

Weekly Timesheet

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Please sign your timesheet and submit the top TWO copies by 5pm on the Monday following the week worked to ensure payment on time. Your timesheet must be signed as authorised by the client in the boxes below.

NAME	PAYROLL No	GRADE	WEEK ENDING
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DAY	DATE	PLACE	WARD No	BOOKING REF No	START	FINISH	BREAKS (MINS)	TOTAL HOURS (EX BREAKS)	AUTHORISED BY (SIGNATURE)	PRINT NAME	NOTES
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
SUNDAY											

I certify that the hours shown are correct and that the work was performed to the clients satisfaction. I also confirm my acceptance of the terms and conditions of employment, a copy of which I have received. The hours shown above are a true declaration if the hours I have worked this week.

SIGNED BY _____ PLEASE TICK HERE IF THIS IS THE 1ST TIMESHEET YOU HAVE SUBMITTED

Timesheets may be submitted by hand at your local branch or to head office by fax and post (contact details can be found on the right hand side of this timesheet). Alternatively you can scan and email your timesheet to: timesheets@apexhealthandsocialcare.co.uk

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CHECKED BY _____



apex
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INVESTOR IN PEOPLE

Your holiday pay is included in your hourly rate at 12.067%, paid to you on an hourly basis, for every shift worked.

We strongly recommend that you save your holiday entitlement and enjoy 28 days paid annual leave per year.