



Client Name: \_\_\_\_\_

Site: \_\_\_\_\_

Week Ending: \_\_\_\_\_

ADDRESS OF COMPANY:

CONTACT NUMBER:

EMAIL:

### CARE 2020 RECRUITMENT Ltd Weekly Employee Time Sheet

| Day of week   | Date | Time in | Time out | Break | Time in | Time out | Total Hrs | Regular Hrs | Overtime Hrs | Comments |
|---------------|------|---------|----------|-------|---------|----------|-----------|-------------|--------------|----------|
| Mon           |      |         |          |       |         |          |           |             |              |          |
| Tue           |      |         |          |       |         |          |           |             |              |          |
| Wed           |      |         |          |       |         |          |           |             |              |          |
| Thu           |      |         |          |       |         |          |           |             |              |          |
| Fri           |      |         |          |       |         |          |           |             |              |          |
| Sat           |      |         |          |       |         |          |           |             |              |          |
| Sun           |      |         |          |       |         |          |           |             |              |          |
| <b>Total:</b> |      |         |          |       |         |          |           |             |              |          |

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

I certify that this time sheet is correct and agree to comply with Terms and Conditions of the contract agreed previously.

Managers Position: \_\_\_\_\_

I certify that the temporary worker has satisfactorily completed the total hours worked after any breaks taken and is due any expenses or other costs indicated above. I also agree to comply with the CARE 2020 RECRUITMENT Ltd terms and conditions of business and confirm that I am authorized to approve this timesheet for payment.