

Temp Timesheet



OSBORNE™

Please email your timesheet to payroll@osborne.ie
by 11am every Monday

Employee Name: _____

Company Name: _____

Week Ending Friday: _____

PPS Number: _____

Department: _____

Manager: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Lunch							
Return							
Finish							
Total Hours Worked (Excluding Lunch)							

Total Standard Hours: _____

Total Overtime Hours: _____

Total Holiday Hours: _____

Employee Signature: _____

Client Signature: _____

Client Printed Name: _____

Assignment Finishing Date: _____

If you are taking Annual Leave please clearly state the Days and Hours you are taking or have taken off.

Do you require Osborne to issue your P45 this week: Y / N

Please forward your bank details to our Payroll Department if you have not already done so!

All temp hours are calculated to the nearest $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ and full hour applicable (0.25, 0.5 and 0.75hr) and will be rounded up or down depending on the actual minutes worked i.e. 7 hrs 20mins would be paid as $7\frac{1}{4}$ hrs/7.25hrs and 7hrs 25mins would be paid as 7.5hrs.