

STONHAM TIMESHEET

Please fax back to your branch or direct to:

PAYROLL - 0845 434 6555



Recruitment
Training & Consultancy
Managed Services

Please use a ballpoint pen to complete this timesheet and retain a copy for your records.

Name	Ref or Payroll number From your payment advice
Ltd company name If applicable	Week ending date Sunday date

	Date	Start Time Hours : Mins	Finish Time Hours : Mins	Break Hours : Mins	Weekday Day Hours : Mins	Waking Nights Hours : Mins	Weekend Days Hours : Mins	Weekend Nights Hours : Mins	Public Holidays Hours : Mins	Number of Sleep Ins Done Total	TOTAL HOURS LESS BREAKS Hours : Mins
MON		:	:	:	:	:	:	:	:	:	:
TUE		:	:	:	:	:	:	:	:	:	:
WED		:	:	:	:	:	:	:	:	:	:
THU		:	:	:	:	:	:	:	:	:	:
FRI		:	:	:	:	:	:	:	:	:	:
SAT		:	:	:	:	:	:	:	:	:	:
SUN		:	:	:	:	:	:	:	:	:	:
										Total Hours	:

YOUR SIGNATURE		DATE	
CLIENT ORGANISATION <i>In block capitals</i>		MAIN CLIENT ADDRESS	
SITE ADDRESS		SERVICE CODE	
AUTHORISED CLIENT SIGNATURE *		PLEASE PRINT NAME OF SIGNATURE	

* Your signature here is authorised for Eden Brown to invoice your company for the total number of hours above, as stated in our terms & conditions

Timesheet Checklist

- Ensure the timesheet fields are all completed correctly to prevent and payment delays
- Give the original copy of the signed timesheet to the client, keeping a copy for your records
- Ensure your timesheet/invoice has the correct reference or payroll number and week ending date (Sunday). Your reference or payroll number is quoted on your payslip/remittances. **Ask your Service Manager for your Service Code**
- Ensure the client has completed their details in full.
- Please do not send additional copies in the post as duplicates need to be verified and will lengthen the payment process.
- All timesheet & payment queries: 0870 067 0874

JOB NUMBER For office use only
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Timesheet Number For office use only
