



77 Front Street, Hamilton HM 12
 Tel: 441 296-5627 Email: info@bes.bm
 Fax: 441 296-1749 Web: www.bes.bm

TIME SHEET

TO BE SENT IN BY 5:30 PM ON FRIDAY
 TO FAX: 441 296-1749 or
 TO EMAIL: info@bes.bm

EMPLOYEE NAME:	COMPANY NAME:
ADDRESS:	COMPANY PHONE:
CONTACT NUMBER:	WEEK ENDING DATE

Your pay is calculated in units of 15 minutes – please record your time to the nearest quarter of an hour.

DAY	DATE	TIME IN	LUNCH START	LUNCH FINISH	TIME OUT	HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL HOURS						

SUMMARY FOR EMPLOYER USE ONLY	
PAY PER HOUR	
NUMBER OF HOURS WORKED	
GROSS PAY	
NET TOTAL	

SIGNATURE OF EMPLOYEE _____ DATE _____

CLIENT AUTHORISATION _____ DATE _____

Please refer any queries to BES Ltd at 441 296-5627 or email: info@bes.bm