

TIME SHEET

Harmony Recruitment Solutions Ltd

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Please use CAPITAL Letters

First Name

Surname

Where have you been working?

Unit/Ward/Home

REFERENCE NUMBER
(optional)

COPIES:

Top Copy – your copy
(send Pdf or photo to us)
Bottom Copy – Unit or Ward/
Home (placement)

MONDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
TUESDAY	START	FINISH	BREAK	TOTAL HOURS		
WEDNESDAY	START	FINISH	BREAK	TOTAL HOURS		
THURSDAY	START	FINISH	BREAK	TOTAL HOURS		
FRIDAY	START	FINISH	BREAK	TOTAL HOURS		
SATURDAY	START	FINISH	BREAK	TOTAL HOURS		
SUNDAY	START	FINISH	BREAK	TOTAL HOURS		
TOTAL WEEKLY HOURS:						

YOUR SIGNATURE:

I can confirm that the above hours are correct and that I performed my duties to the best of my ability.

Date:

Signature: _____

CLIENT SIGNATURE:

I can confirm that the (above) has completed the above hours. I am authorised within my position to sign this time sheet.

Full Name: _____ Date:

Position: _____ Signature: _____

A copy of this time sheet needs to be with us by 10am Monday, so that we can pay you on time. To send your time sheet, email a scan or photo to timesheets@harmonyrecruitmentsolutions.co.uk or pop into the office and say hello. If you are going to email a scan or photo across, we recommend that you CC yourself on the email. If you see your email in your inbox, it means we also should have received it.