

## M&S Money Weekly Time Sheet

**Important**

Timesheet deadline is **STRICTLY 10am EVERY Monday**  
 Failure to meet this deadline may delay payment for hours worked

Name of Temporary Person: \_\_\_\_\_

Week Ending Date: \_\_\_\_\_

Number of Contracted Hours per Week: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_

Client Contact: \_\_\_\_\_

Department: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

**PLEASE NOTE THAT HOLIDAY HOURS SHOULD NOT BE INCLUDED ON TIMESHEET.  
 HOLIDAY HOURS SHOULD BE SUBMITTED VIA THE HOLIDAY REQUEST FORM**

	SUN		MON		TUE		WED		THURS		FRI		SAT	
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins
Time in														
Lunch out														
Lunch in														
Time out														
Total std time														
Total overtime														

Hours worked	Standard time		Overtime x 1.5		Double Time		Triple Time		TOTAL HOURS	Total	
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins		Hrs	Mins

- (i) I agree the hours worked as detailed above to be accurate
  - (ii) I acknowledge that I have the authority to sign this timesheet on its terms on behalf of the above company
  - (iii) I confirm that I have read and acknowledge the Terms of Business of The Business Connection
  - (iv) By signing this timesheet you are deemed to accept our Terms of Business
- I certify the hours stated above are a true record of services rendered

Client signature : \_\_\_\_\_

Temp's signature : \_\_\_\_\_

Position : \_\_\_\_\_

Print name : \_\_\_\_\_

Date : / /

Date : / /

Notes: Complete each day. Please take copies for client and your records