

The Council of The King's School  
Time Sheet

Week Ending: {weekEnding}

Name: {name} Job Title: {role}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | Commenced | Finished | Break | Total hrs. |
| Monday | {mondayDate} | {mondayCommenced} | {mondayFinished} | {mondayBreak} | {mondayTotal} |
| Tuesday | {tuesdayDate} | {tuesdayCommenced} | {tuesdayFinished} | {tuesdayBreak} | {tuesdayTotal} |
| Wednesday | {wednesdayDate} | {wednesdayCommenced} | {wednesdayFinished} | {wednesdayBreak} | {wednesdayTotal} |
| Thursday | {thursdayDate} | {thursdayCommenced} | {thursdayFinished} | {thursdayBreak} | {thursdayTotal} |
| Friday | {fridayDate} | {fridayCommenced} | {fridayFinished} | {fridayBreak} | {fridayTotal} |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |
| Total |  |  |  |  | {totalHours} |

Employee Signature:



Cost Centre: **6660.1.360**



Approved By: Signature: