

4-WEEKLY TIMESHEET

Employer's name:

Employee's name:

Contracted weekly hours of work:

Week starting date	Hours worked	Annual leave hours	Sick leave SSP	Public Holidays hours worked

Signed by Employer

Signed by Employee

Both the employer and the employee must sign all timesheets before Payroll Team can process them. These timesheets will be retained on file for 6 years and may be required for inspection.