

# CONTRACTOR TIMESHEET (PAYE)

Contractor Name \_\_\_\_\_

Client Company \_\_\_\_\_

Week Commencing \_\_\_\_\_



The Maltings, Mount Road, Stourbridge  
West Midlands DY8 1HZ  
Tel:(01384) 397555 Fax: (01384) 441782

## BASILDON BRANCH

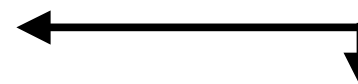
	START TIME		FINISH TIME		BREAK		TOTAL HRS (see ## below)	
	HRS	MINS	HRS	MINS	HRS	MINS		
EXAMPLE	8	30	5	30	0	45	8	25
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>WEEKLY TOTAL HOURS</b>								

CONTRACTOR DETAILS		
SIGNATURE	PRINT NAME	DATE

I agree that this is a true and accurate record of hours worked.

CLIENT APPROVAL		
SIGNATURE	PRINT NAME	DATE

I confirm on behalf of the Client that this is a true and accurate record of the hours worked by the contractor and that my signature constitutes acceptance of the services performed and the terms of business of Jonathan Lee Contracts Limited and Jonathan Lee Recruitment.



### THE FOLLOWING INFORMATION IS IMPORTANT

Please ensure:- All timesheets are authorised by the Client  
 All timesheets are received by **MIDDAY** on the allocated day to that pay period  
 All holiday's are recorded on your timesheet and on a holiday request form  
 All sickness is recorded on your timesheet.  
 Late or inaccurate timesheets will **DELAY PAYMENT**

## In **TOTAL HOURS** Column please define minutes as shown below

1 hr 15 mins = 1.25 hrs  
 1 hr 30 mins = 1.50 hrs  
 1 hr 45 mins = 1.75 hrs

### For Payroll Queries

**FREE PHONE 0800 389 5411**  
**TIME SHEET FAX NUMBER 01384 441782**



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[www.jonlee.co.uk/contracts](http://www.jonlee.co.uk/contracts)