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YOUR DETAILS			
Surname:	First Name(s):		
Client Name:	Agency Contact:		
Date:	Start Day:	Time:	Date:
Signature of Temporary worker:			

CERTIFIED HOURS WORKED - After Deducting Breaks

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL	Office Use Only
Date:								(hours to be charged and paid for)	
Start Time:									
Finish Time:									
Less Breaks:									
Hours Worked Less Breaks:									

<p>CLIENT AUTHORISATION</p> <p>I certify the hours shown on this time-sheet 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 have received a copy of the company's Terms of Business*.</p>	<p>Total Hours (chargeable in words):</p> <hr/> <p>Name (in capitals):</p> <hr/> <p>Position:</p> <hr/> <p>Date / Time:</p> <hr/>
Signature:	

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 wilful, 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, by-laws and legal requirements to which the Client is ordinarily subject in respect of the Clients own staff, but excluding payment of wages, PAYE etc. (see Terms of Business clauses Temporary 8.2 and others).

NOTES TO TEMPORARY WORKER:

This time-sheet must be sent to the agency by Monday at midday at the latest or your pay will be a week late. Unfortunately if your time-sheet is not signed by the Client you will not be paid as it is your responsibility to have your time-sheet signed. If you cannot report into work please notify the agency immediately. Having accepted this booking may we please remind you of the need to maintain the Ni.1 reputation of this agency. If you are an excellent Temporary worker the client will continue to use this agency thus giving both you and Faith Recruitment a secure future. Any Temporary worker not using proper conduct will be instantly dismissed.