



**STATE CARE**

Please use CAPITAL Letters

# TIME SHEET

## State Care Limited

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www.statecare.uk

timesheets@statecare.uk

First Name

Surname

Unit/Ward/Home

Where have you been working?

REFERENCE NUMBER  
(optional)

COPIES:

Top Copy – your copy  
(send Pdf or photo to us)  
Bottom Copy – Unit or Ward/  
Home (placement)

MONDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
TUESDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
WEDNESDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
THURSDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
FRIDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
SATURDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
SUNDAY	START	FINISH	BREAK	TOTAL HOURS	BOOKING REF.	CLIENT SIGNATURE
DD MM YY						
<b>TOTAL WEEKLY HOURS:</b>						

**YOUR SIGNATURE:**

I can confirm that the above hours are correct and that I performed my duties to the best of my ability.

Date: DD MM YY

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: DD MM YY

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

A copy of this time sheet needs to be with us by 10am Monday, so that we can pay you on time. To send your time sheet, email a scan or photo to [timesheets@statecare.uk](mailto:timesheets@statecare.uk) or pop into the office and say hello. If you are going to email a scan or photo across, we recommend that you CC yourself on the email. If you see your email in your inbox, it means we also should have received it.