

<b>Weekly Time Sheet</b>	<b>Form WTSF01</b>
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<b>Employee Name:</b>	<b>Job Title:</b>	
<b>Company:</b>	<b>Week Ending: (Sunday)</b>	
<b>Location:</b>	<b>PPM Branch:</b>	

Day	Start time	Finish time	Time deducted for lunch	Total Hours Worked	SUMMARY OF PAYABLE HOURS		
					Total Basic hours	Total Overtime Rate 1 - hrs	Total Overtime Rate 2 - hrs Additional Comments / Expenses
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours</b>							
<b>Worked</b>							

<b>Employee Full name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Approved by Client: Full name</b>	<b>Signature:</b>	<b>Date:</b>

**Approved Client Acceptance**  
Please note that authorisation above deems you the client to be bound by PPM Ltd Standard Terms & Conditions, copies of which are available upon request.

**Abbreviations**

Sick - Sick      Off - Unpaid Leave      Hol - Holiday (If a Paid Holiday or Bank Holiday is required, then you must submit a Paid Holiday Request Form - please see Holiday Pay Memo)

**Please ensure your timesheet is received by PPM no later than 12 noon the following Monday.**

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