

STAFF TIME SHEET – Cardiff Met SU- Week Commencing:      /      /

PAYROLL NUMBER:

	START TIME	FINISH TIME	TOTAL HOURS	BREAKS (TO BE DEDUCTED)	HOURS PAID	INFO
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL						

TIMESHEETS MUST BE SIGNED AND DATED BY EMPLOYEE & SUPERVISOR BEFORE SUBMITTING TO FINANCE

Employee Name:  Section:

Employee Signature:  Date:

Supervisor Signature:  Date:

TO BE COMPLETED BY FINANCE DEPT

Authorised for Payment by:  Date:

TO BE COMPLETED BY FINANCE DEPT

Payroll Run:

Payroll Date:

Amount Paid:

Input by: