



Employee Name		Job Title	
Working At		Week Ending	
Authorising Manager's signature		Print Manager's Name	

	Date	Location	Start Time	End Time	Total Hours	Break -1/2hr	Single Time	Overtime Rate 1	Overtime Rate 2
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
				Total Hours:					

SIGNED BY TEMPORARY TO CONFIRM HOURS.....

***IMPORTANT! THIS TIMESHEET MUST BE SUBMITTED TO MERLIN BY 12 NOON ON A MONDAY***

Telephone 01291 628899 Fax 01291 620505