

Timesheet

Please complete clearly in block capitals

Candidate Name									
Company Na									
Week Comm	encing								
Monday									
lourly/ Daily I	Rate (Dele	te as annro	priate)						
AM		to as appro	priate)	PM			TO	TAL	7
	Start	Finish	Sub Total	Start	Finish	Sub Total			
Monday									1
Tuesday									1
Wednesday									1
Thursday									1
Friday									1
Saturday									1
Sunday									1
_]
rint Name				Pos	sition				
Deadline – Tir <u>imesheet@c</u> h	e your time mesheets r nerryprofes imesheet fo	must be cor sional.co.u or your reco	mpleted clear npleted in full <mark>k</mark> by 3pm on ords and prov 372112.	and faxed Monday fo	to 0115 82 r payment t	24 2242 or each	mailed Frida	d to y. Ple	ease keep
Notice of Ho	olidays								
I will be away	/ from work	c from	/ to	//					
Total work da	ays absent					,		T = -	
							Yes	No	_
Have you ag	reed this h	oliday with	your line mar	nager?					

NOTTINGHAM Chiltern House | St Nicholas Court | 25-27 Castle Gate | Nottingham | NG1 7AR Tel: 0115 922 2240

DERBY Vernon House | Vernon Street | Derby | DE1 1FR Tel: 01332 465 040

LEICESTER Rutland House | 23 - 25 Friar Lane | Leicester | LE1 5QQ Tel: 0116 202 9780

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Would you like to be paid your holiday entitlement for the time that you are off?

