

Your timesheet

Week ending

D / M / Y

Your name

Enter the date at the end of the week worked

Company you're working at

	Morning		Afternoon		Overtime			Total hours <small>Adding up standard hours and overtime hours to the nearest ¼ hour</small>
	Start	Finish	Start	Finish	Flat rate	Time + ½ hours	Double time hours	
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total hours worked								

Overtime columns must only be used where rates have been agreed. Please indicate holiday (H) bank holiday (BH) and sick leave (S).

Authorisation

Temp

I certify that the total hours above were worked and as claimed. All details must be completed and this timesheet authorised by a representative of the client before payment of salary can be requested. Failure to do so will result in delay in payment.

Signed

Name

Please email your timesheet to temps@park.je by 10am on Monday morning.

Client

I certify that the total hours above were worked as claimed. Please ensure that you initial any changes made to this timesheet.

Date

Signed

Name

Position in company