

The JM Group
 3rd Floor, 3 London Wall Buildings
 London Wall, London
 Phone: 01737 822000
 Email: payroll_uk@staffing360solutions.com



Timesheet submission deadline: 12pm midday on the 1st of each month.

Contractor's Full Name:

Project Name/Reference No. Month & Year

Date	hours Worked	Overtime hours Worked (if applicable)	Total hours Worked	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total				

Contractor I agree that this is a true and accurate record of my claimable time.

Print Full Name

Signature

Project Manager I certify that the hours and days worked as shown are true and correct and that the work has been carried out by the Consultant in a satisfactory manner.

Print Full Name

Signature