

Temporary Worker's Timesheet



Temporary workers name:

Date of birth:

Week ending:

Cost centre:

Please fill out the following table, inserting hours and minutes. For example 35 and a half hours would be written 35 HRS 30 MINS.

Working day	Hours at STANDARD PAY		Hours at TIME AND A HALF		Hours at DOUBLE TIME		Hours to be taken out of HOLIDAY allowance	
Saturday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Sunday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Monday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Tuesday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Wednesday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Thursday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Friday	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
Total	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS

Client authorisation - I can confirm (as a designated signatory of the company), that this red recruitment temporary worker has worked the total number of hours stated above.

Signed:

Contact number:
(for any queries)

Name:

Company name:

Business title:

Date:

Remember...
 Thank you for your continued work. To ensure prompt payment of wages, please fully complete and fax this form to your consultant at their relevant office (numbers detailed below) before 10am on Monday
 Bristol **0117 927 9296**
 Cardiff **02920 414996**
 Cheltenham **01242 266602**