



HIGH REGARD HEALTHCARE

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

TIME SHEET

High Regard Healthcare Limited

Turner Business Centre, Greengate,
Middleton, Manchester, M24 1RU
0161 960 0785

timesheets@highregardhealthcare.co.uk
www.highregardhealthcare.co.uk

First Name

Surname

Where have you been working?

Unit/Ward/Home

TIMESHEET:
REF NUMBER

COPIES:

Top Copy – your copy
(send PDF or photo to the
office)

Bottom Copy – Unit or
Ward/ Home (placement)

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

DDMMYY

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: _____

Position: _____

DATE &

SIGNATURE

DDMMYY

A Copy of this time sheet needs to be with us by 10am MONDAY (so that we can pay you on time).

(1) You can submit it through the website (3) Or pop into the office & say hello

(2) You can Email this over to the office: timesheets@highregardhealthcare.co.uk

If you are going to email this across, we recommend you use your smart phone and 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.