

**Time Sheet**

**Employee Name**

**Client’s Name**

**Address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day/ Date** | **Start Time** | **Finish Time** | **Number of Hours** | **Break Start** | **Break**  **Finish** | **Total**  **Worked** | **Authorised**  **Signature** |
| **Monday** |  |  |  |  |  |  | Sign & Date |
| **Tuesday** |  |  |  |  |  |  | Sign & Date |
| **Wednesday** |  |  |  |  |  |  | Sign & Date |
| **Thursday** |  |  |  |  |  |  | Sign & Date |
| **Friday** |  |  |  |  |  |  | Sign & Date |
| **Saturday** |  |  |  |  |  |  | Sign & Date |
| **Sunday** |  |  |  |  |  |  | Sign & Date |

**WEEKDAYS W/ENDS NIGHTS S/IN BANK HOLIDAY**

I declare that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information it may result in disciplinary action. By signing this timesheet, you are confirming your agreement of our company terms of business

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorised Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name and Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Authorised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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