This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

Sentry House

Northgate Business Park

Bury St Edmunds, Suffolk

IP33 1HP

01284 703000

**VF Recruitment**

Please complete the timesheet and submit by 2:00pm.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Title:**  |  |
| **Employee ID:** |  | **Employee Type:**  |  |
| **Department:** |  | **Supervisor:**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Regular Hrs.** | **Overtime Hrs.** | **Total Hrs.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **WEEKLY TOTALS:** |  |  |  |

**Declaration**

I understand that I must submit a signed timesheet no later than 2:00p.m every Monday in order to get paid. I confirm I will total the hours correctly and deduct breaks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:**  |  |
|  |  |  |  |
| **Supervisor Signature:** |  | **Date:**  |  |

***Terms & conditions: Failure to submit your timesheet by the time stated above will delay your payment.***