

Please complete the timesheet below with the hours you have worked and send to [hr@rosebudventures.co.uk](mailto:hr@rosebudventures.co.uk) before 10am on a Monday

| Name of Temporary Worker:  |            |                  |          |                  |                   |                                                                     |
|----------------------------|------------|------------------|----------|------------------|-------------------|---------------------------------------------------------------------|
| Week Ending Date: (Sunday) |            |                  |          |                  |                   |                                                                     |
| Client Name & Address:     |            |                  |          |                  |                   |                                                                     |
| Days/Times                 | Start Time | Total Break Time | End Time | Sleep in? ✓ or X | Total Daily Hours | Manager Daily Sign Off                                              |
| <b>Monday</b><br>Date:     |            |                  |          |                  |                   |                                                                     |
| <b>Tuesday</b><br>Date:    |            |                  |          |                  |                   |                                                                     |
| <b>Wednesday</b><br>Date:  |            |                  |          |                  |                   |                                                                     |
| <b>Thursday</b><br>Date:   |            |                  |          |                  |                   |                                                                     |
| <b>Friday</b><br>Date:     |            |                  |          |                  |                   |                                                                     |
| <b>Saturday</b><br>Date:   |            |                  |          |                  |                   |                                                                     |
| <b>Sunday</b><br>Date:     |            |                  |          |                  |                   |                                                                     |
| <b>Total Weekly Hours:</b> |            |                  |          |                  |                   | Below to be completed by authorising manager as acceptance of hours |
| Name of authoriser:        |            |                  |          |                  | Signed:           |                                                                     |
| Position:                  |            |                  |          |                  | Date:             |                                                                     |

## Timesheet Do's and Don'ts for Workers

- Please **DO NOT** include any pay rates on your timesheet
- Please **DO** include your break time accurately
- Please **DO** tick the box if you have worked a sleep-in
- Please **DO** get your timesheet signed by the shift manager on site at the end of each day
- Please **DO** add up your daily hours and provide a weekly total in the box
- Please **DO** complete a separate timesheet for each client you work for

*Timesheets submitted after the 10am deadline may not be processed until the following week*