



Weekly Timesheet



Please ensure this timesheet is completed in **CAPITAL** letters and in **BLACK** ink

Please submit your timesheet by Tuesday noon. Any timesheets received after this may result in the timesheet being paid the following week.

Payroll Helpline: 0800 316 6263 Payroll Facsimile: 0845 833 1613 Payroll Email: payroll@mane.co.uk

Week Ending: _____
Worker Name: _____
Worker Signature: _____

Company: _____
Client Contact: _____
Location: _____

	Start Time	Finish Time	Break Time	Hours Less Breaks	Overtime Hours	Total Hours/Shifts to be Paid
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
ENTER YOUR TOTAL HOURS HERE ⇒				⇒	⇒	⇒

For workers on The Network Rail Managed Infrastructure, The London Underground Network and all other Railway Infrastructures.

Please note that you are obliged to follow the rules regarding working hours in accordance with Railway Group Standards, Network Rail Company Standards, London Underground Contract QUENSH Conditions and any other standards relating to the infrastructure you are working on. If you are in any doubt please call a member of our team on 01923 470700.

Please DO NOT sign this timesheet if these rules have not been adhered to.

We confirm that the work performed is to a satisfactory standard and as such that the payment will be made in full for all of the hours recorded on this timesheet in accordance to your standard terms of business that we are in receipt of.

PLEASE CHECK THIS TIMESHEET CAREFULLY AS YOUR SIGNATURE IS OUR AUTHORITY TO INVOICE FOR THE HOURS SHOWN

Client Signature _____
Client Name (Print) _____
Date _____

Company Name _____
Position Held _____
Order/Job No. _____

Please send the original timesheet by post to:

Mane Contract Services Ltd, UCB House, 3 George Street, Watford, WD18 0BX

1st copy - Mane Copy 2nd Copy - Client Copy 3rd Copy - Worker Copy

