



TIME SHEET

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Your details
 Please use **CAPITALS** to make it easier for us to read, so we don't make any mistakes.

First Name

Surname

Where have you been working?

Unit/Ward/Home

TIMESHEET:
REF NUMBER

COPIES:
 White Copy – your copy
 (Send PDF to office)
 Blue Copy – Unit or Ward/
 Home (placement)

MONDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		Booking Ref.	CLIENT SIGNATURE
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
TUESDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
WEDNESDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
THURSDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
FRIDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
SATURDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
SUNDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?			
D D M M Y Y				<input type="radio"/> Y	<input type="radio"/> N		
TOTAL WEEKLY HOURS:							

SIGNED BY YOU: The above hours are correct and I performed my duties to the best of my ability

DATE & SIGNATURE

D D M M Y Y

CLIENT SIGNATURE: I can confirm that the (above) has completed the above hours. I am authorised within my position to sign this time sheet.

Full Name: _____ DATE &

Position: _____ SIGNATURE

D D M M Y Y

A Copy of this TIMESHEET needs to be with PAYROLL by 10am MONDAY (we only want it by then, so that we can pay you on time.)

- (1) You can submit through the website (3) Or pop into the office & say Hello
- (2) You can Email this over to the OFFICE - timesheets@greenlinestaffing.co.uk

If you are going to email this across, we recommend you use your smart phone we recommend that you CC yourself on the email. only when you see the email sent to yourself, will you guarantee that you have done everything to ensure it's been received.