

# SAFFRON VANILLA TIME SHEET

Phone Number: - 07886304380

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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 commencing on: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Worker category: \_\_\_\_\_ Supervisor: \_\_\_\_\_

| Day | Start time | End time      | Total hours worked | Breaks (in hours) | Actual hours worked (number of hours minus breaks) |
|-----|------------|---------------|--------------------|-------------------|--|
| Mon |            |               |                    |                   |  |
| Tue |            |               |                    |                   |  |
| Wed |            |               |                    |                   |  |
| Thu |            |               |                    |                   |  |
| Fri |            |               |                    |                   |  |
| Sat |            |               |                    |                   |  |
| Sun |            |               |                    |                   |  |
|     |            | Weekly totals |                    |                   |  |

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

Manager's 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)