NAME:

THIS TIMESHEET MUST ARRIVE BY 1PM ON TUESDAY FOLLOWING THE WEEK WORKED

Enter hours worked in multiples of ¼ hour   eg 7, 7¼, 7½, 7¾, 8 etc

Enter holiday: H = paid holiday, U = unpaid holiday

	MON	TUES	WED	THUR	FRI	SAT	SUN		TOTALS
Basic								=	
Overtime1								=	
Overtime2								=	
Overtime3								=	
								TOTAL HOURS	

Only enter hours worked
Do not include lunch breaks

ENTER WEEK ENDING DATE (SUNDAY)………………………………………………..

Name of Client (where you are working) ………………………………………………………………………

Clients are requested to check details carefully. Please remember that your approval of this timesheet is an irrevocable authority to charge your company for the time claimed

AUTHORISING SIGNATURE……………………………………………………………DATE……………………………

PLEASE PRINT NAME………………………………………………………………………………..

Email to: timesheets@polytec.co.uk

NAME: