



TIMESHEET

Week Ending		Client	
Job Number		Site	

All hours below will be paid and charged as authorised

ANY deductions for meal breaks etc. must be made prior to inputting the total hours to be paid and charged

FOR CANDIDATES OPERATING ON A DAY RATE PLEASE INPUT TOTAL HOURS AS A DECIMAL OF 1.0 (HALF DAY WORKED WOULD EQUATE TO 0.5)

Surname:								Forename:						
Discipline:								NI Number:						
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		TOTAL
Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	
Deductions		Deductions		Deductions		Deductions		Deductions		Deductions		Deductions		
Total Hours Paid		Total Hours Paid		Total Hours Paid		Total Hours Paid		Total Hours Paid		Total Hours Paid		Total Hours Paid		

Comments:

By signing this Timesheet, you confirm that you are suitably qualified to do so and authorised on behalf of your company to verify that all work is of satisfactory standard and that this represents an acceptance of our Terms & Conditions and will pay Clements Young Ltd in accordance with the hours illustrated above and within our agreed payment terms.

Authorised Signature	
Print Name	

Position	
Date	

PLEASE RETURN TIMESHEET TO TIMESHEETS@CLEMENTSYOUNG.CO.UK BY TUESDAY 3PM

WORKING TO BUILD YOUR FUTURE