

Completing Timesheets

Queries and submissions to: timesheets@escaperecruitment.com



Unless advised otherwise, complete a new timesheet at the end of each week.

Timesheets are available at www.escaperecruitment.com or from your Escape Account Manager

Once completed, timesheets must be passed to your line manager for approval at the end of your working week.

Detail all hours you have worked or have approved as holiday.

Log your hours in the relevant rate of pay column

Add up all standard, overtime 1, overtime 2 and holiday hours.

Agency Worker Timesheet **ESCAPE**

Shin-Etsu

Agency Worker Name: _____
Contacted to: _____
Week Commencing: _____

Please complete and return to your Line Manager at Shin-Etsu at the end of your working week.

Date	Start Time	Finish Time	Break Start Time	Break Finish Time	Total Hours Worked			No of Holiday Hours Taken
					Standard	Overtime 1	Overtime 2	
Total Hours								
Total Hours Combined								

Authorised By (Name): _____
Position: _____
Signature: _____



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