

Weekly Construction Timesheet

Complete daily. Submit to manager by end of last day worked in the week. Retain a copy for your own records.

WORKER FULL NAME		NATIONAL INSURANCE NUMBER	
EMPLOYMENT STATUS		WEEK ENDING (SATURDAY)	
☐ Employee ☐ Subcontractor			
SITE NAME			
EMPLOYER / MAIN CONTRACTOR COMPANY		COST CODE / JOB REFERENCE	

DAILY HOURS RECORD							
DAY	DATE	START TIME	FINISH TIME	BREAK (MINS)	TOTAL HOURS	REGULAR HOURS	OVER
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEKLY TOTALS							

PAYROLL SUMMARY

See AttendIQ on your sites. 30-minute demo, no commitment.

Book a Demo



TOTAL OVERTIME HOURS

OVERTIME RATE (PER HOUR) £

TOTAL HOURS THIS WEEK

GROSS PAY (REGULAR) £

GROSS PAY (OVERTIME) £

TOTAL GROSS PAY £

CIS (CONSTRUCTION INDUSTRY SCHEME) - COMPLETE IF SUBCONTRACTOR

Is this worker CIS registered?

☐ Yes ☐ No

CIS UNIQUE TAXPAYER REFERENCE (UTR)

Payment type

☐ Gross payment (no deduction) ☐ Net payment (20% deduction)

☐ Net payment (30% deduction - unregistered)

CIS DEDUCTION AMOUNT £

NET PAYMENT TO SUBCONTRACTOR £

MANAGER APPROVAL

MANAGER NAME

SIGNATURE

DATE APPROVED

COMMENTS / AMENDMENTS

WORKER DECLARATION

I confirm that the hours recorded above are accurate and complete. I understand that submitting a fraudulent timesheet may result in disciplinary action and recovery of overpayments.

WORKER NAME (PRINT)

SIGNATURE

DATE

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