**A picture containing logo

Description automatically generated**

**CASUAL TIMESHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | | | | | **First Name** | | | | | | **Month Claim Period**  Complete one time sheet for each calendar month work has been carried out in | | | **Month** | |
|  | | | | |  | | | | | |  | |
| **Date** | **Start Time** | **Finish Time** | **Total Time Hours** | **Deduct**  **Break Time** | | | **Total Hrs Worked** | | **Hourly**  **Rate (£)** | **Hourly A/L Rate (£)** | | **Activity** | **Cost Centre**  (To be completed by Manager) | | **Signature of Supervising Officer** |
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| **Date** | **Start Time** | **Finish Time** | **Total Time Hrs** | **Break Time** | | **Total Hrs Worked** | | **Hourly**  **Rate (£)** | | **Hourly A/L Rate (£)** | | **Activity** | **Cost Centre**  (To be completed by Manager) | | **Signature of Supervising Officer** |
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Declaration to be signed by Casual Worker: I accept that Horsham Sports Services Ltd has classified me for payroll purposes as a casual worker and the hours worked shown on this timesheet are correct.

**Signed:** ……………………………………………………………………… **Date:** ………………………………

Declaration to be signed by Supervising Officer: I certify that the hours worked shown above are correct and authorise payment.

**Signed:** ………………………………………………………………………………………… **Date:** ………………………………………..