|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | TIMESHEET | | | | | |  | |
| **IMPORTANT:** Return your timesheet to HR Consultancy’s offices no later than 12 noon on Monday to be paid on Friday | | | | | | | | | | |
| Week Ending - Sun: | | | | | Your National Insurance No: | | | | | |
| Your Name (please print): | | | | | | | | | | |
| Client Name: | | | | | | | | | | |
| Client Address: | | | | | | | | | | |
| IMPORTANT: Your timesheet generates your pay. If it is not fully completed or there are any discrepancies then this may result in your pay being delayed. Please enter total hours to the nearest 15 minutes EXCLUDING meal breaks. | | | | | | | | | | |
| DAY | DATE | Basic | | | Total | | Overtime 1 | | | |
|  | | Start | | Finish | Hours | Minutes | Start | Finish | | Total |
| Monday |  |  | |  |  |  |  |  | |  |
| Tuesday |  |  | |  |  |  |  |  | |  |
| Wednesday |  |  | |  |  |  |  |  | |  |
| Thursday |  |  | |  |  |  |  |  | |  |
| Friday |  |  | |  |  |  |  |  | |  |
| Saturday |  |  | |  |  |  |  |  | |  |
| Sunday |  |  | |  |  |  |  |  | |  |
| Total hours Worked in Hours and Minutes | | | | |  |  |  | | |  |
| I have read, understood and accept HR Consultancy Terms of Engagement & confirm that I have worked the hours stated above | | | | | Signed: | | | Date: | | |
| **IMPORTANT: HOLIDAY & SICKNESS**  Please do not include any hours for sickness or holidays on this timesheet as this will render the timesheet invalid. Annual leave should be requested via a Holiday Request Form, signed by your line manager and submitted one week in advance | | | | | | | | | | |
| **CLIENT APPROVAL - THIS SECTION MUST BE COMPLETED BY THE CLIENT**  Please note that your signature certifies that the hours shown are correct and that the work was performed to your satisfaction. | | | | | | | | | | |
| Client signature: | | | | | Name (please print): | | | | | |
| Allocation/Budget Code: | | | | | Date: | | | | | |

**PLEASE SCAN AND EMAIL YOUR SIGNED COPY TO** [**PAYROLL@HRCONSULTANCY.CO.UK**](mailto:PAYROLL@HRCONSULTANCY.CO.UK)**, OR HAND IN TO RECEPTION**

**HR CONSULTANCY 58 WEST REGENT STREET, GLASGOW, G2 2QZ**