Weekly Time Sheet

Employee Name:		**Job Role:**	
Company / Customer:		**Week Ending: (Sunday)**	
Work Location:		**PPM Branch:**	

					SUMMARY OF PAYABLE HOURS			
Day	**Start time**	**Finish time**	**Time deducted for lunch**	**Total Hours Worked**	**Total Basic hours**	**Total Overtime Rate 1 - hrs**	**Total Overtime Rate 2 - hrs**	**Additional Comments / Expenses**
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Hours Worked								

Employee Full name:		**Signature:**		**Date:**	
Approved by Client: Full name		**Signature:**		**Date:**	

Approved Client Acceptance

Please note that authorisation above deems you the client to be bound by PPM Ltd Standard Terms & Conditions, copies of which are available upon request.

Abbreviations

Sick – Sick Off – Unpaid Leave **Hol** – Holiday (If a Paid Holiday or Bank Holiday is required, then you must submit a Paid Holiday Request From - please see Holiday Pay Memo)

Please ensure your timesheet is received by PPM no later than 12 noon the following Monday.

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