

Timesheet



| | | | |
|------------------------|--------------------------------------|-----|--------------------------------------|
| Candidate Name: | | | |
| | Week Commencing: | Mon | |
| | Client Name: | | PO Number: |
| | Site Address & Post Code: | | Breaks Paid (Y/N or Unknown): |
| Office Use Only | | | |

Candidate Section - Please fill in all columns. Failure may result in non payment.

| Day of Shift Start | Date of Shift Start | Shift Times (24hr) | | Sleep In Please Tick | Total Break In Minutes | Hours Worked After Break Deduction | Shift Signatory (Where appropriate) |
|--------------------|---------------------|--------------------|--------------|----------------------|------------------------|------------------------------------|-------------------------------------|
| | | Start Time | End Time | | | | |
| <i>Example</i> | <i>08/03/2016</i> | <i>22.00</i> | <i>08.00</i> | | <i>30 mins</i> | <i>9.5</i> | |
| Monday | | | | | | | |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |

All timesheets must be submitted to branch payroll department by 9am the Monday directly after week commencing date. Failure to submit may result in late payment.

Total Hours Worked After Break Deduction

| | |
|----------------------------|-------------|
| Candidate Signature | Date |
|----------------------------|-------------|

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.

| Customer Section | |
|---------------------------|-----------------|
| Name | Position |
| Customer Signature | Date |

I am an authorised signatory for this timesheet. The hours signed for on this timesheet are final and will be invoiced accordingly. Hours signed for supersede any prior booking agreement.

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