

# TIME SHEET



Report to:
Company:
Address:
<b>Week ending:</b>
<b>Telephone number at booking:</b>
Full Name:
Job Title:

Date please fill in	Mon / /	Tues / /	Wed / /	Thurs / /	Fri / /	sat
Hours am						
Unpaid lunch						
Hours pm						
TOTAL						

Total hours to the nearest 15 minutes hours excluding your lunch. In the format of :  
 15 minutes = 0.25                      30 minutes= 0.50                      45 minutes = 0.75

(please put in figures and words) .....

***This section is to be completed by the Client***

**I have read and understood the terms and conditions and certify that the hours shown have been worked satisfactorily and agree that this will be the basis for an Invoice.**

**Signed**

**Print Name**

**Position**

**Date**

At the end of your assignment the temporary worker will have full responsibility to ensure that E-Personnel has received an authorised signed timesheet by the **Monday 11am**. Failure to present this in time will result in your wages being delayed until the next payroll run. Please note that this original time sheet is to be given to the client for their records.

*at epersonnel it's never just business it's always personal*

**T. 01372 361300    F. 01372 361400/01372 353357**

**info@e-personnel.co.uk**

**44 High Street, Leatherhead, KT22 8AJ**

*"Member of the Recruitment & Employment Confederation"*