



### TIMESHEET

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

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

Name of Home/Unit Assigned: \_\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	BREAK	HOURS WORKED	EMPLOYEE SIGNATURE	APPROVED BY SENIOR	Basic Rate	Bank Holiday	SUBSISTE NCE*	TRA VEL*
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											
<b>Total Hours</b>						*We confirm that the above hours worked are correct and accurate.					

*Record hours to the nearest 15 minutes and in decimal. .*

Authorised Approver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

#### **Note to Worker:**

**Please ensure this time sheet is submitted to admin staff by Thursday 8 am.**

**Email: [patriciaq@qbixstaffing.co.uk](mailto:patriciaq@qbixstaffing.co.uk)**

