

## TIMESHEET



Apprentice Name:  Host Name:

Supervisor:

Day	Date	Time Started	Time Finished	Less Unpaid Lunch & Breaks	Total (Less Unpaid Lunch & Breaks)	Comment
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>TOTALS:</b>						

### AUTHORISED HOLIDAYS

Holiday Start Date	Holiday End Date	Return to Work Date	Duration

Apprentice Signature: .....

Date: .....

Supervisor Signature: .....

Date: .....

**N.B.** The weekly timesheet must be scanned or faxed to the South West Apprenticeship Company by 3pm each Friday to ensure wages can be paid on the following Friday. Timesheets not received by this time will not be processed in time for payment the following Friday, payment of wages will therefore be delayed by one week and may be subject to additional tax and National Insurance deductions