


Completing a weekly timesheet

Use tab for the easiest way to move between the fields.
Only the fields highlighted in yellow can be updated.

- 1 Enter your forename and surname here (one letter per cell). Please enter your name in CAPITAL LETTERS.
- 2 Enter the name of the client your assignment is with.
- 3 Enter your Ltd company name here.
- 4 If you are on an hourly rate, enter the start and finish time here using the 24 hour clock
 - Enter minutes in 15 minute intervals (00, 15, 30, 45) or select from the drop down menu.
 - Lunch breaks should be entered in 15 minute intervals.
- 5 If you have worked any authorised overtime, please enter the total overtime hours here. Your standard hours will automatically recalculate.
- 6 Use this section if you have any Per Diem expenses to claim as per your contract.
- 7 Use this section to record your time worked if you are on a daily rate. Overtime is recorded in hours and minutes.
- 8 Enter your registration number here. This should begin with a letter followed by 6 or 7 numbers.
- 9 Enter the week-ending date of the timesheet (Sunday).
- 10 Timesheet to be signed by authorised signatory here.
- 11 Ensure your manager clearly prints his or her name and position in the box on signing the timesheet.



Forename:	1														
Surname:															
Client Name:	2					Limited company:					3				

Please complete your timesheet in Excel

Workers on an HOURLY rate only												
Minutes must be rounded to nearest quarter of an hour												
	Start 24 hour clock			Lunch in minutes			Finish 24 hour clock			Hours worked in hours and minutes		
Mon												
Tue												
Wed	4											
Thu												
Fri												
Sat												
Sun												
			Standard hours worked			Hours worked			Total hours worked			
			00 00			5			00 00			

Per Diem							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	6						0

Days and Overtime for DAILY rate only								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Days		7						0
O.T								00 00

Please fax this timesheet to Payroll Services on:
+44 207 082 3099 and retain your confirmation until paid

Before sending us your timesheet please:

- Ensure that your registration number and the weekending date are correct
- Ensure your line manager signs in the box and prints their details in the space provided
- Do not send duplicate copies of your timesheet in the post

Registration Number

Letter: 8

Numbers:

Week ending date (Sunday)

dd: mm: yyyy:

To be completed by the client

I hereby confirm that I am authorised to sign this, the worker's timesheet. I also confirm that the hours stated as worked by the worker are correct and that the worker's performance has been carried out to my satisfaction (in relation to your terms and conditions of supply). I understand that by signing this document my signature will be relied upon to both pay the worker and to raise an invoice for your own and the worker's services. I confirm that we are in receipt of your terms and conditions of supply in relation to the worker (further copies of which are available on request).

Authorised Signature

10

Print Name

Date

11

Position

Payroll Services info:
Phone number for queries: 020 7360 3000
To request a new excel timesheet send a blank e-mail to rmelttime@mpsgl.com or visit our website at www.modisintl.com

© Payroll services, Project House, 110-113 Tottenham Court Road, London. W1T 5AE. Reg no 2014344 (England) VAT reg no. GB 7069069 21

Completing a monthly timesheet

Use tab for the easiest way to move between the fields.
Only the fields highlighted in yellow can be updated.

- 1** Enter your registration number here. This should begin with a letter followed by 6 or 7 numbers.
- 2** Enter your forename and surname here (one letter per cell). Please enter you name in CAPITAL LETTERS.
- 3** Enter the 1st Monday week-commencing date of the month. Your timesheet will automatically populate the week-commencing dates for the remainder of the month and will also update the month and year in the top right of the timesheet.
e.g. 01/09/08 = Sept 2008
29/10/08 = Oct 2008 or 06/10/08 = Oct 2008
03/11/08 = Nov 2008
01/12/08 = Dec 2008
- 4** If you are on an hourly rate please enter your hours worked in the standard hours column.
If you are on a daily rate please enter your days worked in the
- 5** If you have worked any authorised overtime, please enter your overtime hours in the Overtime Hours Rate 1- 3 columns. Your overtime rate description can be entered in the comments field e.g. On Call, Bank holiday etc.
- 6** If you are a Dutch payroll employee please record all holiday and sickness hours so that your salary can be calculated accordingly.
- 7** Timesheet to be signed by authorised signatory here.
- 8** Ensure your manager clearly prints his or her name and position in the box on signing the timesheet.

mōdis®		Month	Year	TIMESHEET				
Registration Number	[Yellow box with '1']							
Forename	[Yellow box with '2']							
Surname	[Yellow box with '2']							
Week Commencing	Day	Standard Hours	Overtime Hours			Leave	Sick	Comments/notes
			Rate 1	Rate 2	Rate 3			
[Yellow box with '3'] 01/09/2008	MON							
	TUES							
	WED							
	THUR	[Yellow box with '4']	[Yellow box with '5']			[Yellow box with '6']		
	FRI							
	SAT							
	SUN							
	Week Totals		0	0	0	0	0	0
08/09/2008	MON							
	TUES							
	WED							
	THUR							
	FRI							
	SAT							
	SUN							
	Week Totals		0	0	0	0	0	0
15/09/2008	MON							
	TUES							
	WED							
	THUR							
	FRI							
	SAT							
	SUN							
	Week Totals		0	0	0	0	0	0
22/09/2008	MON							
	TUES							
	WED							
	THUR							
	FRI							
	SAT							
	SUN							
	Week Totals		0	0	0	0	0	0
29/09/2008	MON							
	TUES							
	WED							
	THUR							
	FRI							
	SAT							
	SUN							
	Week Totals		0	0	0	0	0	0
Grand totals			0	0	0	0	0	0
I hereby confirm that I am authorised to sign this, the worker's timesheet. I also confirm that the hours stated as worked by the worker are correct and that the worker's performance has been carried out to my satisfaction (in relation to your terms and conditions of supply). I understand that by signing this document my signature will be relied upon to both pay the worker and to raise an invoice for your own and the worker's services. I confirm that we are in receipt of your terms and conditions of supply in relation to the worker (further copies of which are available on request).		To be completed by the client						
		Authorised Signature [Yellow box with '7'] Print Name [Yellow box with '8']						
Please fax this timesheet to Payroll Services on + 44 20 7082 3099 Phone number for queries +44 20 7360 3000								