



**EXCEL**  
STAFF

Email: [timesheets@excelstaff.co.uk](mailto:timesheets@excelstaff.co.uk)  
Fax: 020 3372 5149

Week Ending:  
(Sundays Date) **07/01/2017**

Home Name & Address:

**KENT LODGE LONDON**

Temporary's Position:

**Support worker**

Staff Print Full Name:  
(Block Capital's)

**Print your full name here**

Staff Signature:

(I agree to hours worked below with breaks deducted)

**Your Signature**

**FULLY COMPLETED TIMESHEETS MUST BE RECEIVED BY MONDAY 10.00AM**

Date	START	FINISH	BREAK	Total HOURS	SLEEP/ OTHER	Daily Senior Signature & Print Name
MON <b>01/01/2017</b>	<b>8 AM</b>	<b>2 PM</b>	<b>0</b>	<b>6</b>	/	<b>Must get manager/senior To Print &amp; sign</b>
TUE <b>02/01/2017</b>						
WED <b>03/01/2017</b>	<b>8 AM</b>	<b>8 PM</b>	<b>30 Min</b>	<b>11.5</b>		<b>Must get manager/senior To Print &amp; sign</b>
THU <b>04/01/2017</b>						
FRI <b>05/01/2017</b>					<b>1 sleep</b>	
SAT <b>06/01/2017</b>						
SUN <b>07/01/2017</b>						
By signing this timesheet you agree to all hours worked and charges, along with our terms and conditions for the supply of temporary and permanent staff.				Total Hours: <b>17.5</b>	Total Other <b>1 sleep</b>	

Guidance for completing the timesheet, failure to complete as stated will result in a rejected timesheet & delayed payment  
Please ensure you write the date under each day, start time, finish time, deduct breaks, total hours after break deducted. After each shift a duty manager must sign and print their name.  
You must either email or fax your timesheet as above every Monday by 10am the following week to be included in the pay run.  
Late or illegible timesheets will not be processed.