

**TIME SHEET**



**NAME**  
**COMPANY**  
**MONTH**

**January 2016 – Monday 4<sup>th</sup> January - Friday 29<sup>th</sup> January**

1. Fill in your details above.
2. Complete the table below, stating the total number of hours worked for each day (excluding break times), and any overtime worked. Absence should be marked as follows: **Sick Leave = S; Holiday = H; Other = X**. Where absence is denoted "X", the reason for the absence must be specified in the section below the table.
3. Present the timesheet to your manager at the end of each week in order the s/he can confirm the hours worked by initialing the final column.
4. At the end of the month (or at the end of your assignment), the time sheet must be agreed and signed by both you and your manager.
5. Return the completed timesheet either by **fax to 01483 548805** or by **email to admin@cranleighsci.co.uk**.

Week	Actual hours worked (excluding breaks) <i>Std = Standard hours worked; O/t = Overtime hours worked</i>														TOTAL HOURS WORKED		Manager's Initials
	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		Std	O/t	
	Std	O/t	Std	O/t	Std	O/t	Std	O/t	Std	O/t	Std	O/t	Std	O/t			
04/01/16																	
11/01/16																	
18/01/16																	
25/01/16																	

Where absence is denoted as "X", please specify the nature of the absence:

Date of Absence

Reason for Absence

\_\_\_\_\_

**Agency Worker**

*I certify that the information above is accurate and that this work has been undertaken subject to the terms of agreement and contract signed with Cranleigh Recruitment.*

**Print Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Line Manager**

*I certify that the hours stated above have been satisfactorily worked and accept that this will form an invoice. Signature on this timesheet is considered confirmation of delivery of services for the purposes of the invoice. I confirm that we have a copy of Cranleigh Recruitment's terms of business.*

**Print Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Payment may be delayed if this timesheet is not returned to us by the Tuesday after the last Friday in the month**