

The SV Group Time Sheet

Phone Number: - 07488380549

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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 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					
Weekly Totals					

Employee signature: _____ Date: _____

Managers signature: _____ Date: _____