



Tel: 0207 071 5074

Email: payroll@mhr-group.co.uk www.mhr-group.co.uk

All timesheets must be emailed to payroll@mhr-group.co.uk by **5pm on Friday**

## TIME SHEET

Please send any payroll queries to [payroll@mhr-group.co.uk](mailto:payroll@mhr-group.co.uk)

Name:

Week ending:

Client Name:

Department:

Project/ Purchase Order number:.....

Date	Start Time	Lunch (DURATION)	Finish Time	Total (excluding lunch)
Mon:				
Tues:				
Wed:				
Thurs:				
Fri:				
Sat:				
Sun:				

I confirm and agree the above **TOTAL**  of hours (including overtime hours) have been worked. Please sign to certify that these hours have been worked satisfactorily and that payment will be made in respect of these, according to the Terms & Conditions of Business already supplied and we acknowledge having received previously.

Signed: ..... Date:

Print Name: .....  
(Temporary Worker)

Signed: ..... Date: .....

Print Name: .....  
(Authorised Staff)

Notes: (Please use this space for any additional pay related information i.e.: overtime dates and hours)



Tel: 0207 071 5074

Email: [payroll@mhr-group.co.uk](mailto:payroll@mhr-group.co.uk) [www.mhr-group.co.uk](http://www.mhr-group.co.uk)

All timesheets must be emailed to [payroll@mhr-group.co.uk](mailto:payroll@mhr-group.co.uk) by **5pm on Friday**

### How to complete a Timesheet so you get PAID!

1. One timesheet must be completed for each week you work. If you are at an assignment for less than 1 week then just fill in the days you worked. If you attend more than one company in a single week then a separate timesheet needs to be completed for each assignment.
2. Your timesheet must include the following information:
  - A) Your full name
  - B) The week ending date of the week worked
  - C) The Client Name
  - D) The Department & Location of where you worked
  - E) The duration of your lunch/break.
  - F) Total hours for the week
3. You must then sign and print your name where indicated and the person who is authorised to sign your timesheet must do the same.
4. If you do not work a day for any reason e.g Bank Holiday ; Annual Leave or Sick Leave please do not include it on your timesheet. Timesheet must only show the hours actually worked.
5. Overtime can only be worked if it has been approved by the client you are working for prior to the overtime. It must be shown in the notes section of the timesheet. One of our clients insists that all overtime must be put on a **SEPARATE** timesheet. Your consultant will notify you if this needs to be done. If unsure, telephone MHR.
6. E-mail your timesheet by **5pm** on the Friday of the week you have worked at the latest-to [Payroll@mhrLondon.co.uk](mailto:Payroll@mhrLondon.co.uk). If we do not receive your timesheet by this time we will not be able to process your pay in the payroll of the following week.