**LINK PERSONNEL SERVICES**

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**Please photocopy blank form and retain** **for future weeks.**

Week ending:

## Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **IN** | **LUNCH** | **OUT** | **Hours/days worked** | **REMARKS** |
| SUN |  |  |  |  |  |
| **MON** |  |  |  |  |  |
| **TUE** |  |  |  |  |  |
| **WED** |  |  |  |  |  |
| **THURS** |  |  |  |  |  |
| **FRI** |  |  |  |  |  |
| **SAT** |  |  |  |  |  |

Total hours worked: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Supervisors signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Fill out start, finish, lunch times and total hours worked
2. Clearly specify any overtime hours worked.
3. Timesheet **must** be signed by your supervisor.
4. Give your Supervisor a signed copy of the timesheet
5. **Scan and E-mail the signed and completed timesheet to [info@linkpersonnel.ie](mailto:info@linkpersonnel.ie) BEFORE 12 noon on Friday**
6. We need a home and work telephone number for the following week
7. Any requests eg holidays, should be written on timesheet