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# TIME-SHEET

Week Ending (SUNDAY) \_\_\_\_\_

Worker's Name (BLOCK CAPS) \_\_\_\_\_

Client Organisation (BLOCK CAPS) \_\_\_\_\_

## TIME-SHEET DEADLINE - MONDAY, 5.30 PM

Please ensure that completed time-sheets are signed by your supervisor at the Client organisation and sent to TFPL by scanning and emailing to [payroll@tfpl.com](mailto:payroll@tfpl.com).

Payment will only be made against properly completed, signed and submitted time-sheets.

Please use hours and minutes when completing the time-sheet, i.e. 7 hrs 30 mins. Please round total for week up or down to nearest 15 minutes. Please change hours to days if you are on a daily rate. Please state clearly when requesting leave whether you want paid or unpaid leave.

Day	Date	Start Time	Finish Time	Break	Total Hours worked		Total Agreed O/T worked	
					Hrs	Mins	Hrs	Mins
<b>Mon</b>								
<b>Tues</b>								
<b>Wed</b>								
<b>Thur</b>								
<b>Fri</b>								
<b>Sat</b>								
<b>Sun</b>								
<b>Total Hours worked this week</b>							<b>ENT</b>	<b>CHK</b>
Office Use								
Paid Leave								

I agree that the above is an accurate reflection of the hours worked

Temporary Worker \_\_\_\_\_ (signature)

Client Supervisor \_\_\_\_\_ (signature) Date \_\_\_\_\_

Client Supervisor \_\_\_\_\_ (PRINT NAME)

I am due to finish this assignment on \_\_\_\_\_

More work please - to start from \_\_\_\_\_

This is my last time-sheet for this client

Please send my P45