

TIME SHEET

Name of Personal Assistant:

Name of Employer:

Rate of Pay:- Hourly @ £..... Sleep-in @ £.....

Month/Week beginning.....

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Employer's signature
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
TOTALS									

Employee Signature.....

Employer Signature.....

Date.....

Date.....