

Timesheet

Employment Details

| | |
|---------------------------------|--|
| Name of temporary worker | <input type="text"/> |
| Name of company | <input type="text"/> |
| Authoriser's name and job title | <input type="text"/> |
| Week ending date | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Hours Worked

| | Start time | Break | Finish time | Total hours | Overtime |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Monday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tuesday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wednesday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thursday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Friday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| TOTAL | | | | <input type="text"/> | <input type="text"/> |

- Please submit this document via email by 15:00 on a Monday. We cannot guarantee payment if you fail to do this.
- Please calculate your working hours to the nearest 15 minutes
- Any overtime undertaken **must be approved** by your Line Manager or HR Department
- In compliance with the Working Time Regulations 1998, please ensure that you take a rest break of 20 minutes for every 6 hours worked
- Please note that breaks are not paid

| To be read by the client | To be signed by the client |
|---|---|
| I certify that the number of hours recorded have been satisfactorily worked and the payment in respect of these (including any overtime which may be due) will be made according to the terms and conditions which have been agreed on the basis of this transaction. | Print name Sign name Date |