



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: 01803 840844
 FAX: 0844 801 1629
 Email: 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 | | | | | | | | Total Hrs |
| Hours worked (excluding breaks) | 8.5 | | | | | | | | |
| Overtime worked at premium rates | | | | | | | | | Total O/T |
| O/T 50% | 8.5 | | | | | | | | |
| O/T 75% | 0 | | | | | | | | |
| O/T 100% | 0 | | | | | | | | |
| Total O/T hours | 8.5 | | | | | | | | |

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'