WEEKLY TIMESHEET

Week commencing _____

Name	Payroll no.	Job title	Department
Contracted hours a week	48-hour opt-out signed	Line manager	Pay date

Hours

Day	Date	Start	Finish	Unpaid break (min)	Hours worked	Holiday hours (paid)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Week total		

Overtime and gross pay

Hours worked this week	
Contracted hours a week	
Basic hours	
Overtime hours	
Holiday hours	
Basic hourly rate (£)	
Overtime multiplier (from the contract, e.g. 1.5)	
Basic pay	
Overtime pay	
Holiday pay	
Gross pay for the week (£)	
Pay per hour worked, for the minimum wage check	

Declaration
I confirm that the hours above are a true record of the hours I worked this week.

Employee signature and date

Line manager approval and date