

TIMESHEET



TRI Consulting Ltd
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London W6 0NB

Tel: 020 3170 8265 Fax: 020 3170 7058
Email: payroll@triconsulting.net Website: www.triconsulting.net

Client Name

First Name

Surname

Pay No.

Week-ending

	Date		Start	Finish	Breaks	Normal Hrs	O/T Hrs 1	O/T Hrs 2	Total Hrs
Mon	Date	Month							
Tue	Date	Month							
Wed	Date	Month							
Thur	Date	Month							
Fri	Date	Month							
Sat	Date	Month							
Sun	Date	Month							

Manager's Name (Print)

Cost Centre

Total Nrml

Total O/T 1

Total O/T 2

Total Hrs

Manager's Signature

Contractor's Signature

Please tick if final timesheet

I certify that the total hours above have been satisfactorily worked and that payment will be made in respect of these according to the terms and conditions of business which I have received and accept as the basis of this transaction.

O/T Hrs 1 & O/T Hrs 2 should be completed if overtime is applicable to your area
O/T Hrs 1 relates to overtime from Monday to Friday
O/T Hrs 2 relates to overtime for Week-ends and Bank Holidays

1. Client to retain Green copy
2. Candidate to retain Pink copy
3. Please return White copy to TRI Consulting Ltd