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**CASUAL TIMESHEET**

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| **Surname** | **First Name** | **Month Claim Period**Complete one time sheet for each calendar month work has been carried out in | **Month** |
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| **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:** ………………………………………..