

A guide to completing your time sheet

1

Fill out your full name

You will be surprised how many people we have with the same surname in any week so we need to avoid any potential confusion.

2

Fill out the date

Even if you worked only 1 day it should be the date of the next Sunday, which is the end of our payroll week.

3

Fill out the Company name and address

We often have employees at different branches of the same Company and want to avoid any confusion when it comes to invoicing.

4

Your hours

Enter in the times for the morning and afternoon, rounding up your daily hours to the nearest quarter (it makes it that much easier for us to use and check). A quarter of an hour is written as 0.25; so if you've worked 6 hours and 45 minutes, write 6.75, or 7.5 for 7 hours 30 minutes. When adding up your daily hours, make sure you write them on the right days, and deduct any unpaid breaks from your total.

5

Overtime Column

Do not add anything in the overtime column, unless the client expressly tells you that you will be paid for these hours. Overtime needs to be authorised and clearly marked on the time sheet.

6

Total

Total up the total number of hours you have worked in the week.

7

Sign off

Ensure you sign and date your time sheet once completed.

8

Authorisation

After you've completed your time sheet, ask a Manager in your department or an authorised employee from the client to sign and date it too.

9

Submit

Either email or fax your time sheet to the addresses at the top of your time sheet.

10

Payment

Time sheets are processed on a Monday for the previous week, you will then be paid the following Friday.

Please note the timesheet deadline is a strict deadline and late or incorrect timesheets will result in delayed payment.

Lucy Walker
RECRUITMENT