Trojan Recruitment Group
Determined People

Manual Timesheet

dd mm yy

Week ending / / 20

First name Surname

Client/Company Site Location

Date	Day	Start time (24-hour time)	End time (24-hour time)	Break (Hours & minutes	Total hours (Hours & minutes)	Supervisor signature
/	Wednesday	:	:		:	
/	Thursday	:	:		:	
/	Friday	:	:		:	
/	Saturday	:	:		:	
/	Sunday	:	:		:	
/	Monday	:	:		:	
/	Tuesday	:	:		:	
Total hours and minutes worked					:	

AUTHORISATION

We certify that the hours stated on this timesheet are true and correct and that the work produced was to satisfaction and in line with the expectations of Trojan Recruitment Group.

Employee name Supervisor name

Employee signature Supervisor signature

IMPORTANT INFORMATION

- Please EMAIL your timesheet by the designated time to your local Trojan Recruitment Branch (branch emails listed below). Cut off times are as follows:
  - Tuesday - 10am
  - Wednesday - 10am
  - Thursday - 12pm
- Unpaid meal breaks must be taken as directed by your site supervisor. If no break is taken, please indicate this by writing “No break”.
- Start and end times must be in 24-hour format
- Please note that incomplete, illegible or unsigned timesheets will be returned
- Please check this timesheet carefully as your signature is our authority to invoice total hours and allowances

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