

Timesheet Number: _____ Client: _____
 Employee Name: _____ Site Address: _____
 Position: _____
 Employee Number: _____

Day	Date	Start	Finish	Total Hours	Less Breaks	Hours Payable
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Weekly Totals						

Birmingham - Bristol - Coventry

Nursery Nurses - Teachers - Classroom Assistants

Client Completion

Hours agreed by (please print): _____

Hours agreed by (signature): _____

Position: _____

Order Number: _____

Important Note to Client: Signature of this timesheet constitutes confirmation that the hours worked are payable to the Support Staff & chargeable to you the Client under our standard terms of business. Our terms can be obtained by contacting the number below or via our website. If you require a copy of this timesheet, please photocopy after authorisation.

Important Note to Staff: Please ensure this timesheet is received by Eyears no later than Monday 12.00 midday following the week of work. Timesheets received after this deadline may not be included in Payroll for that week.

Please send your signed timesheet to

Eyears LTD, Radclyffe House, 66 - 68 Hagley Road, Edgbaston, Birmingham, B16 8PF

Tel: 0121 454 1100 Fax: 0121 455 0008

Office Use Only

Div:

Ac:

Pyr:

Chr:

Prc: