WEEKLY TIMESHEET

Hours worked each day, less unpaid breaks, against the normal day. Enter times as hh:mm. Yellow cells are inputs; totals are formulas.

Employee:	Sam Taylor	**Normal hours a day**	7.50
Week from:	Mon 07/12/2026	**Hourly rate (£)**	£13.21
Approved by:			

Day	Start	Finish	Unpaid break (min)	Hours	+/- normal	Notes
Monday	08:00	17:00	60	8.00	+0.50	
Tuesday	08:00	17:00	60	8.00	+0.50	
Wednesday	08:00	17:00	60	8.00	+0.50	
Thursday	08:00	17:00	60	8.00	+0.50	
Friday	08:00	17:00	60	8.00	+0.50	
Saturday			0	0.00	0.00	
Sunday			0	0.00	0.00	
Total for the week				**40.00**	**+2.50**	**£528.40**

Working time limits (England, Scotland, Wales): average 48 hours a week over 17 weeks unless the worker opts out in writing; a 20-minute break when working more than 6 hours; 11 hours' rest between working days. Keep pay records for 6 years. Pay must average at least the minimum wage for the hours worked.