



## WEEKLY TIMESHEET

PLEASE COMPLETE AND EMAIL TO [PAYROLL@CHANGEHOSPITALITY.CO.UK](mailto:PAYROLL@CHANGEHOSPITALITY.CO.UK)

Timesheets received after the **MONDAY 11 am** deadline will not be processed until the following week

FOR WEEK ENDING: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR POSITION: \_\_\_\_\_

YOUR LINE MANAGER'S NAME: \_\_\_\_\_

COMPANY NAME AT WHICH YOU ARE WORKING: \_\_\_\_\_

ADDRESS OF COMPANY: \_\_\_\_\_

PO NUMBER/COST CODE (IF APPLICABLE) \_\_\_\_\_

DAY	DATE (dd/mm/yy)	START TIME	FINISH TIME	BREAK (HOURS)	TOTAL STANDARD HOURS	OVERTIME (x 1.5)	OVERTIME (x2)	TOTAL HOURS WORKED
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
<b>TOTAL</b>								

Please check the totals before signing.

I hereby certify that the above is a correct record of the hours I have worked for the week stated above  I/We confirm that hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I/We agree to pay Easypay Services Plc in respect of the hours given within the payment terms agreed by both parties. I/We confirm that Change terms and conditions are the sole terms of this contract.	SIGNATURE OF TEMPORARY WORKER:		DATE:	
	AUTHORISED CLIENT SIGNATORY:		DATE:	
	PLEASE PRINT NAME:			
	TITLE:			