

Time Sheet

For week ending:

Candidate:

Client:

	AM		PM		ACTUAL HOURS			TOTAL HOURS
	Start	Finish	Start	Finish	Basic Hours	Overtime x 1.5	Overtime x 2	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL								
When calculating hour, please round to nearest ¼ hour. Please express your hours in fractions, i.e. ¼ and ¾. Thank you.								
OVERTIME NEEDS TO BE AUTHORISED BY CLIENT								

I confirm the above candidate worked the hours/overtime as stated:

Signature:

Name:

Position:

To ensure prompt payment correctly authorised Time Sheets are required by 12.00 noon every Monday. **Please fax signed timesheets to 020 7469 4181**

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