

## Weekly Timesheet

Timesheets can be sent on WhatsApp, emailed to [hr@communitycarers.co.uk](mailto:hr@communitycarers.co.uk) or posted / hand delivered to our offices by 12 noon Monday in order to facilitate payment on Friday. Please note that the payroll week runs from Monday to Sunday and timesheets received by the

|                         |  |
|-------------------------|--|
| <b>Full Name</b>        |  |
| <b>Location of work</b> |  |
| <b>Job Title</b>        |  |

Your working week Monday to Sunday. Fill in the DATE below. Please state the TIME of work & also state (tick/cross) AM or PM. Tick/cross if you slept over on shift

| DATE(DD/MM/YY) | SHIFT START | SHIFT FINISH | TOTAL HOURS(Excl. Breaks) | SLEEP IN?(Y/N) | BOOKING REF. | CLIENT SIGNATURE |
|----------------|-------------|--------------|---------------------------|----------------|--------------|------------------|
|                |             |              |                           |                |              |                  |
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|                |             |              |                           |                |              |                  |

|   |             |
|---|-------------|
| <b>SIGNED BY YOU:</b> The above hours are correct & I performed my duties to the best of my ability   | Signature : |
|   | Date :      |
| <b>SIGNED BY END CLIENT:</b> I can confirm that the (above) has completed the above hours. I am authorised within my position to sign this timesheet. | Full Name : |
|   | Position :  |
|   | Signature : |
|   | Date :      |