



Weekly Attendance Sheet

Centrepoint Business Centre, Liosban, Tuam Road, Galway, Ireland.
Tel: 091 546 700 Fax 091 750077 www.icegroup.ie email: timesheets@icegroup.ie

Employee Name: _____

Date From: _____ Date To: _____

Company Name: _____

Department: _____

	IN	LUNCH	OUT	TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
Total Hours Worked:				

BREAKDOWN OF HOURS TO BE PAID									
Basic:		OT1:		OT2:		Hols:		Bank Hols:	

Employees Signature: _____ Date: _____

To be signed by Client Company
Please ensure that the timesheet is fully completed before signing below

I/We agree that the hours shown above are correct and that the work completed was satisfactory:

Employers Signature: _____ Date: _____

Print Name: _____

Department: _____

Please return by email or fax to I.C.E. Group by 9.30 a.m. Monday

Email: timesheets@icegroup.ie Fax: 091 75 00 77