Timesheet sign-off checklist

Work through this every pay period before timesheets go to payroll. One copy per pay period.

Pay period: _____ Payroll date: _____

Team / site: _____ Timesheets checked (number): _____

1. Hours verification

- [ ] Everyone due a timesheet this period has submitted one
- [ ] Every shift has a start and a finish time (no missing clock-outs)
- [ ] Hours match the rota, or every difference is explained
- [ ] No duplicate or overlapping entries, and every date falls in this pay period
- [ ] Holiday, sickness and bank holidays are recorded as absence, not as hours worked

2. Overtime checks

- [ ] Overtime was agreed in advance, and who agreed it is recorded
- [ ] Overtime only starts after the employee's contractual threshold
- [ ] The right overtime rate, or time off in lieu, is applied as the contract says

3. Break and rest compliance

- [ ] Unpaid breaks are recorded and deducted from paid hours
- [ ] Any day of more than 6 hours includes an uninterrupted break of at least 20 minutes (under-18s: 30 minutes after 4½ hours)
- [ ] At least 11 hours' rest between working days (under-18s: 12 hours), or compensatory rest is recorded
- [ ] Weekly hours are tracked against the 48-hour average; signed opt-outs are on file

4. Pay rate confirmation

- [ ] Each employee's hourly rate is current, including pay rises that start this period
- [ ] Pay for the period, divided by the hours worked, is at least the minimum wage for the worker's age (from 1 April 2026: £12.71 aged 21+, £10.85 aged 18–20, £8.00 under 18, and £8.00 for apprentices under 19 or in their first year)
- [ ] Working time that is unpaid on the rota still counts for that check (for example required training, or travel between assignments)
- [ ] Different rates for nights, weekends or other work are applied correctly

5. Approval

- [ ] The employee submitted or confirmed their own timesheet
- [ ] The approver is the right manager and did not approve their own hours
- [ ] Corrections were agreed with the employee first, and the reason is noted
- [ ] Every query is resolved, or listed below, before payroll runs

6. Record-keeping

- [ ] Approved timesheets are filed with this pay period's payroll
- [ ] Minimum wage records (hours and pay) are kept for at least 6 years (records created on or after 1 April 2021)
- [ ] Working time records are kept for 2 years; PAYE payroll records for 3 years from the end of the tax year
- [ ] Records are stored securely and only the people who need them can see them

Queries and corrections

Employee	Issue	Action (agreed with the employee?)	Done

Sign-off

Manager name _____ Signature _____ Date _____

Received by (payroll) _____ Signature _____ Date _____

Checked against GOV.UK on 3 October 2026. Rules and rates change, so check the sources before you rely on a figure: gov.uk/rest-breaks-work · gov.uk/maximum-weekly-working-hours · gov.uk/national-minimum-wage-rates · gov.uk/national-minimum-wage/employers-and-the-minimum-wage · legislation.gov.uk/uksi/1998/1833/regulation/9 · gov.uk/paye-for-employers/keeping-records

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