



**BUSINESS SUPPORT SERVICES**

# TIME SHEET

**Time sheets should be signed by both the worker and our client then returned to Mego by midday Tuesday**

Week ending Sunday:

Workers name:

Position:

Client (where assigned):

Mego Employment Ltd  
Discovery House  
Steam Quay Road  
Totnes  
Devon  
TEL: 0844 801 6666  
FAX: 0844 801 1629  
Email: [accounts@mego.org.uk](mailto:accounts@mego.org.uk)

*Please note that all hours entered below should be to the nearest quarter hour. (i.e. if you started at 09:09am put 09:15)*

	Example	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Start work time	08:00								
Break start time (unpaid)	12:30								
Break end time	13:30								
Finish work time	17:30								<b>Total Hrs</b>
Hours worked (excluding breaks)	8.5								
<b>Overtime worked at premium rates</b>									<b>Total O/T</b>
O/T 50%	8.5								
O/T 75%	0								
O/T 100%	0								
<b>Total O/T hours</b>	<b>8.5</b>								

Worker signs here

Client signs here

Print name:

Print name:

Date:

Date:

**Clients please note:**  
By signing this time sheet you agree to our 'Terms of Business with the Hirer for the Supply of Agency Workers'