

TIME SHEET

NAME:

WEEK BEGINNING:

JOB TITLE:

**CLIENT'S NAME:** 

ADDRESS / LOCATION:

DAY	DATE	START TIME	FINISH TIME	BREAK TAKEN	NO. OF HOURS PAYABLE	Agency Worker INITIALS	CLIENT'S SIGNATURE
				TOTAL			

Timesheets must be emailed to payroll by 10 am on Monday in order to facilitate payment on the Friday.

NB. Payroll week runs from Monday to Sunday and timesheets received by the cut-off time will be paid in the week after the work was performed. For payroll enquiries, opening hours are Monday to Thursday between 9AM and 5PM.

Payroll Email: timesheet@job-angels.co.uk