Triton Court
14 Finsbury Square
London, EC2A 1BR

Employee Name: _____

Manager Name: _____

Week Starting: _____

Weekly Employee Time Sheet

Day of Week	**Time In**	**Time Out**	Meal	**Time In**	**Time Out**	Total Hrs	**Regular** Hrs	**Overtime** Hrs	**Sick** Hrs	**Vacation** Hrs
Sun										
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										

Total:

Rate: _____

Total (£):

Employee Signature Date

Manager Signature Date