

Week Ending Sunday

Temp's Name

CLIENT'S NAME

Comments

## TIME SHEET

HCA ☐ RGN ☐ RMN ☐ QSW ☐

Dom/Kitchen Assistant ☐ Cook ☐ SCA ☐

Temporary workers must fill in and return this time sheet to the office no later than Monday of each week to ensure payment on Friday designated for that period.

Temporary workers are solely responsible for the processing of their timesheets each week.

### WEEK-ENDING:

DAY	DATE	START TIME	FINISH TIME	BREAKS	HOURS WORKED	SLEEP INs	AUTHORISING NAME	AUTHORISING SIGNATURE
MON								
TUES								
WED								
THUR								
FRI								
SAT								
SUN								

**TOTAL HOURS WORKED (For week ending Sunday):**

The timesheets must be emailed ([timesheets@yourcountyhealthcare.co.uk](mailto:timesheets@yourcountyhealthcare.co.uk)) posted or hand delivered by 12 noon Monday to facilitate.

Please keep one copy for your company and provide one copy to clients for records.

The signature on this timesheet establishes acceptance of terms and conditions of YourCounty Healthcare LTD and client's company.