

TIMESHEET

**PLEASE RETURN BY
5PM MONDAY**

Send to:
timesheets@cosmic.co.uk

Payroll:
01283 716 300

Week Commencing Date

Support Type

Employee's Name

Student's Full Name

University / College

	Date	Start Time	End Time	Break Time	Total Hours
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL					<input type="text"/>

Temporary Worker

I hereby declare the above hours on the said days.

Name

Signature

Date

Client

I hereby certify that the hours shown have been worked on by the temporary worker. I also certify that I abide by your terms and conditions of business, a copy of which is available upon request, which I accept on the basis of this transaction and confirm that the payment will be made in accordance with these.

Name

Position

Signature

Before submitting this timesheet, please ensure the following information is provided, and that the scan is clear:

- The client/student's full name, as originally provided – do not use nicknames.
- Accurate support type – if you are unsure of the correct term for a particular client/student support type, please contact your line manager.
- Client/student's signature – if the timesheet is sent to us unsigned, it will not be processed for payment. If you are having difficulty obtaining a signature, please contact your line manager.

T: 01283 716 333 E: enquiries@cosmic.co.uk W: www.cosmic-people.co.uk

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