

# SAFFRON VANILLA TIME SHEET

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HOSPITALITY RECRUITMENT

All timesheets are to be signed by a Manager or Supervisor to be Valid.

All timesheets must be sent by email by 10am Monday morning to be paid on the following Friday, failure to do so will delay any payments to you.

Client Name: \_\_\_\_\_ Week ending: \_\_\_\_\_  
 Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Worker category: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date	Start Time	End Time	Breaks	Actual hours worked.	Total Hrs.
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
<b>Weekly Totals</b>					

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managers signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document, it is a declaration that you agree to the hours and the Terms and Conditions laid out on the Saffron Vanilla website – [www.saffronvanilla.co.uk](http://www.saffronvanilla.co.uk)