

TIMESHEET

PLEASE PRINT IN BLOCK CAPITALS

Candidate name _____

Date week ending _____

**PLEASE EMAIL YOUR APPROVED TIMESHEET TO work@topjobs.je
COPYING IN YOUR LINE MANAGER BY 10.00AM FRIDAY**

DO NOT INCLUDE LUNCHBREAKS	STANDARD HOURS (TO NEAREST 1/4 HOUR)	OVERTIME (TO NEAREST 1/4 HOUR)
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
TOTAL (TO NEAREST 1/4 HOUR)		

Company name _____

Employers signature _____

Printed name _____

Failure to submit your timesheet on time will result in a delayed payment.

Please do not include hours for Bank Holidays, unless worked.

If you are going to be absent from work, please inform the agency before 9.30am.