

# Staff Timesheet



Time sheets **MUST** be signed and submitted to branch every Monday by no later than 9am.

(Please note - During Bank and Public Holidays you must ensure the time sheet is countersigned in the bank holiday box)

Organisation: \_\_\_\_\_ Location: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Ref no. / client order: \_\_\_\_\_ Week commencing: \_\_\_\_\_

Temp worker name: \_\_\_\_\_ Job title: \_\_\_\_\_

<u>Day</u>	<u>Date</u>	<u>Start time</u>	<u>Finish time</u>	<u>Breaks</u>	<u>Payable hours</u>	<u>Bank holiday signature</u>
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Client name: \_\_\_\_\_ Position: \_\_\_\_\_

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If deductible breaks are not clearly indicated or recorded, no breaks will apply and all hours registered will be deemed as payable\*

017820 971 970  
stoke@pcbcare.co.uk

020 8441 7038  
barnet@pcbcare.co.uk

0121 643 8818  
birmingham@pcbcare.co.uk

01902 907 907  
wolverhampton@pcbcare.co.uk