

# Timesheet

Belfast Office: 02890 235777  
 Belfast Email address: belfasttimesheets@premiere-agency.com  
 Lisburn Office: 02892 668330  
 Lisburn Email address: lisburn.timesheets@premiere-agency.com

TO BE COMPLETED BY THE EMPLOYEE:

First Name (BLOCK CAPITALS):				Client Name/Hospital:	
Surname (BLOCK CAPITALS):				Location/Site/Ward:	
Payroll Number:		Band/Grade:		Cost Centre:	
Job Title:				PO Number/Booking Ref:	

Affix Barcode  
label here

FOR THE WEEK COMMENCING:     /     /

PLEASE ENSURE A SEPARATE TIMESHEET IS COMPLETED FOR EACH CALENDAR WEEK

	Start Time (24 Hour Clock)	Break (to be deducted)	Finish Time	Basic Hours (after break deduction)	Overtime Hours	Total Hours (after break deduction)	
Monday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Tuesday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Wednesday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Thursday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Friday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Saturday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Sunday	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
I confirm that I have worked the above hours. Signature of worker:				Date:	Total Basic Hours	Total Overtime Hours	Weekly Total Hours
				/ /	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>

TO BE COMPLETED BY THE CLIENT:

Approver's Name (BLOCK CAPS):	Approver's Position/Title:
Signature:	
Date:	
/ /	

<i>Driving &amp; Logistics</i>	<i>Office Personnel</i>
<i>Sales &amp; Marketing</i>	<i>Public Sector</i>
<i>Production &amp; Warehouse</i>	<i>Technical &amp; Engineering</i>
<i>IT &amp; Technical</i>	<i>Healthcare</i>
<i>Manufacturing</i>	<i>Hospitality</i>

APPROVERS DECLARATION: I confirm that the hours shown on this timesheet have been worked to our satisfaction and that this will form the basis of an invoice which will be paid in accordance with the terms that have been agreed. I am duly authorised by the principal to your contract to agree to be bound by your terms and conditions of business or the terms that govern this supply if different. Any order number or references that are required will be noted by me in the relevant boxes on this timesheet, and I confirm that my failure to provide this information will not be deemed as a failure by Premier People NI to obtain such information. Any such failure will also not result in the delay in payment of any invoice relating to this timesheet. I also confirm that if necessary I have taken a copy of this timesheet in order to comply with any invoice approval policy we may have.