Operative Timesheet - Daily

MITIE

First Name:	
Last Name:	
Payroll Number:	

Van Registration:	
Supervisor Name:	

Contracted Hours:

Day/Date	Job Number	Site Address	Start Time	Finish Time	Hours

- I, the operative named above, confirm that this timesheet is a true and accurate record of my days activities ☐   Worked through lunch? ☐

- **Pay Overtime?**
  If the total hours on this timesheet are *more* than your daily contracted hours, you MUST check the box on the right, or you will be paid your contracted hours only. ☐

- I, the supervisor named above, confirm that I approve this operative timesheet ☐

Total Hours for day	
Hours Over/ Under contracted	