

TEMPORARY WORKER TIME SHEET

	FROM	TO	LUNCH BREAK DEDUCTED	TOTAL HOURS WORKED	
				Basic	Overtime
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
WE CONFIRM THE HOURS WORKED DURING THE WEEK ARE AS SHOWN AND ARE THE HOURS WE WILL BE INVOICED FOR IN DUE COURSE.				TOTAL HOURS DURING WEEK	<input type="text"/>

NATIONAL INSURANCE No.

Bank Account details must accompany this timesheet if not already given.

TO THE CLIENT: Please sign immediately to ensure payment of employees wages

Is the assignment continuing next week? YES NO

Remarks

We have received your Terms and Conditions of Business and the Temporary Booking Confirmation for this assignment.

Client Purchase Order No:-

PLEASE NOTE

AN INTRODUCTION FEE (MIN. 14%) BASED ON ANNUAL SALARY WILL BE CHARGED IF YOU ENGAGE OUR TEMPORARY WORKER WITHIN 3 MONTHS FROM THE END OF THEIR LAST ASSIGNMENT WITH YOUR COMPANY.

Please see our Terms of Business for full scale of fees

Client's Signature

Position Date

Client:-

Address:-

Reporting to:-

Department:-

Temp's Name:-

Occupation:-

Week Commencing:-

FOR OFFICE USE

Employee Payroll No:-

Sales Ledger No:-

TIMESHEET DEADLINE - 12 NOON MONDAYS

IMPORTANT: PLEASE CONTACT US AFTER FAXING TO ENSURE THAT WE HAVE RECEIVED YOUR TIMESHEET