

timesheet

Timesheets for the preceding week must be with us by 10.30 am on a Monday morning to ensure payment on a Friday. Timesheets arriving late cannot be processed until the following week.

Please email your timesheet to accounts@sewellwallis.co.uk.

Name of Candidate	
Week Commencing	
Name of Company	
Name of Contact	
Position	

	Date	Hours worked (am)		Hours worked (pm)	Daily total
Monday			Lunch Break		
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Week total	

Signature of Candidate	
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Signature of Client	
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Clients - please check and confirm the hours worked by signing this timesheet. Sewell Wallis's Terms of Business apply (a copy of which was enclosed with the Temporary Assignment Confirmation letter).

For any timesheet / payroll related queries please call either your Consultant or our Payroll Team on 0114 268 3313