

# 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	
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							
<b>Saturday</b>							
<b>Sunday</b>							
<b>GRAND TOTAL</b>							

**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 [timesheet@distinctrecruitment.com](mailto:timesheet@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**