

# Monthly Timesheet

Name \_\_\_\_\_

Month / Year \_\_\_\_\_

	Start Time	Finish Time	Subtotal Hrs	less Breaks	Hours to be Paid
1st	:	:	hrs mins	mins	hrs mins
2nd	:	:	hrs mins	mins	hrs mins
3rd	:	:	hrs mins	mins	hrs mins
4th	:	:	hrs mins	mins	hrs mins
5th	:	:	hrs mins	mins	hrs mins
6th	:	:	hrs mins	mins	hrs mins
7th	:	:	hrs mins	mins	hrs mins
8th	:	:	hrs mins	mins	hrs mins
9th	:	:	hrs mins	mins	hrs mins
10th	:	:	hrs mins	mins	hrs mins
11th	:	:	hrs mins	mins	hrs mins
12th	:	:	hrs mins	mins	hrs mins
13th	:	:	hrs mins	mins	hrs mins
14th	:	:	hrs mins	mins	hrs mins
15th	:	:	hrs mins	mins	hrs mins
16th	:	:	hrs mins	mins	hrs mins
17th	:	:	hrs mins	mins	hrs mins
18th	:	:	hrs mins	mins	hrs mins
19th	:	:	hrs mins	mins	hrs mins
20th	:	:	hrs mins	mins	hrs mins
21st	:	:	hrs mins	mins	hrs mins
22nd	:	:	hrs mins	mins	hrs mins
23rd	:	:	hrs mins	mins	hrs mins
24th	:	:	hrs mins	mins	hrs mins
25th	:	:	hrs mins	mins	hrs mins
26th	:	:	hrs mins	mins	hrs mins
27th	:	:	hrs mins	mins	hrs mins
28th	:	:	hrs mins	mins	hrs mins
29th	:	:	hrs mins	mins	hrs mins
30th	:	:	hrs mins	mins	hrs mins
31st	:	:	hrs mins	mins	hrs mins
<b>Rest Breaks</b>					hrs mins

Under 18's - Working for more than 4.5hrs - 30 mins break  
 Over 18's - Working for more than 6 hrs - 20 mins break

*Under 18's rest breaks must be taken in one block, during the work period, (not at the end).*

*Over 18's rest breaks do not have to be taken in one go, they can be taken in several shorter breaks, e.g. 10 mins, 15 mins*

**You do not get paid for Rest Breaks, but you must take them in accordance with the above guidance.**

I confirm the hours claimed are true & accurate, and I have taken rest breaks in accordance with the guidance opposite.

Name \_\_\_\_\_

Signature \_\_\_\_\_

***If your timesheet is not signed or not completed fully, you will not get paid!***