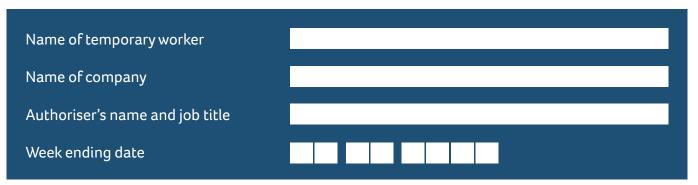
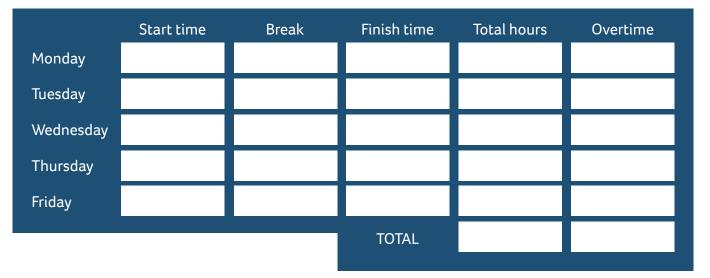


## Timesheet

## **Employment Details**



## Hours Worked



- Please submit this document via email by 15:00 on a Monday. We cannot guarantee payment if you fail to do this.
- Please calculate your working hours to the nearest 15 minutes
- Any overtime undertaken **must be approved** by your Line Manager or HR Department
- In compliance with the Working Time Regulations 1998, please ensure that you take a rest break of 20 minutes for every 6 hours worked
- Please note that breaks are not paid

To be <b>read</b> by the client	To be <b>signed</b> by the client
I certify that the number of hours recorded have been satisfactorily worked and the payment in respect of	Print name
these (including any overtime which may be due) will be made according to the terms and conditions which	Sign name
have been agreed on the basis of this transaction.	Date