

**Weekly Timesheet**

Cut off time for timesheet submission is 5pm Monday

<b>Client Name</b>

<b>Candidate Name</b>

<b>Pay No</b>	<b>Week Ending</b>

*NB: Times can only be entered in periods of 15 minutes*

Date	Day	Start	Finish	Breaks	
				Hours	Minutes
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

O/T Hours		Total Hours
Hours	Minutes	

<b>Manager's Name (Print)</b>	<b>Purchase Number</b>

<b>Total Hrs O/T</b>	<b>Total Hrs</b>

**Manager's Signature**

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**Candidate's Signature**

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