

TIMESHEET

Clients Name		Site Address	
Week Commencing Date		Week No.	
Temps Name		Temps Payroll No.	
Category of work		TOB	
Reporting to		Order No.	



PLEASE COMPLETE THIS TIMESHEET CAREFULLY. THIS DOCUMENT IS USED TO CALCULATE WORKERS PAY AND YOUR INVOICE. ENTER ALL START AND FINISH TIMES AND BREAK TIME TO BE DEDUCTED. PLEASE NOTE THAT ANY BREAK TIME NOT ENTERED WILL BE INVOICED IN LINE WITH THE TERMS OF BUSINESS.

Working Time Hours not through Direct Recruitment		PoA = Period of Availability, WT = Working Time Hours N/O = Nights Out									Pay and Charge Hours		
Last Week	This Week		Shift	Start Time	Finish Time	Hours	Breaks	PoA	WT Hours	N/O	Normal	O/T	
		MON											
		TUE											
		WED											
		THURS											
		FRI											
		SAT											
		SUN											
Expenses							Total:						

Client's Declaration

I am authorised to sign agreement to the above hours. I declare that the Working Time, Pay and Charge Hours are correct and accurate, other than those not through Direct Recruitment. I understand that Direct Recruitment will invoice for these hours in line with the Terms of Business.

Signed: Print Name:

Drivers Declaration

- I declare that the Periods of Availability (PoA) and Working Time (WT) Hours are correct.
- I confirm that I have entered the Working Time Hours for This Week for paid work not done through Direct Recruitment Services
- I confirm that I have entered the Working Time Hours for Last Week for paid work not done through Direct Recruitment Services and that is the only DRS I have done.
- I confirm that I will notify Direct Recruitment Services if I undertake paid work other than through Direct Recruitment Services

Signed: Print Name:

DRS USE ONLY

H	P	C