payroll+
For freelancers and SME

Timesheet

Employee name: _____ Client company: _____

Month: _____

Date	Legend Sa = Saturday Su = Sunday H = Holidays PH = Public hol. S = Sick A = Accident	Working hours Max. working hours CBA / Labour Act	Overtime surcharge 25 %	Overtime surcharge 50 %	Notes (projects, cost centres, expenses etc.)
1.					
2.					
3.					
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29.					
30.					
31.					
Total					

Mandatory: Salary can only be paid if the timesheet is signed by the employee and the client company and confirmed with the company stamp. Optionally, a digital signature is also sufficient.

Employee

Employee: _____
(signature, handwritten or digital)

Client company (please use block letters)

Last name, first name: _____

Company: _____
(stamp and signature, handwritten or digital)