

## TIMESHEET

**Week Ending Date:**

**Name of Temporary Worker:**

**Client Name:**

**Job Description:**

How to complete your Timesheet:-

- Calculate your Total hours per day - remember to subtract any break times
- Total up your weekly hours worked
- **Ensure you get your Timesheet signed and dated by the client**
- Timesheets must then be submitted to payroll by no later than 9am on Monday - by email: [clarehaywood@firstchoice-uk.com](mailto:clarehaywood@firstchoice-uk.com), by fax: 01924 201914 or if posting please ensure you take postage timescales into consideration

*Thank you*

	<u>Start Time</u>	<u>Finish Time</u>	<u>Time taken for meals/breaks</u>	<u>Total hours per day</u>	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**Total Weekly Hours:**

**Client Name (print name)** .....

**Client Signature:**

**Date:**

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