SC RECRUIT

Weekly Timesheet

Employee's Name _____   Week Ending: *Sunday…* _____

Company worked at _____   Reporting to _____

	Start Time	Finish Time	Breaks	Standard Days/Hours	Over-time
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Days / Hours for the Week					

If non-SDC please tick ☐

Employee's Signature _____   Date _____

Manager's Signature* _____   Date _____

I can confirm that I am authorised to approve non-SDC hours.

To ensure prompt payment, please send completed timesheets to us by 12pm on the following Monday

email to: info@scootrecruit.co.uk
SMS/WhatsApp to: 07828 072 029