

# TIMESHEET

NAME OF TEMPORARY WORKER:		WEEK COMMENCING (MONDAY):
CLIENT COMPANY:		
ADDRESS WHERE ASSIGNMENT IS BASED:		
TELEPHONE NUMBER:	REPORT TO:	
JOB TITLE:	DEPARTMENT:	

**NO TIMESHEET – NO PAY**

**URGENT \*\*PLEASE FAX BY 5PM ON FRIDAY TO 020 7375 1818\*\* URGENT**

Please complete the boxes below and total the hours worked daily to the nearest quarter hour every day.

If you are requested by the client to work through your lunch break, please ensure that the person who is authorising your timesheet puts an additional signature by the day that no lunch was taken.

Day	Date	Start work	Lunch	Finish Work	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
<b>TOTAL:</b>					

Our Annual Leave Year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Annual Leave cannot be carried over to the following year.

- Any overtime undertaken during lunchtime does not constitute overtime payment, but is accrued at a normal pay rate
- If you can't take a full hour for lunch please ask the line management to countersign each day that you took less than an hour, otherwise accounts will automatically deduct a 1 hour lunch break.
- Any overtime undertaken must be approved by the line management you report to or Personnel/Human Resources department and is paid in accordance with the client's standard overtime policies. We recommend you check overtime policy before you work the overtime.

Please tick the adjacent box if you require a P45. Remember to let us know if you have changed address.

AUTHORISED SIGNATURE    POSITION IN DEPARTMENT	<b>NOTES TO THE AUTHORISED SIGNATORY:</b> If you have any queries prior to signature please ensure that these are ratified before you authorise the Temporary Worker's timesheet. The signing of this timesheet verifies: <ul style="list-style-type: none"> <li>▪ The hours worked by the Temporary Worker</li> <li>▪ An acceptance of satisfactory performance</li> <li>▪ An acceptance of Pan European Recruitment's Terms &amp; Conditions of Business</li> </ul> Payment will be made 14 days after the date of invoice
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