

PERSONAL TIMESHEET

Please fill out the timesheet below and ensure this is emailed to payroll@optimegroup.co.uk by midday Tuesday.
***** Delays in submission will affect payroll deadlines *****

Employee Name	
Client / Site	
Department	
Timesheet for Week Commencing	

	Start Time	Break	Lunch	Finish Time	Total Hours of Work	Supervisor Signature
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Week Hours		
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Employee Confirmation:

Print name:	Sign:	Date:
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Optime Group Limited Approval:

Print name:	Sign:	Date:
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***** For any queries or if you are unable to complete the above, please contact your Optime Champion *****