

GUIDE TO COMPLETE YOUR TIMESHEET CORRECTLY

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Renard
 For all your hospitality recruitment

INDIVIDUAL TIMESHEET

ACCOUNT ADDRESS: *FOUR SEASONS*

REPORT TO: *HANO BONOMO*
 NAME OF TEMPORARY WORKER: *LUCIA GOLIANOVA* JOB CATEGORY: *ODP*

RENDAR ACCOUNTS
 TIMESHEET NUMBER:
 ACCOUNT CODE:
 TEMPORARY WORKER NUMBER:

WEEK ENDING SUNDAY: *14/09/2014*

SUMMARY OF HOURS WORKED TO BE COMPLETED BY CLIENT						RENDAR ACCOUNTS	
	TIME STARTED	TIME FINISHED	TIME TAKEN FOR MEALS	HOURS ACTUALLY WORKED	ALTERNATIVE CATEGORY	OVERTIME HOURS	OVERTIME RATE
MONDAY							
TUESDAY	<i>7:30</i>	<i>19:00</i>	<i>00:30</i>	<i>11:00</i>			
WEDNESDAY	<i>7:30</i>	<i>16:00</i>	<i>00:30</i>	<i>08:00</i>			
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

I certify that the total of *19:00* hours has been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.

PRINT NAME: *HANO BONOMO* POSITION: *HEAD CHEF*
 SIGNATURE: *Hano Bonomo* DATE: *14/09/2014*

Side you have been working with (Client Name)

Your role

Week ending (last day of the week: Sunday)

Person you need to refer to (Head Chef or Sous Chef)

Your Name

Starting & ending time please specify if you had any break

Head Chef or Sous Chef Signature. NO ONE ELSE!

Make sure the timesheet is clear and entirely visible, most importantly the signature must be in evidence