

UVC Personnel

Staff Time Sheet



Tel: 0203 239 1228
 Fx: 0203 002 2740
 24 Hrs 07404213364
 EM: admin.LP@long
 WEB: www.loong.org

Name of Employee				Position:			
Signature				Payroll No			
Client/Home / or Institution's Name:							
Client/Home / or Institution's Address:							
Post Town:			Post Code:		Country		
							I certify that these are a true statement of hours worked

Day	Date	Status of Shift	Start Time	Finish Time	Total Hours	Managers Name	Managers Signature
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
					Total Hours This week		

These signatures confirms acceptance to our terms of business and that work signed for is complete and the client is satisfied.
NB to all staff members: Timesheet must be filled in CORRECTLY to process payment. Time sheet submission cut off is 11:00hrs Monday for payment into account on Friday. If you work through a limited company, please ensure that you send an invoice with your timesheets to the email address below.