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| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  | **SOHO RUNNERS WEEKLY TIMESHEET** |  |
|  |  |  |  |  |  |
| ***Company name: Harry Potter Productions*** | | |  |  |  |
| ***Your name: Joe Bloggs*** | | |  |  |  |
|  |  | **Approving Manager:** | David | Smith |  |
|  |  | **Employee phone:** | 111 1111 |  |  |
|  |  | **Employee email:** | joebloggs@hotmail.com |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Week ending:** | 12th March 2017 |  |  |
|  |  |  |  |  |  |
| **Day** | **Date** | **Time arrived** | **Time Finished** | **Lunch** | **Total** |
| Monday | 6th March | 09:00 | 18:00 | 12:00-13:00 (1hr) | 8 |
| Tuesday | 7th March | 09:00 | 18:00 | 12:00-13:00 (1hr) | 8 |
| Wednesday | 8th March | 09:00 | 18:00 | 12:00-13:00 (1hr) | 8 |
| Thursday | 9th March | 09:00 | 18:00 | 12:00-13:00 (1hr) | 8 |
| Friday | 10th March | 09:00 | 18:00 | 12:00-13:00 (1hr) | 8 |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |
|  |  |  |  |  |  |

Employee signature: Joe Bloggs

Date: 21.03.2017

Account number: 00 00 00

Sort code: 00000000

* Send time sheets individually ie a separate email for each client you work for
* Ensure that the correct dates and client name are written on the time sheet
* Put the name of the client and dates worked in the subject line of your email
* Include all lunch breaks on your time sheets, most clients will expect you to have an hours unpaid lunch break, if this differs please discuss this with your line manager and ask them how long they would like you to take and make sure to include them
* Make sure that you submit time sheets within 5 working days of the completion of your shift, ie; if you work Monday to Friday please send your time sheet in by the following Friday at the **latest**
* Send all time sheets to [accounts@sohorunners.com](mailto:accounts@sohorunners.com)