****

**TIME SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | WeekCommencing: | |  | | |
| **Day** |  | **A.M. Time**  **From / To** | | **P.M. Time**  **From / To** | | | **Total Number**  **of hours** |
| **Monday** |  |  |  |  | |  |  |
| **Tuesday** |  |  |  |  | |  |  |
| **Wednesday** |  |  |  |  | |  |  |
| **Thursday** |  |  |  |  | |  |  |
| **Friday** |  |  |  |  | |  |  |
| **Saturday** |  |  |  |  | |  |  |
| **Sunday** |  |  |  |  | |  |  |
| **Total Number of hours Claimed:** | | | | | | |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be authorised by HoD, then forwarded to Payroll by the 15th of each month.**