

TIMESHEET

Please complete clearly in block capitals

Candidate Name

Company Name

Week Commencing Monday

Hourly Daily (Delete as appropriate)

	AM			PM			TOTAL
	Start	Finish	Sub Total	Start	Finish	Sub Total	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
GRAND TOTAL							

Candidate Signature

Client Signature

Print Name

Position

Important Information

Please ensure your timesheet is completed clearly and accurately as any errors could delay your pay.

Deadline – Timesheets must be completed in full and emailed to admin@distinctrecruitment.com by 3pm on Monday for payment the following Friday. Please keep a copy of your timesheet for your records and provide a further copy to your line manager.

Notice of Holidays

I will be away from work **from** / / **to** / /

Total work days absent

Have you agreed this holiday with your line manager? Yes No

Would you like to be paid your holiday entitlement for the time that you are off? Yes No