



Anjel Direct Ltd Timesheet

66 Springbank Road, Hither Green, London. SE13 6SN Tel: 020 8852 1622 Fax: 020 8852 0504

All timesheets **MUST** be submitted at the office by 10am on Mondays

To be completed by the staff in block capitals

Week Ending Sunday	----/----/----	Company	Place of work
Position	Staff Number		

Your details

Surname:	Forename:	Title
Address		
Postcode		
Tel:		

Work details

Day	Date	Hours Worked Excluding meal breaks						Other
		Start Time	Finish Time	Meal break	Total Hours worked	Bank Holiday (tick)	Sleep IN	
Monday		:	:	:	:			Record time in 15 minutes segments. You will not be paid unless your timesheet is signed by the authorising officer.
Tuesday		:	:	:	:			
Wednesday		:	:	:	:			
Thursday		:	:	:	:			
Friday		:	:	:	:			
Saturday		:	:	:	:			
Sunday		:	:	:	:			
Total Hours Worked					:			

Timesheet Authorisation

Staff Signature

Authorising Officer Name & Position

Authorising Officer Signature
(Essential for payment)

Date

Date

Date



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