

Temp Timesheet



OSBORNE™

Please email your timesheet to payroll@osborne.ie
by 6pm every Friday.

Employee Name: _____

Company Name: _____

Week Ending Friday: _____

Part Hour – Please round to nearest quarter
hours or full hour and input as decimal.

15 mins = 0.25 hrs
30 mins = 0.5 hrs
45 mins = 0.75 hrs

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start							
Lunch							
Return							
Finish							
Total Hours Worked (Excluding Lunch)							

Total Standard Hours: _____

Total Overtime Hours: _____

Total Annual Leave Hours: _____

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

Temp Signature: _____ Date: _____

By submitting this timesheet to Osborne, you are declaring that the information on this timesheet is correct.

CLIENT APPROVAL

Please check total hours above. By signing you are approving this timesheet for payment.

Client Signature: _____

Client Printed Name: _____ Date: _____

Do you require Osborne to issue your P45 this week: Yes / No

For queries please contact Osborne on (01) 638 4400.

www.osborne.ie | payroll@osborne.ie