

# FOCUS RESOURCING TIMESHEET - HOURS

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Company	Week Ending

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>START TIME</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FINISH TIME</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>BREAKS</b> (TO NEAREST 15 MINS)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL HOURS WORKED</b> (NOT INCLUDING BREAKS)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SICKNESS(S), PAID HOLIDAY(PH) OR UNPAID HOLIDAY(UH)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL HOURS</b>						<input type="text"/>	

Working hours must be recorded to the nearest 15 minutes. Please do not count break time or lunch periods into the total number of hours worked. Timesheets need to be at our Head Office **no later than 2pm on a Monday**. Late timesheets will be processed the following week. If you are off sick or on

holiday please mark this on the timesheet in the final row. If you were on holiday, please mark whether you will be taking this as paid leave or unpaid holiday leave.

Please upload this form at [www.focusresourcing.co.uk/timesheet](http://www.focusresourcing.co.uk/timesheet) or email [payroll@focusresourcing.co.uk](mailto:payroll@focusresourcing.co.uk).

<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Worker Signature	Print	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Client Signature	Print	Date

Please note: Client signature indicates that work has been completed to a satisfactory standard, and acknowledges that an invoice will be issued for the above hours