

May & Stephens LTD

Timesheet

We must receive your timesheet by no later than 10am on Monday morning

- **Please email your signed timesheet to: accounts@maystephens.co.uk**
- **Any queries please contact : ☎ 0207 488 9922**

Important – Please Read:

- Please calculate your hours worked to the **nearest 15 minutes** and include a weekly total
- May & Stephens will advise you if the client you are working for pays overtime (as not all clients do)
- Any overtime undertaken must be approved by your line manager or personnel department
- Any overtime undertaken during lunchtime does not constitute overtime payment
- In compliance with the Working Time Regulations 1998, please ensure that you take a minimum break of 20 minutes for every 6 hours worked

Name of Temporary Worker	
Client Company	
Address	
Telephone Number	
Job Title	
Department	
Report to	
Hours	
Week Ending Date	

Hours Worked:

Day	Commenced	Finished	Lunch/Breaks	Total Regular Hours	Total Overtime Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total * HOURS MUST BE TOTALLED *					

Notes to Client:

- **The signing of this timesheet verifies:**
 1. The hours worked by the temporary worker
 2. An acceptance of satisfactory work performance
 3. An acceptance of May & Stephen's Terms & Conditions of Business
- Please check the calculation of hours and ensure that the totals are correct
- **Once signed, errors cannot be rectified**

Authorised Signature	Signed:	Print Name:
Position in Department		