

Fax to: 01895 457419
Or Scan & Send to:
admin@4leisurerecruitment.co.uk



TIME SHEET

Week Commencing Date: / /

Name:

YOUR ASSIGNMENT DETAIL

Company:
Position:

Report To:
 Fax:

If you need to contact us, please telephone: 01895 457 417 or fax: 01895 457 419
Our address is: 4Leisure Recruitment, Boundary House, Cricket Field Road, Uxbridge UB8 1QG

Completing your time sheet

- * Please record your start and finish times each day
- * Use the 24 hour clock when recording start and finish times
- * Record the total daily hours and minutes you work
- * Record the total weekly basic hours and minutes you worked
- * Record your total weekly overtime hours and minutes
- * At the end of the week or the assignment, whichever is sooner, ask the line manager to sign this record
- * **This time sheet must be returned to 4Leisure by 12:00pm Monday to ensure you are paid promptly**

	Example	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Start	08 : 00	:	:	:	:	:	:	:	
Finish	18: 00	:	:	:	:	:	:	:	
Please write your total hours worked _____									Total :
Please detail any bonus/commission claimed									

CLIENT AUTHORISATION OF HOURS WORKED

I confirm that the hours shown above are correct and that the work was performed satisfactorily and in accordance with company rules and procedures.

Client Signature:

Name:

Title:

Date: