

# SPLEEN CENTRAL

- Points to remember:
1. You must be signed In and out of your shift and break(s)
  2. You must sign off your timesheet at the conclusion of the week in order to receive your pay
  3. Timesheets must be complete by the conclusion of the working week (Sat/Sun) in order to receive your pay

## TIMESHEET

Staff member (full name): JOEY SAWBRIDGE  
 Week commencing, Monday 10/1

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday	1530						0645												
Tuesday	2030						0630												
Wednesday	2100		0600		0030		0545												
Thursday	1400						1900												
Friday																			
Saturday	2200		0000		0030		0630												
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

Staff member (full name): TRYSTAN JONGEJAN  
 Week commencing, Monday 10/01/22

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday	00:00		2:00		2:30		06:00		5.5										
Saturday																			
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

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## **TIMESHEET**

Staff member (full name): Charlotte Gillson  
 Week commencing, Monday 10/01/22

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday																			
Wednesday	2300		0130		2200		0400		4.5										
Thursday	2200		0000		0030		0400												
Friday																			
Saturday																			
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

Staff member (full name): KAROL MONICA  
 Week commencing, Monday 10 + 11

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday	1030		10M		130		6M												
Saturday																			
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: Kay



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## **TIMESHEET**

Staff member (full name): PHOEBE ASKHAM

Week commencing, Monday 10/1

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday	23:00		—		—		06:15		7.25										
Wednesday	23:00		02:00		02:30		05:45		6.25										
Thursday																			
Friday	21:00		23:30		00:00		03:00		5.5										
Saturday																			
Sunday																			

Manager sign off: \_\_\_\_\_

I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

Staff member (full name): Jake Fleedman

Week commencing, Monday \_\_\_\_\_

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday																			
Wednesday																			
Thursday	12pm	12	1:00		2:30		6:45		6.25										
Friday	7pm	—	—		—		10pm		3hr										
Saturday	9pm	—	11:30		12:00		6:15		8.75										
Sunday																			

Manager sign off: \_\_\_\_\_

I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

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## **TIMESHEET**

Staff member (full name): Daniel Faulkhauser  
 Week commencing, Monday 10/01/22

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday	2300						5:15		6:25										
Tuesday	2300						5:15		6:25										
Wednesday																			
Thursday	2200						0530		7.5										
Friday	2200						0530		7.5										
Saturday	2200						0530		7.5										
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

Staff member (full name): TORI BOUNDY  
 Week commencing, Monday 10/01/21

	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL	(for double shifts)	START	signed in by	BREAK sign out time	signed out by	BREAK sign in time	signed in by	FINISH	signed out by	TOTAL
Monday																			
Tuesday	16:00		20:00		20:30		22:30		7.										
Wednesday																			
Thursday	20:00		00:00		00:30		06:45		10.25										
Friday	22:00		00:30		01:00		06:15		7.75										
Saturday	08:00		01:15		01:45		06:15		6.75										
Sunday																			

Manager sign off: \_\_\_\_\_ I understand that I will be paid according to the above record of my hours, SIGNED: \_\_\_\_\_

31.75