



Surname: _____ Job reference number: _____
 First name: _____ Week ending Sunday: _____

(PLEASE COMPLETE THIS SECTION IN FULL)

	AM start time	AM finish time	PM start time	PM finish time	Total Hours Worked
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

(Breaks are unpaid. Please deduct breaks from your working day)
The deadline for submission of weekly timesheets is 3pm on Friday.
 Any timesheets received after this deadline will be processed the following week, resulting in delayed payment.

Week: Total Hours Worked

Pay is worked out in 15 minute blocks.
 Please ensure that your working hours can be broken down into 15 minute intervals.
 Please do not state any holiday claims in the grid above. Holiday claims should be entered in the section below.

Please pay out _____ hours of my accrued holiday pay.

PLEASE ENSURE THAT YOU SUPPLY YOUR DEPARTMENT WITH A COPY OF THIS TIMESHEET

I confirm that I have worked the above hours and I have checked the 'Week: Total Hours Worked' for accuracy. I have read and agree to the TES terms and conditions. (Information can be found at: <http://www.admin.cam.ac.uk/offices/hr/forms/pd29/>)

Signed by **TEMPORARY WORKER**: _____ Department: _____

I confirm that the temporary worker has worked the above hours and I have checked the 'Week: Total Hours Worked' for accuracy. I agree to be invoiced for the amount stated in the 'Week: Total Hours Worked' box.

Signed by **SUPERVISOR**: _____ Print Name: _____

If this is your last timesheet for this assignment please tick the relevant box below:

- This is my last timesheet for this assignment. Please pay out all of my accrued holiday and add me to the pool of available temps. I am available from: _____
- I am leaving TES, please issue my P45 and pay out all of my accrued holiday

Comments: