|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Charles England House**  **RELIEF WORK - TIME SHEET**    **NAME: {NAME}**    **MONTH: {RANGE}**    **Pay rate:** | | | | |
| **DATE** | **START TIME** | **LUNCH BREAK** | **END TIME** | **HOURS WORKED** |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| {DATE} | {START} |  | {END} | {HOURS} |
| TOTAL NUMBER OF HOURS WORKED | | | | {TOTAL} |
| **PLEASE ENSURE ALL SHIFTS WORKED ARE RECORDED AND THAT YOU SIGN**  **BELOW. FAILURE TO DO SO WILL MEAN YOUR TIMESHEET CANNOT BE PROCESSED AND YOU WILL NOT BE PAID** | | | | |

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANAGERS SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANAGERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Continue on separate sheet if needed – if so, staple a multiple sheets together and ensure all details are completed*