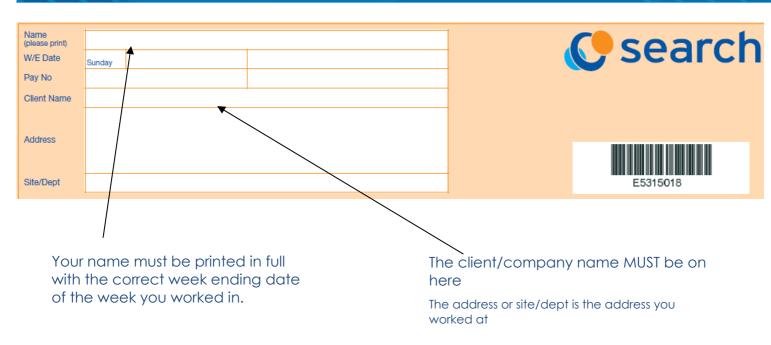
C

How to Complete a Timesheet



| 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. | | | | | | | | | | | | | |
| | Basic | | | | | | Overtime 1 | | | Overtime 2 | | | |
| DAY | DATE | Start Time | Lunch Out | Lunch In | Finish Time | Total Hours | Start Time | Finish Time | Total Hours | Start Time | Finish Time | Total Hours | Total Hours |
| Monday | Ì | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |

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.





How to Complete a Timesheet

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
 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.

