# Weekly timesheet

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| | | | |
|---|---|---|---|
| **Employee** | | **Week starting** | |
| **Role** | | **Contract hrs/week** | |
| **Site** | | **Hourly rate** | |

White cells: type here. Tinted cells: calculate themselves. Pink: a rule check wants a look.

| | | Planned (rota) | | | Actual (clocked) | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Day** | **Date** | **Planned start** | **Planned end** | **Planned hrs** | **Actual start** | **Actual end** | **Break (min)** | **Actual hrs** | **Difference** | **Rest before (hrs)** | **Notes** |
| **Monday** | | | | | | | | | | | |
| **Tuesday** | | | | | | | | | | | |
| **Wednesday** | | | | | | | | | | | |
| **Thursday** | | | | | | | | | | | |
| **Friday** | | | | | | | | | | | |
| **Saturday** | | | | | | | | | | | |
| **Sunday** | | | | | | | | | | | |
| **Total** | | | | | | | | | | | |

Keep it: minimum wage records must be kept for at least 6 years and show total pay and total hours worked (gov.uk/national-minimum-wage/employers-and-the-minimum-wage).

| | |
|---|---|
| **Total actual hours** | |
| **Contract hours** | |
| **Hours over contract** | |
| **Estimated gross pay** | |

Before tax and deductions, without premiums or tips. Holiday and sick pay are not included.

Employee signature Date

Manager signature Date

# Monthly timesheet

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| | | | |
|---|---|---|---|
| **Employee** | | **Month (first day)** | |
| **Role** | | **Contract hrs/month** | |
| **Site** | | **Hourly rate** | |

White cells: type here. Tinted cells: calculate themselves. Pink: a rule check wants a look.

| | | Planned (rota) | | | Actual (clocked) | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Day** | **Date** | **Planned start** | **Planned end** | **Planned hrs** | **Actual start** | **Actual end** | **Break (min)** | **Actual hrs** | **Difference** | **Rest before (hrs)** | **Notes** |
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| **Total** | | | | | | | | | | | |

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Employee signature Date

Manager signature Date