

TIME SHEET

FOR WEEK ENDING	
CANDIDATE NAME	
CLIENT / ORGANISATION	

	AM		PM		ACTUAL HOURS			Total Hours
	Start	Finish	Start	Finish	Basic Hours	Overtime x 1.5	Overtime x 2	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total*	*When calculating hour total, please round to nearest ¼ hour, expressing hours in fractions – ¼, ½, ¾ Thank you.							

ANY OVERTIME SIGNED FOR WILL BE PAID

I confirm the above candidate has worked the hours / overtime as shown above.

CLIENT SIGNATURE	
NAME	
POSITION	

For prompt payment, correctly authorised TIMESHEETS are required by 5.00pm on Monday.

Please:

FAX signed TIMESHEETS to

0870 889 5422 OR

EMAIL signed TIMESHEETS to

finance@martinwardanderson.com

For any queries, please call the Finance Team on

+44 (0) 1753 856088

