N	6.00		4.00		
BR005	Employee E	SCA003	Scaffolder Senior	NS	N	6.00		4.00		
Total						37.00	0.00	9.00	0.00	

Brand Weekly employees (BRU) receives 4hrs under departure day as well as any hours they worked until they land on the beach

Timewriting Guide 2025

Overtime



When overtime has been worked, then it should be added on the timesheet on a separate line with the Type set to O1

Period End Date: 01-Sep-2024
Period For Date: 01-Sep-2024
Comment:

Team: ALWYN-INST
Location: NNS-ALWYN
Default Shift Code: DS

Status: CLSD
TS Number: 1
Complete?

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-17	015-DEPARTDAY-17	018-M-EARLYDEMOB-17	019	
SE001	Employee A	HAE000	HAE Coordinator TUPE	DS	N	12.00					
SE002	Employee B	INS034	Instrument Technician Senior	DS	N	12.00					
SE002	Employee B	INS034	Instrument Technician Senior	DS	O1	4.00					
SE003	Employee C	INS034	Instrument Technician Senior	DS	N	12.00					
SE003	Employee C	INS034	Instrument Technician Senior	DS	O1	3.00					
Total							43.00	0.00	0.00	0.00	

Long Text
FRA 102785 4hrs OT. Reason: ESD0 came in at 1934. Required to work till TR Integrity was established. stood down at Midnight.

If overtime is 3hrs and more, then a Fatigue code (FRA) is required to be added to the comment section – Please ensure the FRA code is written first in the comments

Timewriting Guide 2025

Late Demobs



Late demobs are to be used only if the employee has stayed offshore for additional days (087U).

Not to be used if employee returns to work early and departs on their scheduled crew change day

Remember to ensure the correct booking code from previous day is used

Period For Date: 19-May-2024 Location: CNS-CULZEAN TS Number: 2
 Comment: Default Shift Code: DS Complete?

Filter << >> Displaying 1 - 6 of 6

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty
SE001	Employee A	PBS-TEPUK	CZ.B.R.MNT.COR.24	005U	19-May-2024		GBP	1.00
SE001	Employee A	PBS-TEPUK	CZ.B.R.MNT.COR.24	096U	19-May-2024	Nightshift Deck Forman	GBP	1.00
SE002	Employee B	PBS-TEPUK	PBS.22.0067C.OFF.NON	005U	19-May-2024		GBP	1.00
SE003	Employee C	PBS-TEPUK	PBS.22.0067C.OFF.NON	005U	19-May-2024		GBP	1.00
SE003	Employee C	PBS-TEPUK	PBS.22.0067C.OFF.NON	087U	19-May-2024		GBP	1.00

Example: John has recorded an additional day on 19.05

Period End Date: 20-May-2024 Team: CUL-DECK Status:
 Period For Date: 20-May-2024 Location: CNS-CULZEAN TS Number:
 Comment: Default Shift Code: DS Complet

LABOUR

On the next day (20.05) he has departed the asset using the LATEDEMOB code

Filter << >> Displaying 1 - 4 of 4 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	019-LATEDEMOB-21	024-MOBT
SE001	Employee A	DEC010	Deck Crew Senior	NS	N	12.00		
SE002	Employee B	DEC003	Deck Crew Senior	NS	N	12.00		
SE003	Employee C	DEC003	Deck Crew Senior	NS	N	1.00	1.00	
UKSU00001	Employee D	DEC003	Deck Crew Senior	NS	N	12.00		
Total						37.00	1.00	

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Early Demobs

Early demobs are to be used when personnel leave the asset before their scheduled rota demob day whether it be operational, medivac, compassionate and sickness

- 018-C-EARLYDEMOB-23 TRAVEL COMPASSIONATE EARLY DEMOB
- 018-M-EARLYDEMOB-23 TRAVEL MEDIVAC EARLY DEMOB
- 018-O-EARLYDEMOB-23 TRAVEL OPERATIONAL EARLY DEMOB
- 018-S-EARLYDEMOB-23 TRAVEL SICKNESS EARLY DEMOB

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Early Demobs

Please add in the employee's hours from start of shift to landing on the beach

Comment: Default Shift Code: DS Complete?

LABOUR

Filter << >> Displaying 1 - 10 of 10 Width: 400 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	EARLYDEMOB-18 D01	019-LATEDEMOB-18 D01	MEAL-18 D01	PBS.24.6015.OFF D01
BR001	Employee A	SCA018	Scaffolder Advanced Lead	DS	N	12.00			1.50	9.50
BR002	Employee B	SCA013	Scaffolder Basic	DS	N	11.00	1.00		1.50	8.50
BR003	Employee C	SCA017	Scaffolder Advanced Senior	DS	N	12.00			1.50	
BR004	Employee D	INU003	Insulator Senior	DS	N	12.00			1.50	
BRU001	Employee E	RAT047	Rope Access Painter Level 3 Senior	DS	N	1.00		1.00		
BRU002	Employee F	RAT040	Rope Access Painter - Level 1 Basic	DS	N	12.00			1.50	
BRU003	Employee G	RAT047	Rope Access Painter Level 3 Senior	DS	N	12.00			1.50	
BRU004	Employee H	SCA010	Scaffolder Advanced Basic	DS	N	12.00			1.50	10.50
BRU005	Employee I	SCA001	Scaffolder Basic	DS	N	12.00			1.50	
BRU006	Employee J	SCA010	Scaffolder Advanced Basic	DS	N	12.00			1.50	
Total						108.00	1.00	1.00	13.50	28.50

Long Text

De/mobbing early due to a family bereavement. Landed 1716.



Timewriting Guide 2025



Guide to Allowances:

Code	Description
005U	Night Shift Uplift
007U	Christmas & New Year Allowance
008U	Temporary Accommodation Allowance – Scale 1
009U	Temporary Accommodation Allowance – Scale 2
052U	Loss of Field Break
053U	Shuttle Allowance
056U	Delay allowance-offshore
057U	Soft Lie Allowance
058U	Overnight Shuttle Allowance
081U	Three PERSONNEL Cabin Comp Allowance – Alwyn
087U	Additional Day Rate / Delay Rate
095U	Offshore Visits Overnight Allowances
096U	Rate Uplift - Stand In
097U	Offshore Emergency Response
098U	Onshore Oncall
099U	Upskill Allowance
102U	Delay Overtime
103U	Per Diem - Non Local
104U	Per Diem - Local
96BU	Brand Rate Uplift - Stand In 1 Level

Please see following slides for examples of each allowance

Allowance Examples – Christmas allowance 007U

To be used every day between the festive period (25.12 – 02.01). Personnel who are eligible will still get the allowance if their flight has been delayed or cancelled due to weather (see Payroll for more details).

Ponticelli & Semco Contractors are not eligible. However Brand Contractors are eligible as on different contracts.

Period End Date:	25-Dec-2023	Team:	AIL-DECK	Status:	CLSD
Period For Date:	25-Dec-2023	Location:	CNS-AILSA	TS Number:	1
Comment:		Default Shift Code:	DS	Complete?	<input checked="" type="checkbox"/>

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
BR001	Employee A	PBS-TEPUK	AI.B.R.MNT.COR.ADH	007U	25-Dec-2023	CHRISTMAS	GBP	1.00	0.00		0.00
UK000000001	Employee B	PBS-TEPUK	AI.B.R.MNT.COR	007U	25-Dec-2023	CHRISTMAS	GBP	1.00	0.00		0.00
UK000000002	Employee C	PBS-TEPUK	AI.B.R.MNT.COR	007U	25-Dec-2023	CHRISTMAS	GBP	1.00	0.00		0.00
SE001	Employee D	PBS-TEPUK	AI.B.R.MNT.COR	007U	25-Dec-2023	CHRISTMAS	GBP	1.00	0.00		0.00
SE001	Employee D	PBS-TEPUK	AI.B.R.MNT.COR	096U	25-Dec-2023	Gmoc Support Uplift	GBP	1.00	0.00		0.00

An additional daily allowance will be payable to employees who work offshore on any day between 25th December and 2nd January .

This payment is also applicable when an employee has checked-in and is available to start their journey to or from an offshore installation.

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Allowance Examples – Temporary Allowance 008U

For use when being held overnight while shuttling between assets (cabin) – Not for use on Elgin/Franklin

Please ensure you add a comment as to why this allowance is being used

The screenshot shows the Mpower 'Review Timesheets' interface. At the top, there's a navigation bar with 'mpower' and 'Review Timesheets' text, and several icons. Below this is a dropdown menu for 'Actions' set to 'Select Action'. A breadcrumb trail shows 'Selection' > 'Timesheet' > 'Allowances' > 'Favourites' > 'Team Assignments' > 'Task' > 'Document'. A warning message states: 'This timesheet has been Billed, Posted, or does not originate from Mpower.' The main form contains fields for 'Period End Date' (09-Jun-2022), 'Period For Date' (09-Jun-2022), 'Comment' (Employee A held overnight on dunbar flight broke down), 'Billing Group', 'Team' (ALWYN-MGMTOPS), 'Status' (CLSD), 'Location' (NNS-ALWYN), 'TS Number' (1), and 'Default Shift Code' (DS). A table below shows one allowance entry: 'Employee A' with 'Temp Accommodation Allowance' type '008U' on '09-Jun-2022'. The bottom section shows metadata: 'Edited By: ANDY.WHITAKER', 'Edited Date: 08-Sep-2022 13:59', 'Created By: ALW.MGMTOPS', 'Created Date: 10-Jun-2022 05:16', 'Approved By: NNS.FOCAL', 'Open Period: 22-Aug-2024', and 'Business Unit: GL.PBS.UK'.

Period End Date: 09-Jun-2022
Period For Date: 09-Jun-2022
Comment: Employee A held overnight on dunbar flight broke down
Billing Group:
Team: ALWYN-MGMTOPS
Status: CLSD
Location: NNS-ALWYN
TS Number: 1
Default Shift Code: DS
Complete?

Filter << >> | Displaying 1 - 1 of 1

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax
UK000000001	Employee A	PBS-TEPUK	AW.B.R.PRO.COR	008U	09-Jun-2022	Temp Accommodation Allowance	GBP	1.00	0.00	

Edited By: ANDY.WHITAKER | Edited Date: 08-Sep-2022 13:59 | Created By: ALW.MGMTOPS | Created Date: 10-Jun-2022 05:16
Approved By: NNS.FOCAL | Open Period: 22-Aug-2024 | Business Unit: GL.PBS.UK



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Allowance Examples – Temporary Allowance 009U

For use when held overnight while shuttling between assets (sleeping bags) – Not for use on Elgin/Franklin

mpower Review Timesheets

Current Query: [] Actions: Select Action []

Period For Date: 23-Apr-2023 Location: CNS-CULZEAN TS Number: 1
 Comment: [] Default Shift Code: DS Complete?
 Billing Group: []

Filter << >> Displaying 1 - 8 of 8

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax
BR001	Employee A	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
SE001	Employee B	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
SE002	Employee C	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
UK000000001	Employee D	PBS-TEPUK GMOC TEPUK Time Writing	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
UK000000002	Employee E	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
UK000000003	Employee F	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
UK000000004	Employee G	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	
UK000000005	Employee H	PBS-TEPUK	PBS.23.0019	009U	23-Apr-2023	LOSS OF POWER	GBP	1.00	0.00	

Please ensure you add a comment as to why this allowance is being used



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Allowance Examples – Loss of Field Break 052U

Only payable if employee is not getting back earned leave days at a later date

Examples:

1. Crew change from a Tuesday to a Monday, then continuing a regular 3 / 4 rotation, employee is due 1 day loss of leave
2. Employee's trip changes from Monday to Thursday, then employee is not due any loss of field break as they have gained additional time at home. The additional days at home are picked up by standby 8hrs.
3. Employee does 21 days offshore but has only 21 days at home. Next trip employee does 21 days but has 35 days at home. This not classed as loss of leave due to this being equal time.

Please note effecting 01.01.24 all employees now work a 21 / 28 day rotation meaning they accrue 1.333 days for every offshore day, this calculation is only to be used for non-time for time rotations

Example - The employee worked 21 days had 28 days leave, changes crew returns offshore works 7 days on followed by 7 leave, then returns on new regular 21 / 28 day rota. The employee worked 7 days and should have accrued 9 days leave, therefore 2 days loss of leave payment due.

Please note employees are not entitled to loss of field break and additional day allowance for the same dates.



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Allowance Examples – Loss of Field Break 052U

Current Query: Actions:

PBS Mpower Production - OraCloud

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document

• This timesheet has been Billed, Posted, or does not originate from Mpower.

Period End Date: Team: Status:
 Period For Date: Location: TS Number:
 Comment: Default Shift Code: Complete?
 Billing Group:

Filter Displaying 1 - 2 of 2

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax
UK000000001	Employee A	PBS-TEPUK	CZ.B.R.OTH.COR.24	096U	24-Jul-2024	Covering GMOC Site Rep	GBP	1.00	0.00	
SE001	Employee B	PBS-TEPUK	CZ.B.R.PRO.COR.24	052U	24-Jul-2024	Operational rota change	GBP	1.00	0.00	

Edited By: Edited Date: Created By: Created Date:
 Approved By: Open Period: Business Unit:

Allowance Examples – Loss of Field Break 052U (Nightshift delay allowance)

Only payable after nightshift employees have been delayed offshore an additional night. If employees are normally due to arrive onshore at 11 am on their scheduled departure day, and arrive on or before 12 pm on rescheduled day, no loss of leave payment due. If arrival onshore is between 12:00 and 15:00 – ½ day payment due. If arrival onshore is 15.00 or later full day due.

Period End Date: 02-Sep-2024
Period For Date: 02-Sep-2024
Comment:

Team: ALWYN-MGMTOPS
Location: NNS-ALWYN
Default Shift Code: DS
Status: OPEN
TS Number: 2
Complete?

Filter | << >> | Displaying 1 - 5 of 5

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
SE001	Employee A	PBS-TEPUK	AW.B.R.PRO.COR.24	005U	02-Sep-2024		GBP	1.00	0.00		0.00
SE002	Employee B	PBS-TEPUK	AW.B.R.PRO.COR.24	005U	02-Sep-2024		GBP	1.00	0.00		0.00
UK000000001	Employee C	PBS-TEPUK	AW.B.R.PRO.COR.24	005U	02-Sep-2024		GBP	1.00	0.00		0.00
UK000000002	Employee D	PBS-TEPUK	AW.B.R.PRO.COR.24	005U	02-Sep-2024		GBP	1.00	0.00		0.00
UK000000003	Employee E	PBS-TEPUK	AW.B.R.PRO.COR.24	052U	02-Sep-2024	Flight delayed (landed at 15:32)	GBP	1.00	0.00		0.00

NEW ROW COPY ROW



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Allowance Examples – Shuttle allowance 053U

Only for personnel shuttling between the Elgin and Franklin platforms. Personnel receives 1 allowance per shuttle (there & back on same day)

If employees are held overnight on the Franklin, they are entitled to an Overnight Intervention allowance only, not both.

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document |

This timesheet is Closed.

Period End Date: 20-Aug-2024 Team: ELGIN-RIG Status: CLSD
 Period For Date: 20-Aug-2024 Location: CNS-ELGIN-FRAI TS Number: 1
 Comment: Default Shift Code: DS Complete?

Filter << >> Displaying 1 - 1 of 1

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
UK000000001	Employee A	PBS-TEPUK	EL.B.R.MNT.COR.24	053U	20-Aug-2024	Shuttling to Franklin	GBP	1.00	0.00		0.00

Edited By: COLIN.LAWRENCE Edited Date: 22-Aug-2024 09:24 Created By: ELG.RIG Created Date: 21-Aug-2024 05:15
 Approved By: ELG.SERV Open Period: 06-Sep-2024 Business Unit: GL.PBS.UK

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Allowance Examples – Delay allowance 056U

Delay allowances occur when the helicopter is delayed landing on the beach by more than 1 hour.

Delay allowance is normally only applicable when it is the employees normal scheduled demob day. The only exception to this is if the flight is delayed due to weather etc on the rescheduled crew change day.

Please do not use LATEDEMOB for delayed flights – LATEDEMOB is for use after additional days at end of scheduled trip only, not for employees who return to work early.

Note that if a delay allowance is assigned then employee is not entitled to overtime on that day. The delay allowance covers the work carried out.

Period End Date:	29-Aug-2024	Team:	ALWYN-CONST	Status:	CLSD
Period For Date:	29-Aug-2024	Location:	NNS-ALWYN	TS Number:	1
Comment:		Default Shift Code:	DS	Complete?	<input checked="" type="checkbox"/>

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
UK000000001	Employee A	PBS-TEPUK	PBS.24.5050.OFF	056U	29-Aug-2024	delayed chopper (12:30 - 16:14)	GBP	3.00	0.00		0.00
UK000000002	Employee B	PBS-TEPUK	PBS.24.5050.OFF	056U	29-Aug-2024	delayed chopper (12:30 - 16:14)	GBP	3.00	0.00		0.00

Delay allowance is calculated from the flight schedules on next page

Delay is for each full hour

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Allowance Examples – Delay allowance 056U

Delay allowance is calculated from the flight schedules below

Ailsa	Helicopter Oper	Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock	06:30	07:30	10:00	11:00
Tuesday	Babcock				
Wednesday	Babcock	06:30	07:30	10:00	11:00
Thursday	Babcock				
Friday	Babcock	06:00	07:00	09:30	10:30
Culzean		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock	06:30	07:30	10:00	11:00
Tuesday	Babcock	06:30	07:30	10:00	11:00
Wednesday	Babcock				
Thursday	Babcock	06:30	07:30	10:00	11:00
Friday	Babcock	06:00	07:00	09:30	10:30

Elgin		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock				
Tuesday	Babcock	06:00 16:00	07:00 17:00	09:45 19:45	10:45 20:45
Wednesday	Babcock	06:00 16:00	07:00 17:00	09:45 19:45	10:45 20:45
Thursday	Babcock	06:00 16:00	07:00 17:00	09:45 19:45	10:45 20:45
Friday					
Alwyn		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock	11:45	12:45	17:45	18:45
Tuesday	Babcock	07:00	08:00	12:30	13:30
Wednesday	Babcock	06:15 11:45	07:15 12:45	11:45 17:45	12:45 18:45
Thursday	Babcock	07:00	08:00	12:30	13:30
Friday	Babcock	07:30	08:30	01:00	14:00



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Allowance Examples – Delay allowance 056U (con)

Dunbar		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock	11:45	12:45	17:45	18:45
Thursday	Babcock	07:00	08:00	12:30	13:30
Gryphon		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Babcock	06:15	07:15	10:45	11:45
Tuesday	Babcock				
Wednesday	Babcock	10:00	11:00	14:30	15:30
Thursday	Babcock	10:30	11:30	15:00	16:00
Friday	Babcock				
SGP		Check-in time	Departure Time	ABZ Arrival Time	Delay Allowance applicable from
Monday	Aberdeen Airpo	No Charter			
Tuesday	Aberdeen Airpo	06:30	07:30	13:30	14:30
Wednesday	Aberdeen Airpo	No Charter			
Thursday	Aberdeen Airpo	No Charter			
Friday	Aberdeen Airpo	No Charter			

Examples are on the following slides

Allowance Examples – Delay allowance 056U (con)

Examples

1. Employee works on the asset and checks in at 0600 on a Tuesday. They complete their three-week trip offshore and arrive back in Aberdeen at 1000.

They are not entitled to delay allowance as their scheduled demob flight is scheduled to land in Aberdeen at 0945.

2. Employee works on the asset and checks in at 0600 on a Tuesday. They complete their three-week trip offshore and arrived back at 1100. They are entitled to 1 hour delay allowance as this is 1 hour over the scheduled arrival time of 0945.

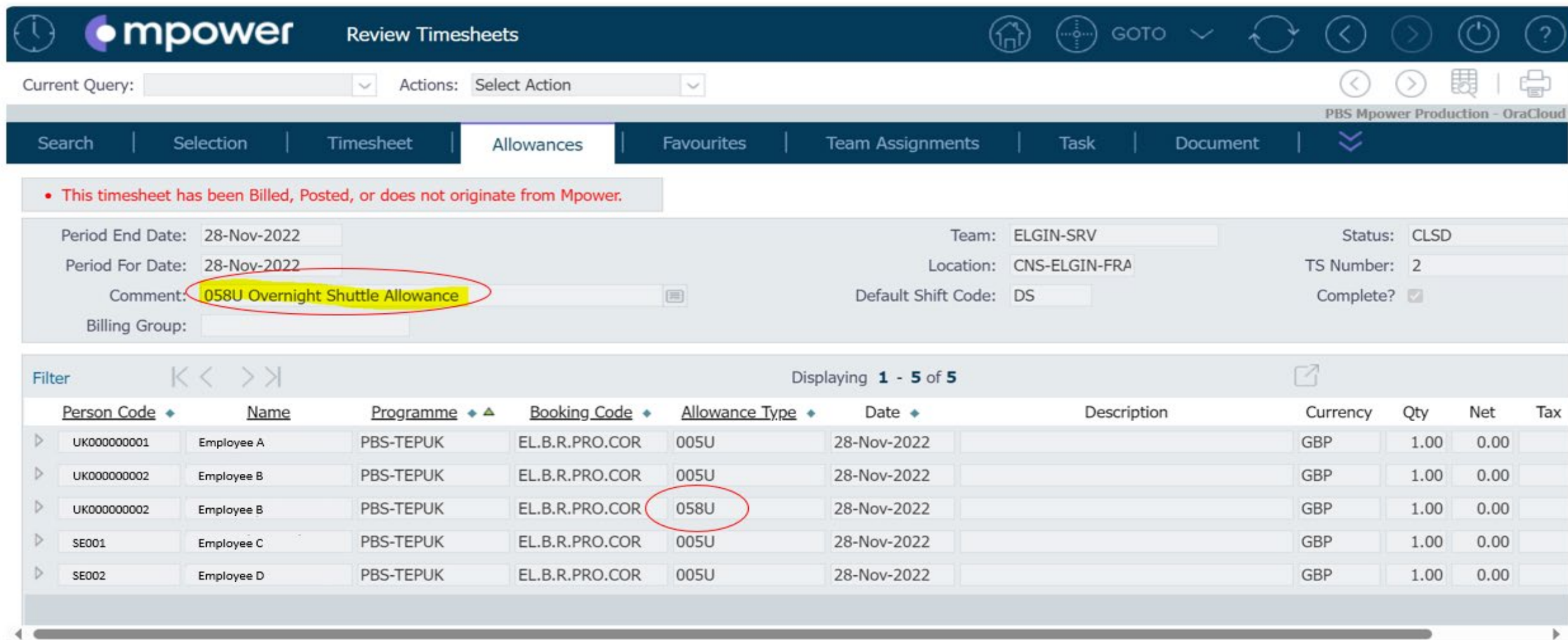
3. Employee works on the asset and checks in at 0600 on a Tuesday. They complete their three-week trip offshore and arrived back at 1044. They are not entitled to any delay allowance as schedule arrival time is 0945 and this is not 1 hour over the arrival time.

4. Employee crew change on their normal scheduled rotation day, however, if they agree to additional time offshore at the end of their trip, then no additional payment for overtime is due if they depart on the scheduled flight for that day. Employee will be due delay allowance if flight delayed. If flight due to arrive in Aberdeen at 2pm and they arrive at 17.30 – 3 hours delay allowance payable.

5. Employee returns offshore early and works additional days, if they check in on the scheduled flight for that day, then come home on normal flight on scheduled crew change day, additional days paid only. Employee would be due delay allowance if flight delayed as above.

Allowance Examples – Shuttle Overnight allowance 058U

Only for Elgin/Franklin personnel who are held overnight whilst shuttling – please note shuttle allowance (053U) is not applicable this allowance supersedes that allowance.



The screenshot shows the Mpower Review Timesheets interface. At the top, there is a navigation bar with the Mpower logo and the title 'Review Timesheets'. Below this, there are search and action dropdowns. A secondary navigation bar contains tabs for Search, Selection, Timesheet, Allowances (selected), Favourites, Team Assignments, Task, and Document. A red warning message states: 'This timesheet has been Billed, Posted, or does not originate from Mpower.' The main form area displays metadata for the timesheet, including Period End Date (28-Nov-2022), Team (ELGIN-SRV), Status (CLSD), Period For Date (28-Nov-2022), Location (CNS-ELGIN-FRA), TS Number (2), Comment (058U Overnight Shuttle Allowance), Default Shift Code (DS), and Complete? (checked). Below the form is a table of allowance entries. The table has columns for Person Code, Name, Programme, Booking Code, Allowance Type, Date, Description, Currency, Qty, Net, and Tax. Five entries are shown, all for 28-Nov-2022. The 'Allowance Type' column for the third entry (Employee B) is circled in red and contains the value '058U'.

• This timesheet has been Billed, Posted, or does not originate from Mpower.

Period End Date: 28-Nov-2022 Team: ELGIN-SRV Status: CLSD
Period For Date: 28-Nov-2022 Location: CNS-ELGIN-FRA TS Number: 2
Comment: 058U Overnight Shuttle Allowance Default Shift Code: DS Complete?
Billing Group:

Filter << >> Displaying 1 - 5 of 5

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax
UK000000001	Employee A	PBS-TEPUK	EL.B.R.PRO.COR	005U	28-Nov-2022		GBP	1.00	0.00	
UK000000002	Employee B	PBS-TEPUK	EL.B.R.PRO.COR	005U	28-Nov-2022		GBP	1.00	0.00	
UK000000002	Employee B	PBS-TEPUK	EL.B.R.PRO.COR	058U	28-Nov-2022		GBP	1.00	0.00	
SE001	Employee C	PBS-TEPUK	EL.B.R.PRO.COR	005U	28-Nov-2022		GBP	1.00	0.00	
SE002	Employee D	PBS-TEPUK	EL.B.R.PRO.COR	005U	28-Nov-2022		GBP	1.00	0.00	



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Allowance Examples – Three Personnel Cabin Comp 081U

This is only used for a 3-man cabin (fold up / z-beds) ALWYN only

mpower Review Timesheets

Current Query: [] Actions: Select Action []

PBS Mpower Production - OraCloud

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document

• This timesheet has been Billed, Posted, or does not originate from Mpower.

Period End Date: 19-Sep-2023 Team: ALWYN-SCAFF Status: CLSD
 Period For Date: 19-Sep-2023 Location: NNS-ALWYN TS Number: 2
 Comment: [] Default Shift Code: NS Complete?
 Billing Group: []

Filter << >> Displaying 1 - 5 of 5

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax
BR001	Employee A	PBS-TEPUK	PBS.23.6100.OFF	005U	19-Sep-2023		GBP	1.00	0.00	
BR001	Employee A	PBS-TEPUK	PBS.23.6100.OFF	081U	19-Sep-2023	C Bunk	GBP	1.00	0.00	
BR002	Employee B	PBS-TEPUK	PBS.23.6100.OFF	005U	19-Sep-2023		GBP	1.00	0.00	
BR003	Employee C	PBS-TEPUK	PBS.23.6100.OFF	005U	19-Sep-2023		GBP	1.00	0.00	
BR003	Employee C	PBS-TEPUK	PBS.23.6100.OFF	081U	19-Sep-2023	C Bunk	GBP	1.00	0.00	



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Allowance Examples – Additional Day allowance 087U

This is used for any additional days over and above personnel's normal rota. Either for weather delays, covering sickness or operational reasons. This is payable from day 22 and is paid at 1.5 times

Please ensure booking code reflects the hours booked on timesheet.

Please note any additional days are to be added to the end of personnel's trip (even if additional day is at the beginning)

Be aware that additional day allowance covers a 24 hour period which Commences after Scheduled Departure Day Check In.

Additional days outwith normal rotation are handled differently – please see additional slide

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty
UK000000001	Employee A	PBS-TEPUK	AW.B.R.OTH.COR.24	005U	22-Aug-2024		GBP	1.00
UK000000002	Employee B	PBS-TEPUK	AW.B.R.OTH.COR.24	096U	22-Aug-2024	Night shift deck foreman / Store-man	GBP	1.00
UK000000002	Employee B	PBS-TEPUK	AW.B.R.OTH.COR.24	005U	22-Aug-2024		GBP	1.00
SE001	Employee C	PBS-TEPUK	AW.B.R.OTH.COR.24	087U	22-Aug-2024	additional day	GBP	1.00
SE002	Employee D	PBS-TEPUK	AW.B.R.OTH.COR.24	005U	22-Aug-2024		GBP	1.00

Allowance Examples – Additional Day allowance 087U cont

When booking additional days, please make sure that the time booked for that day is set to Normal and not Overtime as per below:

mpower Review Timesheets

Current Query: [] Actions: Select Action []

Period End Date: 22-Aug-2024 Team: ALWYN-SRV Status: CLSD
Period For Date: 22-Aug-2024 Location: NNS-ALWYN TS Number: 2
Comment: [] Default Shift Code: NS Complete?
Billing Group: []

LABOUR

Filter [] << >> Displaying 1 - 5 of 5 Width: 500 Number of Rows: []

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	015-DEPARTDAY-17	018-C-EARLYDEMOB-17	019-LATEDEMOB-17	024-M	
SE001	Employee A	DEC010	Deck Crew Senior	NS	N	12.00					
SE001	Employee A	DEC010	Deck Crew Senior	NS	O1	1.00					
UK000000001	Employee B	RIG000	Rigger TUPE	NS	N	12.00					
UK000000001	Employee B	RIG000	Rigger TUPE	NS	O1	2.00					
UK000000002	Employee C	DEC003	Deck Crew Senior	NS	N	12.00					
Total							39.00	0.00	0.00	0.00	

Allowance Examples – Additional Day 087U - Late Demob

When booking additional days if personnel are already offshore, please make sure that the demob code on the timesheet is set to LATE DEMOB and not DEPARTURE DAY.

Current Query: Actions:

Period For Date: 13-Aug-2024 Location: CNS-ELGIN-FRA TS Number: 1
 Comment: Default Shift Code: DS Complete?
 Billing Group:

PBS Mpower Production - OraCloud

LABOUR

Filter << >> Displaying 1 - 5 of 5 Width: 500 Number of Rows:

Person Code	Name	Skill Code	Description	Shift Code	Type	Total	014-ARRIVDAY-22	018-C-EARLYDEMOB-22	019-LATEDEMOB-22	024-M
SE001	Employee A	INS016	Instrument Technician TUPE	DS	N	1.00			1.00	
SE002	Employee B	INS016	Instrument Technician TUPE	DS	N	12.00				
SE003	Employee C	INS034	Instrument Technician Senior	DS	N	12.00				
SE004	Employee D	APP007	Year 3 - Offshore Apprentice	DS	N	12.00				
SE005	Employee E	INS034	Instrument Technician Senior	DS	N	12.00	1.00			
Total							49.00	1.00	0.00	1.00



Allowance Examples – Additional Day Outwith Normal Rotation

Example –

During employees field break they are asked to go back for additional week (7 days), they then have their remaining time at home.

Only payable at 1.5 rate if the employee has completed a full 21 days on their previous trip, Otherwise, this week is paid at single time.

Example 1 – If employee misses the first 7 days of their trip due to sickness etc and then completes the remaining days of their scheduled trip, asked to stay an additional week – this would be paid at single rate.

Example 2 - If employee misses the first 7 days of their trip due to sickness etc and then completes the remaining days of their scheduled trip, they then go home for a week and return in field break to work a week – this will be payable at single time.

Example 3 – employee completes 21 day trip, home for a week returns for a week during leave time, this will be payable at 1.5 rate.

Please note employees will not be due loss of leave as they are paid additional days.

Employees working planned additional days will not be due any additional payment for departure day, if they come home on scheduled flight of the day. If this flight delayed due to weather etc – delay allowance will be payable.

Allowance Examples – Rate Uplift – Stand In 096U


This uplift for additional duties required to a higher position (ie Foreman etc.) Please ensure the person's NAME who is being covered is at the start of the comment section.

** Please note that the employee covering the role must work more than 6hrs a day to receive this allowance.
If employee covers 7 days uplift then 8 days cannot be claimed for.

Employee cannot claim an uplift for someone in same position who is already offshore.

Example – Deck crew member has been asked to assist in the Stores, there is a Matco onboard therefore no uplift due

This code is also used for Brand employees who have a 2-stage uplift (eg Scaffolder to Foreman) and also Rope Access

Comment:	<input type="text"/>	Default Shift Code:	<input type="text" value="DS"/>	Complete?	<input checked="" type="checkbox"/>						
Filter	<< >>		Displaying 1 - 1 of 1								
Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
UK000000001	Employee A	PBS-TEPUK	GR.B.R.OTH.CON.24	096U	30-Oct-2024	Stand in for Employee B	GBP	1.00	0.00		0.00

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Allowance Examples – Rate Uplift – Stand In 96BU

Purely for Brand employees only

This uplift for additional duties required to a 1-stage uplift to a higher position (eg Chargehand to Foreman)

Please ensure the person's name who is being covered is in the comments

**** Please note that employee covering the role must work more than 6hrs a day to receive this allowance.**

Employee cannot claim an uplift for someone who is already offshore at the same time

mpower Daily Timesheets

Current Query: [] Actions: [Select Action]

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document

Period End Date: 24-Jan-2025 Team: WOS-SCAFF Status: OPEN
 Period For Date: 24-Jan-2025 Location: WOS-SGP TS Number: 1
 Comment: [] Default Shift Code: DS Complete?
 Billing Group: []

Filter < > >> | Displaying 1 - 1 of 1

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Tax	Gross
BRU1234	Employee , A	PBS-TEPUK	PBS.25.6044	96BU	24-Jan-2025	CH Uplift Brand	GBP	1.00	0.00		0.00

ALLOWANCE DETAILS

Person Code: BRU1234	Employee , A	Qty: 1.00
Programme: PBS-TEPUK	GMOC TEPUK Time Writing	Allowance Net: (GBP) 0.00
Booking Code: PBS.25.6044	CUI Scaffolder Support - Non Baseline	Tax: (GBP) 0.00
Allowance Type: 96BU	Brand Rate Uplift - Stand In 1 Level	Gross: (GBP) 0.00
Type: One Of	Currency: GBP	
Date: 24-Jan-2025		
Description: CH Uplift Brand		Programme Net: (GBP) 0.00
Shift Code: DS	Day Shift	Tax: (GBP) 0.00
Skill Code: SCA001	Scaffolder Basic	Gross: (GBP) 0.00

DONE NEW ROW COPY ROW



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Allowance Examples – Offshore Emergency Response 097U

Uplift for part of the OER team. For WOS use only

mpower Review Timesheets

Current Query: Actions:

PBS Mpower Production - OraCloud

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document

• This timesheet is Closed.

Period End Date: 20-Aug-2024 Team: WOS-MNGTPLAN Status: CLSD
 Period For Date: 20-Aug-2024 Location: WOS-SGP TS Number: 1
 Comment: Default Shift Code: DS Complete?
 Billing Group:


Filter << >> Displaying 1 - 2 of 2

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty	Net	Ta
UK000000001	Employee A	PBS-TEPUK	WS.B.R.OTH.COR.24	097U	20-Aug-2024	ERT Logger	GBP	1.00	0.00	
UK000000002	Employee B	PBS-TEPUK	WS.B.R.OTH.COR.24	097U	20-Aug-2024	External Liason	GBP	1.00	0.00	


Allowance Examples – Upskill Allowance 099U

Uplift for specified personnel who carry out certain additional tasks throughout the year

PBS Mpower Production - OraC

Search | Selection | Timesheet | **Allowances** | Favourites | Team Assignments | Task | Document | 

Period End Date: Team: Status:
 Period For Date: Location: TS Number:
 Comment: Default Shift Code: Complete?

Filter Displaying 1 - 2 of 2 

Person Code	Name	Programme	Booking Code	Allowance Type	Date	Description	Currency	Qty
UK000000001	Employee, A	PBS-TEPUK	CZ.B.R.MNT.COR.25	099U	12-May-2025	2 yearly maintenance on diesel systems	GBP	1.00

List of additional tasks to be recorded within MPower.

WO number of the task undertaken to be included within comments field in M Power.

Identified employees are to complete a minimum of 5 tasks per year to continue to qualify for the upskill allowance

Number	Task	Upskill Detail
SMC-001	Survivtec (lifeboats)	For example - Winch wire change outs and >5 yearly load testing
SMC-004	Siemens (Mech)	For example - Mechanical Technicians completing an 8k service on turbo machinery (not for Turbo Technicians)
SMC-005	Siemens (E&I)	For example - For E&I Technicians completing a Logic control system update or upgrade (not for Turbo Technicians).
SMC-013	HVAC & Refrigeration	For example – Fgas work completed by Technicians (not for HVAC Technicians).
SMC-014	LV & HV Switchgear	For example - HV switch gear maintenance
SMC-015	Lifts	For example - >1 yearly maintenance on a lift
SMC-013	Diesel Generator Services	For example - >2 yearly maintenance on diesel systems

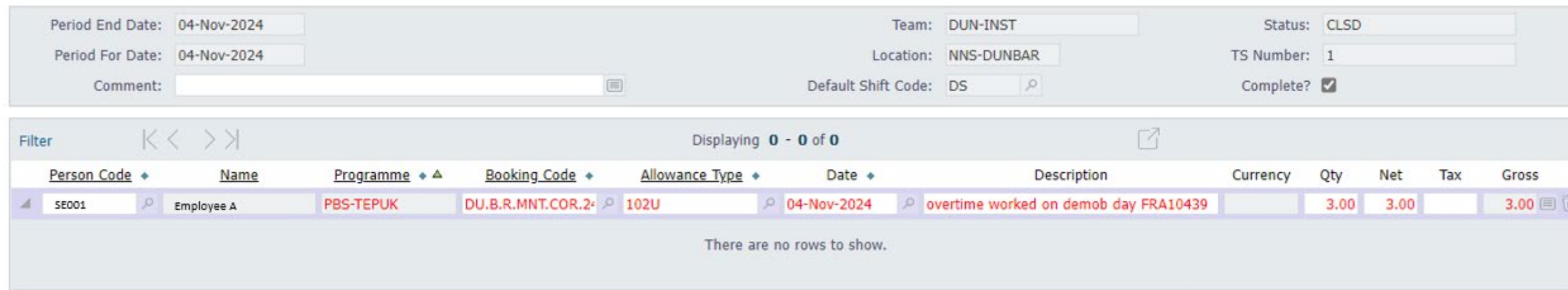
Allowance Examples – Delay Overtime 102U

For any overtime worked on a late demob departure day for employee's weather delayed, not scheduled additional days, requires a fatigue code – Dayshift employees only. Nightshift employees – use loss of leave allowance 052U

Example: Employee worked additional day due to weather, they should have arrived back in Aberdeen at 10 am. Rescheduled flight is due into Aberdeen at 15.30. If employee has been requested to return to work, hours worked from check in time for regular scheduled departure day until check in for new flight are payable.

Fatigue code required for all hours (input at start of comments)

Please note a fatigue code is required regardless of hours worked



The screenshot shows a timekeeping system interface. At the top, there is a form with the following fields: Period End Date (04-Nov-2024), Period For Date (04-Nov-2024), Comment (empty), Team (DUN-INST), Location (NNS-DUNBAR), Status (CLSD), TS Number (1), Default Shift Code (DS), and Complete? (checked). Below the form is a table with the following columns: Person Code, Name, Programme, Booking Code, Allowance Type, Date, Description, Currency, Qty, Net, Tax, and Gross. The table contains one row with the following data: Person Code (SE001), Name (Employee A), Programme (PBS-TEPUK), Booking Code (DU.B.R.MNT.COR.2), Allowance Type (102U), Date (04-Nov-2024), Description (overtime worked on demob day FRA10439), Currency (empty), Qty (3.00), Net (3.00), Tax (empty), and Gross (3.00). Below the table, there is a message: "There are no rows to show."

If employee normally departs on morning flight and has been requested to change to evening flight due to ongoing work or to let another employee home on morning flight. They will be paid overtime for the additional hours worked.

Example: Employee due to leave on flight 1 and will now leave on flight 2 , any hours worked between these hours will be carried as delay overtime – a fatigue code is always required



Swing Shifts Days to Nights and Vise Versa



- Employee on a standard 3-week trip work 21 x 12 hours totalling 252 hours
- However, if employee swings onto Nightshift they do NOT complete the 252 hours as standard requirement.
- Payroll pays up to midnight each day as per standard T&Cs
- Dayshift is 06:00 – 18:00 (12 hours)
- Nightshift 18:00 – 00:00(6 hours) 00:00 – 06:00 (6 hours)

Swing Shift Diagrams



Example of Hours Worked

N/S	6	12		12	12	12	12	12	78
	12	12		12	12	12	12	12	84
	12	12		12	12	12	12	12	84
	6								6
									252

DS-NS	MON	TUE	WED	THU	FRI	SAT	SUN	
MOB DATE D/S	12	12	12	12	12	12	12	84
SWING TO N/S	10	12	12	12	12	12	12	82
	12	12	12	12	12	12	6	78
	6							6
								250

NS-DS	6	12	1	12	12	12	12	78
SWING TO D/S	12	12	1	12	12	12	12	84
	12	12	1	12	12	12	12	84
	1							246



Swing Shift Times



Breakdown of Hours – DS to NS

MON	06.00 - 18.00	DS	12
TUE	06.00 - 18.00	DS	12
WED	06.00 - 18.00	DS	12
THU	06.00 - 18.00	DS	12
FRI	06.00 - 18.00	DS	12
SAT	06.00 - 18.00	DS	12
SUN	06.00 - 18.00	DS	12
MON	06.00 -10.00 & REST then 18.00-00.00	DS-NS	10
TUE	00.00 - 06.00 then 18.00 - 00.00	NS	12
WED	00.00 - 06.00 then 18.00 - 00.00	NS	12
THU	00.00 - 06.00 then 18.00 - 00.00	NS	12
FRI	00.00 - 06.00 then 18.00 - 00.00	NS	12
SAT	00.00 - 06.00 then 18.00 - 00.00	NS	12
SUN	00.00 - 06.00 then 18.00 - 00.00	NS	12
MON	00.00 - 06.00 then 18.00 - 00.00	NS	12
TUE	00.00 - 06.00 then 18.00 - 00.00	NS	12
WED	00.00 - 06.00 then 18.00 - 00.00	NS	12
THU	00.00 - 06.00 then 18.00 - 00.00	NS	12
FRI	00.00 - 06.00 then 18.00 - 00.00	NS	12



Swing Shift Times



Breakdown of Hours – NS to DS

MON	18.00 - 00.00	NS	6
TUE	00.00 - 06.00 then 18.00 - 00.00	NS	12
WED	00.00 - 06.00 then 18.00 - 00.00	NS	12
THU	00.00 - 06.00 then 18.00 - 00.00	NS	12
FRI	00.00 - 06.00 then 18.00 - 00.00	NS	12
SAT	00.00 - 06.00 then 18.00 - 00.00	NS	12
SUN	00.00 - 06.00 then 18.00 - 00.00	NS	12
MON	18.00 - 22.00 & REST	NS-DS	4
TUE	06.00 - 18.00	DS	12
WED	06.00 - 18.00	DS	12
THU	06.00 - 18.00	DS	12
FRI	06.00 - 18.00	DS	12
SAT	06.00 - 18.00	DS	12
SUN	06.00 - 18.00	DS	12
MON	06.00 - 18.00	DS	12
TUE	06.00 - 18.00	DS	12
WED	06.00 - 18.00	DS	12
THU	06.00 - 18.00	DS	12
FRI	06.00 - 18.00	DS	12