



Timesheet

TIMESHEETS ARE DUE BY **MIDNIGHT ON SUNDAYS** – ANY TIMESHEETS SUBMITTED AFTER THIS WILL BE PROCESSED THE FOLLOWING WEEK
PAYROLL IS PROCESSED WEEKLY IN ARREARS AND IS PAID DIRECTLY INTO YOUR ACCOUNT 5 DAYS AFTER THE TIMESHEET DEADLINE
PHOTOGRAPHS OF TIMESHEETS NEED TO BE SENT IN ACTUAL SIZE

SEND COMPLETED TIMESHEETS TO:
EMAIL: TIMESHEETS@SJRLONDON.COM

Name of temporary worker: _____ Week ending date: _____

Client name & location _____

COMPLETE IN FULL						DAILY SIGNATURE	
DAY	DATE	START TIME	FINISH TIME	LUNCH BREAK	TOTAL HOURS	STORE MANAGER NAME	SIGNATURE
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL							

By signing you certify that the above hours have been worked to your satisfaction and confirm that payment should be made accordingly.