

How to complete and submit your timesheet


Ensure all of the sections below are
filled out correctly

Add the name of the client you worked

Fill in your name

State the job you were doing

Make sure the timesheet is signed by a manager – this is our authorisation to pay you

BerkeleyScott 
HOTELS, HOSPITALITY & CATERING RECRUITMENT

Timesheet
White Page: Candidate Copy Pink Page: Office Copy Yellow Page: Client Copy

Client name/address: _____ Purchase Order: _____
Report to: _____ Client Code: _____
Week-ending Date: _____

Name: _____ Worker No: _____
Worker Job Category: _____ Consultant: _____

SUMMARY OF HOURS WORKED (To be completed by client)

	Time Started	Time Finished	Breaks	Hours Actually Worked	Alternative Category
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

FOR OFFICE USE ONLY

Hours	Time Rate

I certify that the TOTAL _____ HOURS
have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.
Only to be signed by a Manager.

SIGNATURE:

PRINT NAME:

POSITION:

DATE:

The date at the end of the week (Sunday)

Your individual worker number. This can be found on your payslip – it is VERY important you include this to ensure you are paid on time

Fill in the hours you worked

Images

If you are scanning or taking a photo of your timesheet you need to ensure the following

- The picture is clear and bright
- The whole timesheet is visible
- It is filled out correctly
- It's a sensible image size (around 300K is perfect)
- If this is not done it may result in a delay in your payment

If you submit a timesheet like this it will be rejected.....

Timesheet
Name: ROBERTO MANCINI
Job Category: COMMIS CHEF
Week-ending Date: 21/1/12

Day	Time Started	Time Finished	Breaks	Hours Actually Worked	Alternative Category
Monday					
Tuesday					
Wednesday					
Thursday	19:30	23:30	-	4	
Friday					
Saturday					
Sunday					

FOR OFFICE USE ONLY
Signature: MICHEL
Print Name: MICHEL P
Position: CATERING M
Date: 19/1/12

Timesheet
Name: ROBERTO MANCINI
Job Category: COMMIS CHEF
Week-ending Date: 21/1/12

Day	Time Started	Time Finished	Breaks	Hours Actually Worked	Alternative Category
Monday					
Tuesday					
Wednesday					
Thursday	19:30	23:30	-	4	
Friday					
Saturday					
Sunday					

FOR OFFICE USE ONLY
Signature: MICHEL
Print Name: MICHEL P
Position: CATERING M
Date: 19/1/12

Timesheet
Name: ROBERTO MANCINI
Job Category: COMMIS CHEF
Week-ending Date: 21/1/12

Day	Time Started	Time Finished	Breaks	Hours Actually Worked
Monday				
Tuesday				
Wednesday				
Thursday	19:30	23:30	-	4
Friday				
Saturday				
Sunday				

FOR OFFICE USE ONLY
Signature: MICHEL
Print Name: MICHEL P
Position: CATERING M
Date: 19/1/12

Timesheet
Name: ROBERTO MANCINI
Job Category: COMMIS CHEF
Week-ending Date: 21/1/12

Day	Time Started	Time Finished	Breaks	Hours Actually Worked
Monday				
Tuesday				
Wednesday				
Thursday	19:30	23:30	-	4
Friday				
Saturday				
Sunday				

FOR OFFICE USE ONLY
Signature: MICHEL
Print Name: MICHEL P
Position: CATERING M
Date: 19/1/12



If it looks like this then you will get paid on time!

Timesheet
HOTEL, HOSPITALITY & CATERING RECRUITMENT
White Page: Candidate Copy Pink Page: Office Copy Yellow Page: Client Copy


Client name/address: **LANDMARK HOTEL** Purchase Order:
Client Code:
Report to: Week-ending Date: **8/11**

Name: **WAYNE ROONEY** Worker No: **78910**
Worker Job Category: **CLEANER** Consultant:

SUMMARY OF HOURS WORKED (To be completed by client)

	Time Started	Time Finished	Breaks	Hours Actually Worked	Alternative Category
Monday	0500	1400	30min	8.5	
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday	1400	1800	-	4	
Sunday					

I certify that the TOTAL **12.5** HOURS have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction. **Only to be signed by a Manager.**

SIGNATURE: 
PRINT NAME: **ALEX FERGUSON**
POSITION: **HEAD CLEANER**
DATE: **09 01 2012**

FOR OFFICE USE ONLY

Hours	Time Rate



Timesheet
HOTEL, HOSPITALITY & CATERING RECRUITMENT
White Page: Candidate Copy Pink Page: Office Copy Yellow Page: Client Copy


Client name/address: **LANDMARK HOTEL** Purchase Order:
Client Code:
Report to: Week-ending Date: **8/11**

Name: **WAYNE ROONEY** Worker No: **78910**
Worker Job Category: **CLEANER** Consultant:

SUMMARY OF HOURS WORKED (To be completed by client)

	Time Started	Time Finished	Breaks	Hours Actually Worked	Alternative Category
Monday	0500	1400	30min	8.5	
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday	1400	1800	-	4	
Sunday					

I certify that the TOTAL **12.5** HOURS have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction. **Only to be signed by a Manager.**

SIGNATURE: 
PRINT NAME: **ALEX FERGUSON**
POSITION: **HEAD CLEANER**
DATE: **09 01 2012**

FOR OFFICE USE ONLY

Hours	Time Rate

