

Timesheet and Holiday Request Form



Contractor name	
Limited/umbrella company name (if applicable)	
Client company name	
Client authorisation number (if applicable)	
Paid weekly or monthly?	
If weekly, how many weeks does this timesheet cover?	
End date for this timesheet (Sunday for weekly)	

PAYROLL DEADLINE
Tuesdays
10 AM

DATE	WORKING TIME						NON-WORKING TIME		
	Full or Half Days Worked	Start Time	Finish Time	Breaks	Total Hours Worked	Number of Overtime Hrs Included in Total	Full or Half Days Not Worked	State Reason	Tick to be paid holiday *
	Only complete if on daily rate	< ----- Only complete if on an hourly rate ----- >				Only complete if eligible		Mandatory	PAYE workers only
1st									<input type="checkbox"/>
2nd									<input type="checkbox"/>
3rd									<input type="checkbox"/>
4th									<input type="checkbox"/>
5th									<input type="checkbox"/>
6th									<input type="checkbox"/>
7th									<input type="checkbox"/>
8th									<input type="checkbox"/>
9th									<input type="checkbox"/>
10th									<input type="checkbox"/>
11th									<input type="checkbox"/>
12th									<input type="checkbox"/>
13th									<input type="checkbox"/>
14th									<input type="checkbox"/>
15th									<input type="checkbox"/>
16th									<input type="checkbox"/>
17th									<input type="checkbox"/>
18th									<input type="checkbox"/>
19th									<input type="checkbox"/>
20th									<input type="checkbox"/>
21st									<input type="checkbox"/>
22nd									<input type="checkbox"/>
23rd									<input type="checkbox"/>
24th									<input type="checkbox"/>
25th									<input type="checkbox"/>
26th									<input type="checkbox"/>
27th									<input type="checkbox"/>
28th									<input type="checkbox"/>
29th									<input type="checkbox"/>
30th									<input type="checkbox"/>
31st									<input type="checkbox"/>
Totals									<input type="checkbox"/>

CONTRACTOR CONFIRMATION			CLIENT CONFIRMATION	
I confirm that this is an accurate record of my working and non-working time and I have ticked to be paid holiday (if applicable).			I confirm that the time worked above has been worked by the contractor and that the work carried out has been completed satisfactorily. The total time shown may be invoiced to the client company above at agreed rates.	
Consultant Signature		Tick if this is your last timesheet <input type="checkbox"/>	Client Signature	
Print Name			Print Name	
Date			Date	

Please email a signed copy of this timesheet to payroll@bruinfinancial.com (or fax to 02030700136).
 If you provide your services through a personal service company or other intermediary, please also make sure you send us a valid UK invoice.
 * Note that holiday will only be paid if you have sufficient accrued leave at the time of payment.