

Weekly Timesheet

Please email your approved timesheet to: approvals@mane.co.uk by Tuesday noon.
Timesheets sent after this, will result in late payment



For payroll queries Tel: 01923 470520 or email: payroll@mane.co.uk

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

Company: _____
 Client Contact: _____
 Location: _____

	Trade Per Day	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. _____

