

Name

Department

Daily/Weekly schedule of hours: e.g. Mon = 7.5 hours
 Tues-Friday = 7.25 hours
 or Weekly hours = 36.5 hours

Date	Day	Morning		Afternoon		Total hours worked for day	Debit/Credit
		Start time	Finish time	Start time	Finish time		
Debit/credit balance from previous period							
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
Total hours worked for week							
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
Total hours worked for week							
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
Total hours worked for week							
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
Total hours worked for week							
Debit/credit to be carried forward							

Signed by staff member

Date

Signed by line manager

Date

Notes:

- Record time of arrival or finish to nearest quarter of an hour, e.g. if starting at 9.10am you would record 9.15am.
- All staff should take at least a 30 minute lunch break.
- When taking annual leave, record this by writing annual leave through period of absence and record total hours worked for each day or week as your normal daily or weekly hours e.g. 7¼ hours for daily hours of work or 36 ½ for weekly hours.
- When on sick leave, record this by writing sick leave on each day absent and record total hours worked for each day or week as your normal daily or weekly hours.
- If taking a flexi-day then write flexi in the appropriate day and record hours worked as zero. If taking a half-day of flexi then record the half day as flexi and record the actual hours worked for the other half of the day in the day total e.g. 3½ hours.

SAMPLE