



# WEEKLY TIMESHEET

## INSTRUCTIONS

- Only use the 24-hour clock to fill in the timesheet and times should be rounded to the nearest quarter of an hour.
- Timesheets should be filled in and signed using black ink.
- All timesheets must be posted or faxed to us by 9.30 am on Tuesday of each week. Late receipt will result in delay of payment.
- Please complete a separate sheet for each individual assignment.

Client Name:

Cost code / Dept

Name of Temp:

Week Ending Sunday:

DAY	START TIME	BREAK TIME	BREAK END	END TIME	TOTAL HOURS	STANDARD HOURS	OVERTIME X 1.5	OVERTIME X 2
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Grand Total								

Temporary Signature:

Authorised by:

Name / Position:

Date:

The client's signature on the timesheet signifies acceptance of the work carried out by the temporary worker to the client's satisfaction and forms the basis for payment.  
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