**Inplace Personnel Services Limited**
**Tel - 01623 274005 / 01773 546777**
admin@inplacepersonnel.com

**Fax - 01773 835926**
**On Call Mobile - 07920 725988**

# Individual Timesheet

**TIMESHEETS MUST BE SIGNED and RETURNED to Inplace by 10am on the Monday after the week you worked.**

**SHIFT WORKED** Days Earlies Afters Nights (Circle as applicable)

**WEEK ENDING DATE** _____ (Always the Sunday of the week)

**YOUR NAME** _____ (PRINT CLEARLY)

| MONDAY | | TUESDAY | | WEDNESDA | | THURSDAY | | FRIDAY | | SATURDAY | | SUNDAY | | Office Use Only | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Start Time | Finish Time | Start Time | Finish Time | Start T | Finish Time | Start Time | Finish Time | Start Time | Finish Time | Start Time | Finish Time | Start Time | Finish Time | Total Basic Hours | Total Overtime Hours |
| | | | | | | | | | | | | | | | |
| Total Hours | | Total Hours | | Total Hours | | Total Hours | | Total Hours | | Total Hours | | Total Hours | | Breaks Deducted | |
| | | | | | | | | | | | | | | | |

***Please Ensure You Print Clearly --- DO NOT DEDUCTED YOUR BREAKS INPLACE WILL DO THIS.***

**1.** It is your responsibility to complete the hours on your own timesheet Daily / Weekly accurately and get it signed by the shift supervisor on your last shift for the week,
**2.** If you timesheet is not returned by 10am Monday morning then there is every chance your wages will not be paid on time.
**3**. Falsifying your timesheet will result in your work placement being terminated.
**4.** If you are unsure about anything please ask. You can call Inplace on **07920 725988** (7am - 10pm)
**5. All timesheets must be signed by your Supervisor before being returned to Inplace.**

## Supervisor Signature:

## Date: