

Timesheet



Client Name:	Week Ending:
Site Address:	

All Hours worked will be defaulted to Supervision Direction and Control (SDC), unless Non-SDC hours are stated below.

IMPORTANT NOTE: Timesheets received after 12.00 noon on Tuesday may not be included in the payroll that week.
 Please ensure that this timesheet is completed IN FULL and email it to timesheets@notion4.com
 Please ensure that all alterations are countersigned and note that if there are queries on any sections then payment may be delayed.
 Please enter Standard hours (STD) & Overtime hours (O/T) do NOT include breaks or travel time.
 You must deduct breaks from the hours as all hours inputted will be payable and invoiced.

Contractor/Worker Name	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total Hours	Non-SDC Please Tick
	STD	O/T	STD	O/T	STD	O/T	STD	O/T	STD	O/T	STD	O/T	STD	O/T		
<i>Example Contractor</i>	8		8		8		8		8	2					42	
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THE TOTAL HOURS MUST BE COMPLETED PRIOR TO SIGNATURE BY CLIENT - TOTAL HOURS																

I can confirm that I am authorised to approve Non SDC Hours.

I confirm and agree that the total hours listed above, including overtime hours have been satisfactorily worked and that payment in respect of these will be made according to your current terms of business which I have received from you and accept as the basis of this transaction.

Signed: _____ Print Name & Position: _____ Date: _____