

Time Sheet

This form must reach control no later than 3pm on the 1st of every month; failure to do so may result in a delay in	processing
your wages.	

Name:	Employee Number:
Date Submitted:	Line Manager:

Date	Day	Shift Start	Shift End	Break	Lateness	Net Hours/	Site Name
		Time	Time	Hours/	Hours/	Min Worked	
				Min	Min		

Office Use Only

Date received:	Approved / Not Approved
Date Finished:	Date letter sent to employee:
Comments	

Document Ref: LTA/ O52/ VR- 1.0

Issue No: 1

Date of Issue: 1st December 2020



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