

ARK NURSING AND CARE AGENCY, 140 BAY VIEW ROAD, NORTHAM, BIDEFORD EX39 1BJ

NAME								MEMBER NO.			
WEEK COMMENCING				HOURS WORKED FOR				PLEASE USE 24 HOUR CLOCK DAY HOURS 0800-2000 NIGHT HOURS 2000-0800			
FRIDAY../../..				ANOTHER EMPLOYER <input type="text"/>							
DAY	DATE	CLIENT NAME	GRADE	START TIME	FINISH TIME	DAY HRS	NIGHT HRS	UNPAID BREAK	MILEAGE	TRIP/EXP	CLIENT SIGN AND PRINT NAME
FRI											SIGN
											PRINT NAME
SAT											SIGN
											PRINT NAME
SUN											SIGN
											PRINT NAME
MON											SIGN
											PRINT NAME
TUES											SIGN
											PRINT NAME
WED											SIGN
											PRINT NAME
THUR											SIGN
											PRINT NAME

GRADE	DUTY	HOURS	CODE	TAXABLE TRAVEL	TAX FREE & EXPENSES

TIMESHEETS MUST BE AT THE OFFICE BY 9AM ON A FRIDAY MORNING, EITHER BY FIRST CLASS POST OR THROUGH THE SILVER LETTER BOX ON THE WALL.

You will be paid the following Friday and you will receive an email from Sage when your payslip is uploaded to your online account.

NOTICE TO CLIENTS:

PLEASE MAKE SURE THAT YOU CHECK THE TIMESHEET CAREFULLY, AS YOUR INVOICE WILL BE GENERATED FROM THIS.

YOUR SIGNATURE ON THE TIMESHEET ACCEPTS INVOICE AUTHORITY AND OUR TERMS OF BUSINESS.