

Timesheet

Please complete clearly in block capitals

Candidate Name	
Company Name	
Week Commencing Monday	

Hourly/ Daily Rate (Delete as appropriate)

	AM			PM			TOTAL
	Start	Finish	Sub Total	Start	Finish	Sub Total	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Candidate Signature.....

Client Signature.....

Print Name.....Position.....

Important Information

Please ensure your timesheet is completed clearly and accurately as any errors could delay your pay. Deadline – Timesheets must be completed in full and faxed to **0115 824 2242** or emailed to timesheet@cherryprofessional.co.uk by 3pm on Monday for payment the following Friday. Please keep a copy of your timesheet for your records and provide a further copy to your line manager. For payroll queries please contact Simplicity on **01594 372112**.

Notice of Holidays		
I will be away from work from/...../..... to/...../.....		
Total work days absent.....		
	Yes	No
Have you agreed this holiday with your line manager?		
Would you like to be paid your holiday entitlement for the time that you are off?		