Monthly Time Sheet

Staff Giant
Westminster Business Centre
Office 1-15 Printing House Ln
Hayes, London
Phone: 0330 113 6163

Employee name: _____
Manager name: _____
Organisation name: _____

Month starting: _____
Month ending: _____

E-MAIL SCAN COPY TO info@staffgiant.co.uk

Monthly Time Sheet	Date	Time In	Time Out	Total	Meal Break if any	Time In	Time Out	Total
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Total Hours Scheduled: _____

Employee signature	*Date*	*Manager signature*	*Date*
_____	_____	_____	_____

NOTE :

Time sheet without authorised signature will not be accepted.
Employee has to make sure time sheet are signed and return to STAFF GIANT.
All payment will be made between 1st and 7th of every month.