

HARRODS TEMP SALE TIME SHEET

This form MUST be received by the end of your working week (Saturday). Completed time sheets should be placed in the HARRODS TEMPORARY SALE STAFF time sheet box. The time sheet box is located on the 1st floor behind the reception desk; the box is clearly marked

EMPLOYEE NAME

EMPLOYEE SIGNATURE

STAFF ID NUMBER

POSITION

DEPARTMENT

DAY	DATE	SHIFT TIME	TIME LUNCH WAS TAKEN	TOTAL NUMBER OF HOURS WORKED	AUTHORISATION OF HOURS
SUNDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
MONDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
TUESDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
WEDNESDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
THURSDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
FRIDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
SATURDAY	__/__/__	00:00-00:00	00.00-00.00	0	SIGNATURE OF MANAGER
TOTAL HOURS FOR THE WEEK				0	SIGNATURE OF MANAGER

OFFICE USE ONLY	
DATE REC	
W/C SUN	
DEPARTMENT	
PO. NO.	
COST CENTER	
NO. DAYS	
NO. HOURS	
PAY P/H	
CHARGE P/H	
INVOICE NO.	
INVOICE OUT	

FOR MANAGERS COMPLETION	PRINTED NAME OF MANAGER	DATE	TIME	COST CENTRE NO.	SIGNATURE OF MANAGER
			__/__/__	00:00-00:00	

BE EXCEPTIONAL

RECRUITMENT PARTNERS & CO

Recruitment Partner & Co Limited and the Client reserve the right to withhold payment if we do not receive the signed report by Saturday of your worked week.