**Anglican Action – Fortnightly Time Sheet**

**Employee Name:** **Pay** **Period Ending: 13/09/2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Time Worked** | | **Total** |  |  |  |
| **Day & Date** | **Start** | **Finish** | **Worked** | **Leave** | **Comments** | **Team** |
| Mon 31st Aug. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Tue 1st Sept. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Wed 2nd |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Thurs 3rd |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Fri 4th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sat 5th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sun 6th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Mon 7th Sept. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Tue 8th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Wed 9th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Thurs 10th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Fri 11th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sat 12th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Sun 13th |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Totals:*** | |  |  |  |  |

**Employee Signature:**…………………………………. **Team Leader:**…………………………………………

**Manager:** ………………………………………...................

*Admin use only:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ADM | ETHOS | JC | JE | KFWC | YM | MM/RH | WR | SPH | DOW | LR | EMB | TA |
|  |  |  |  |  |  |  |  |  |  |  |  |  |