





# How to Complete a Timesheet

Name (please print)			
W/E Date	Sunday		
Pay No			
Client Name			
Address			
Site/Dept			



  
 E5315018

Your name must be printed in full with the correct week ending date of the week you worked in.

The client/company name **MUST** be on here

The address or site/dept is the address you worked at

TIMESHEET - HOURS WORKED													
Return to your Search Issuing Office by 9.00 am Monday to ensure payment this week. Please exclude any break times when calculating your Total Hours worked.													
DAY	DATE	Basic					Overtime 1			Overtime 2			Total Hours
		Start Time	Lunch Out	Lunch In	Finish Time	Total Hours	Start Time	Finish Time	Total Hours	Start Time	Finish Time	Total Hours	
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Total Hours excluding break times													
I confirm that I have worked the hours as stated above													
Associate's signature											Date		

For every day worked you need to enter:

- the date,
- the time you started,
- the time you finished
- if you had any break..
- and total hours worked (for that day and total for week)

If there are any over time rules you'll need to put the relevant hours in the correct column.

(pay and any overtime rates will be on your placement letter/email)

Don't forget to sign and date here to confirm you worked those hours.



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## TO BE COMPLETED AND AUTHORISED BY CLIENT

IT IS HEREBY CERTIFIED THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS PERFORMED SATISFACTORILY AND IN ACCORDANCE WITH THE WORK SPECIFICATION, WHICH INCORPORATES THE TERMS AND CONDITIONS OF BUSINESS OF SEARCH CONSULTANCY LIMITED. THE PURCHASE ORDER NOTED BELOW IS THE VALID NUMBER FOR THIS ASSIGNMENT.

Purchase Order No \_\_\_\_\_

Print name \_\_\_\_\_ Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



### This last section is important –

The client **MUST** sign and date your timesheet to confirm you worked the hours stated

(unless we have advised you to hand it in without a signature)

If for any reason you are unable to get this signed you need to ensure your timesheet is with us **by 9am** Monday morning so we can contact them for authorisation

### *Before you hand it in...*

The pink copy is yours to keep

The yellow copy **must** be left with the client

The white copy comes back to our office for us to process!

If you have any queries regarding this guide please do not hesitate to contact us.