



T I M E S H E E T

Instructions

Enter Client Name & Address, Your Name and Week Commencing Date
 Use 24hr clock and enter start and finish time
 Calculate Basic, Overtime & Total hours worked
 Record time to the nearest 15 minutes worked
 Ensure you deduct any time taken for breaks/lunch

Client Name and Address

Name of Temporary Worker

Week Commencing Date

	Time Worked		Basic		Overtime		Total	
	Start	Finish	Hours	Mins	Hours	Mins	Hours	Mins
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL WEEK								

Note

Please sign and date your timesheet and ensure that it is approved by your Supervisor and that they retain a copy
 To ensure prompt payment the timesheet must be received by Frazer Jones no later than 5:30pm on the following Monday

Name of Supervisor	
Client Signature	
Date	

Please indicate here if this is your final timesheet for this assignment

Temporary Signature	
Date	

We confirm that the hours specified above are correct that that we will accept your account for the total chargeable amount in accordance with your Terms of Business

I confirm that I have worked the total hours stated above

Frazer Jones
 95 Queen Victoria Street
 London EC4V 4HN

Telephone: 020 7415 2815
 Fax: 020 7332 2491
 Email: payroll@thesrgroup.com
 Web: www.frazerjones.com