

Timesheet



Name:

Sign:

Week ONE				Week commencing =						
Day	Shift on rota	Actual shift worked	Total Hours	Bank Hol	Hrs @ 90p	Sleep wkday	Sleep wkend	Sleep extra hour/s	Hols (hrs)	Sick (Hrs)
Mon										
Tue										
Wed										
Thurs										
Fri										
Sat										
Sun										
Totals =										

Staff sign _____ Manager's sign off _____

Week TWO				Week commencing =						
Day	Shift on rota	Actual shift worked	Total Hours	Bank Hol	Hrs @ 90p	Sleep wkday	Sleep wkend	Sleep extra hour/s	Hols (hrs)	Sick (Hrs)
Mon										
Tue										
Wed										
Thurs										
Fri										
Sat										
Sun										
Totals =										

Staff sign _____ Manager's sign off _____

Week THREE				Week commencing =						
Day	Shift on rota	Actual shift worked	Total Hours	Bank Hol	Hrs @ 90p	Sleep wkday	Sleep wkend	Sleep extra hour/s	Hols (hrs)	Sick (Hrs)
Mon										
Tue										
Wed										
Thurs										
Fri										
Sat										
Sun										
Totals =										

Staff sign _____ Manager's sign off _____

Week FOUR				Week commencing =						
Day	Shift on rota	Actual shift worked	Total Hours	Bank Hol	Hrs @ 90p	Sleep wkday	Sleep wkend	Sleep extra hour/s	Hols (hrs)	Sick (Hrs)
Mon										
Tue										
Wed										
Thurs										
Fri										
Sat										
Sun										
Totals =										

Staff sign _____ Manager's sign off _____

	Please tally up your hours for all four weeks						
	Hours worked	Hours @ 90p	Sleep weekday	Sleep weekend	Hols	Bank holidays	sick
Totals							