

## Weekly Timesheet.

<b>Employee Name:</b>	<b>Week Beginning:</b>
<b>Place Worked:</b>	<b>Employee Email:</b>
<b>SE/Ltd/SE?</b>	<b>Employee Mobile:</b>

**Hours Worked, please deduct any Breaks before submission.**

	<b>Start Time:</b>	<b>Finish Time:</b>	<b>Breaks:</b>	<b>Total:</b>
<i>Monday:</i>				
<i>Tuesday:</i>				
<i>Wednesday:</i>				
<i>Thursday:</i>				
<i>Friday:</i>				
<i>Saturday:</i>				
<i>Sunday:</i>				
<i>Totals:</i>				

**All the following must be completed, signed, and submitted no later than Sunday Midnight**

<b>Employee Name:</b>	<b>Client Name:</b>
<b>Employee Signature:</b>	<b>Site Name:</b>
<b>Date:</b>	<b>Client Signature:</b>
	<b>Date:</b>

To ensure accurate timekeeping and record-keeping, timesheets must be approved by the supervisor on duty at the establishment – typically the person who opens or closes the business for the day. Other temporary workers, even those working for different agencies, are not authorized to approve timesheets. Minimum shifts are generally 8 hours; however, exceptions can be made through mutual agreement between the agency worker and the client prior to the start of the shift. For further details, please refer to our Terms of Business.

**Please note:** Timesheets must be uploaded to [www.mcpheestaffing.co.uk/timesheet](http://www.mcpheestaffing.co.uk/timesheet) or emailed to [timesheets@mcpheestaffing.co.uk](mailto:timesheets@mcpheestaffing.co.uk) by Sunday midnight to ensure timely processing. All payments will be made on Friday morning.