



## Monthly Time Sheet

**Staff Giant**

The Winning Box, Aquis House,  
 27-37 Station Road, Hayes  
 London UB3 4DX  
 Phone: 0330 113 6163

Employee name: \_\_\_\_\_  
 Manager name: \_\_\_\_\_  
 Organisation name: \_\_\_\_\_

Month starting: \_\_\_\_\_  
 Month ending: \_\_\_\_\_

**E-MAIL SCAN COPY TO [info@staffgiant.co.uk](mailto:info@staffgiant.co.uk)**

Monthly Time Sheet	Date	Time In	Time Out	Total	Meal Break if any	Time In	Time Out	Total
	___/___/2019							
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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.