



**Weekly timesheet**

**EMPLOYEE:** .....

**WEEK FROM:** .....

**SUPERVISOR:** .....

**REGULAR HRS** .....

DATE	Start time	Finish time	Regular hrs	Overtime	Breaks	Sick	Vacation	Holiday	Other hrs	TOTAL HOURS
<b>TOTAL H</b>										

.....  
**EMPLOYEE SIGNATURE**

.....  
**DATE**

.....  
**TOTAL HOURS**

.....  
**SUPERVISOR SIGNATURE**

.....  
**DATE**

Timesheets must be fully completed by the worker and authorised by the appropriate member of the client staff.

Make 3 copies of this timesheet, one for you, one for the client and another one to be sent to the office.

Ensure the timesheet is returned by Wednesday every week as a deadline

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