

Timesheet

Please compl	ete clearly	in block car	pitals					
Candidate N	ame							
Company Na	ame							
Week Comm	nencing							
Monday								
Hourly/ Daily	Rate (Dele	te as appro	priate)					_
	AM			PM			TOTAL	
	Start	Finish	Sub Total	Start	Finish	Sub Total		
Monday								
Tuesday								1
Wednesday								_
Thursday								-
Friday							 	-
Saturday								4
								_
Sunday								
Print Name mportant Inf Please ensure Deadline – Tir imesheet@ch	formation e your time mesheets reprofes	sheet is cor nust be cor ssional.co.u or your reco	mpleted clear npleted in ful <mark>k</mark> by 3pm on ords and prov	rly and ac I and faxe Monday fo	osition curately as a d to 0115 82 or payment t	any errors cou 2 4 2242 or em the following four line mana	uld delay y nailed to Friday. Plo	our pay. ease keep a
Notice of Ho	olidavs							7
I will be away	-	κ from						
•								
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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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Have you agreed this holiday with your line manager?

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

