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Email: payroll@novacareltd.co.uk

Completed and authorised timesheets must be returned by Monday 12.00pm (12:00hrs). Please post, or e-mail to the payroll department. Any unauthorised or late timesheets will not be processed and may result in late payment of wages. **NOVA CARE Timesheets** (Please use black pen and capital letters).

Name of Worker _____
 Job Title _____
 Name of Organisation* _____
 Organisation's Address _____
 Name of Supervisor* _____

DAY	DATE	START TIME	FINISHING TIME	LUNCH BREAK	SLEEP IN	TOTAL HOURS	EMPLOYER'S SIGNATURE & Date *
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

Total hours worked for this week _____

In signing this timesheet: We confirm that these hours have been worked by the Employee named at the top, acknowledge that we are in receipt of the Kare Solutions Ltd Terms of Business, and confirm that payment will be made in accordance with those Terms of Business.

Employee: _____

Signature: _____