

Timesheet

Week Ending	
Temp Name	
Client Name	
Client Address	
Reporting To	
Client Signature*	
Print Name	

*This is to certify the below hours, including overtime hours have been satisfactorily worked and that payment in respect of these will be made according to the terms of business which have been received from you and accepted by us.

	Date	Hours		Breaks	Total Hours Excluding Breaks	Total Overtime Hours
		Start	Finish			
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Hours		
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PLEASE COMPLETE YOUR TIMESHEET ACCURATELY AND RETURN TO GRACE PERSONNEL BY 11AM MONDAY. EMAIL TO TEAM@GRACEPERSONNEL.COM.