LAURELS CARE

Monthly Time Sheet

Laurels Care
The Winning Box, Aquis House,
27-37 Station Road, Hayes,
London UB3 4DX
Phone: +44 (0) 203 950 2897

Employee name: _____
Manager name: _____
Organisation name: _____

Month starting: _____
Month ending: _____

E-MAIL SCAN COPY TO info@laurelscare.com

Monthly Time Sheet	Date	Time In	Time Out	Total	Meal Break if any	Time In	Time Out	Total
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Total Hours Scheduled: _____

Employee signature	*Date*	*Manager signature*	*Date*
_____	_____	_____	_____

NOTE :

Time sheet without authorised signature will not be accepted.
Employee has to make sure time sheet are signed and return to LAURELS CARE.
All payment will be made between 1st and 7th of every month.