FAX TO: (01) 614 7444, Please note: You must fax your timesheet to Careers Register before Monday 12 PM (Noon) cut off to ensure you are included in the Tuesday morning payroll run. **Form Version :2**

CAREERSREGISTER
A CPL GROUP COMPANY

2970349509
Employee Number

Monday Start Date ___ / ___ / ___

Sunday End Date ___ / ___ / ___

Name

Company

Department / Site

Day of Week	Start Please round to the nearest 15 min (E.g. 15/30/45/00) H H M M	Finish H H M M	Less Lunch H H M M	Standard Hours H H M M	Overtime @ Standard Rate H H M M	Overtime @ Time + 1/2 H H M M	Overtime @ Time X 2 H H M M	Paid Leave H H M M	Paid Bank Holiday H H M M
E.g.	8:00	18:45	1:15	7:00	1:00	0:30	1:00	4:00	8:00
M									
T									
W									
Th									
F									
S									
Su									
			Total Hours	:	:	:	:	:	:

P45 ☐ (Tick if required)

General Comments
Please include any special instructions such as issue P45

Authorised Signature

Employee Signature

By signing this timesheet I authorise Careers Register to pay the employee "ALL" hours claimed herein, and bill accordingly

Authorised Name

We certify that the total hours and minutes shown are true and correct, and should be invoiced accordingly by Careers Register