**Timesheet**

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| --- | --- |
| **YOUR NAME:** |  |
| **COMPANY ASSIGNED TO:** |  |
| **WEEK ENDING:** |  |

**PLEASE ROUND UP YOUR START AND FINISH TIMES TO THE NEAREST 15 MINUTES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DAY** | **MORNING** | | **AFTERNOON** | | **TOTAL HOURS** |
|  | **Start** | **Finish Time For Lunch** | **Start Time After Lunch** | **Finish** |  |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
|  |  |  | **TOTAL HOURS:** | |  |

|  |  |
| --- | --- |
| **APPROVED BY – SIGNATURE**  **(Supervisor on assignment)** | **SUPERVISOR NAME – PLEASE PRINT** |
| **DEPARTMENT** | **COST CODE** |

**Please scan and email your timesheet to** [**timesheets@tayassociates.co.uk**](mailto:timesheets@tayassociates.co.uk) **by 10:00am AT THE LATEST each Monday following the week worked. Please be aware that Tay are unable to pay you without a signed and authorised copy of your timesheet.**

***In accordance with the Working Time Regulation 1998, please be aware that you are entitled to a 20 minute rest break every six hours and a minimum daily rest period of 11 consecutive hours in each 24 hour period. Tay Associates Ltd strongly encourages you to exercise these entitlements in order to protect yourself from the risks that may arise from working excessively long hours or for long periods without breaks.***