



# TIMESHEET

Week ending Sunday: \_\_\_\_\_

Name: \_\_\_\_\_

No. \_\_\_\_\_

Job Title: \_\_\_\_\_

Company name: \_\_\_\_\_

Please report to:

Day	Start Time	Breaks (hrs/mins)	Finish Time	Total Standard Hours Worked <i>to nearest 15 mins</i>	Total Overtime Hours Worked <i>to nearest 15 mins</i>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Totals					

**Signature of temporary worker**

*I certify that the above is a correct record of the hours worked for the week stated*

If this is your last timesheet with LMA and you require a P45, please tick here

**Client authorisation**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Position*

It is confirmed that:

- The hours shown on this timesheet are correct
- This signed timesheet will form the basis of an invoice

Comments: \_\_\_\_\_

**Please fax your timesheet to: 020 7236 5999**

**or email to: payroll@lmarecruitment.com**

*Timesheets received after midday Monday will not be processed until the following week*