Call: 061 336 136 / Fax: 061 337 656 / Email: accounts@harmonics.ie

Employee Name: .....

Week Starting: .....

Week Ending: .....

Client/Company Name: .....

harmonics
RETHINKING YOUR FUTURE

Date	Day	Start Time	Finish Time	Lunch/Breaks	Overtime	Total Hrs
					Total Hrs	

Employee Signature: .....

Comments: .....

.....

Client Signature: .....

Client Name: .....

By signing this timesheet, I authorise Harmonics to pay the employee

Before sending this timesheet please ensure that both you and your manager have signed the timesheet and that all hours are entered correctly.