

PDF Timesheet

This is document can be fully filled out on your computer (except for the signature field) with the Adobe reader application and then printed using the 'print' button at the bottom of the document. However a filled version of this document cannot be saved and closed. To fill the document simply click in the desired field and type normally. After printing please return to the Faith Recruitment offices by post or fax.

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Booking

Surname	Payroll No.	T/s No.
First names	Week Ending	Agency Contact
Nature of booking	Client a/c No.	Notes to Client Temporary workers are deemed to be under the direction and control of the Client from the time the Temporary worker/s reports to the assignment and for the duration of the assignment and the Client agrees to be responsible for all acts, errors and omissions be they willful, negligent or otherwise as though the Temporary worker/s were on the payroll of the Client and the Client will in all respects comply with all the statute, bylaws and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff, but excluding payment of wages. PAYE etc. (see Terms of Business clauses Temporary 8.2 and others).
Booking at (Client)		
Start day	Time	Date
Report to	Dept.	
Invoice Address (if different)	Order No.	
		Notes to Temporary worker This timesheet must be sent to the agency by Friday 6.30 pm at the latest or your pay will be a week late. No client signed timesheet = no pay! If you cannot report for work notify the agency immediately. Having accepted this booking may we please remind you of the need to maintain the No. 1 reputation of this agency. If you are an excellent Temporary worker this client will continue using this agency thus giving both you and us a secure future. Obviously, any Temporary worker not using proper conduct will be instantly dismissed. Help us to help you! Signature of Temp _____

Certified Hours Worked - After Deducting Breaks

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total Hours to be Charged and Paid for	Office Use Only		
Date											
Start Time											
Finish Time											
Less Breaks											
Hours Worked less Breaks											
Client authorisation I certify that the hours shown on this timesheet were worked satisfactorily. Also that overtime premium should be paid and charged on hours in excess of basic hours (normally 8 hours per day Monday to Friday). I also confirm that all breaks have been deducted. I confirm that the invoice will be paid within 14 days from the Week Ending date above. I confirm that the invoice will be paid within 14 days from the Week Ending date above. I have received a copy of the company's Terms of Business.*				Total Hours (Chargable) in words							
				Name (in capitals)		Signature					
				Position		Date and Time					

If the client engages a Temporary worker in a permanent or temporary position within 6 months of the completion by the Temporary worker of his/her assignment with the client, or secures the temporary services of the Temporary worker from another agency or source, the client will be liable to the company for the permanent introduction fee (see clause 7) of Terms & Conditions on website.

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