



Your details
Please use **CAPITALS** to make it easier for us to read, so we don't make any mistakes.

TIME SHEET

NK Care Limited
Davidson House, Forbury Square,
Reading, Berkshire, RG1 3EU

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www.nkcure.co.uk

First Name

Surname

Where have you been working?

Unit/Ward/Home

TIMESHEET:
REF NUMBER

COPIES:
White Copy – your copy
(Send PDF to office)
Blue Copy – Unit or Ward/
Home (placement)

MONDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?	Booking Ref.	CLIENT SIGNATURE
				☐ Y ☐ N		
TUESDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
WEDNESDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
THURSDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
FRIDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
SATURDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
SUNDAY	SHIFT START	SHIFT FINISH	TOTAL HOURS (Excl. Breaks)	SLEEP IN?		
				☐ Y ☐ N		
TOTAL WEEKLY HOURS:						

SIGNED BY YOU: The above hours are correct and I performed my duties to the best of my ability

DATE & SIGNATURE

CLIENT SIGNATURE: I can confirm that the (above) has completed the above hours. I am authorised within my position to sign this time sheet.

Full Name: DATE &

Position: SIGNATURE

A Copy of this TIMESHEET needs to be with PAYROLL by 10am TUESDAY (we only want it by then, so that we can pay you on time.)

(1) You can submit through the website (3) Or pop into the office & say Hello
(2) You can Email this over to the OFFICE – **timesheets@nkcure.co.uk**

If you are going to email this across, we recommend you use your smart phone we recommend that you CC yourself on the email. only when you see the email sent to yourself, will you guarantee that you have done everything to ensure it's been received.