

TIMESHEET – CONSTRUCTION & ENGINEERING

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|------------------------------------|-----------------------------|
| COMPANY NAME _____ | WEEK ENDING _____ |
| AGENCY WORKER NAME _____ | JOB TITLE _____ |
| LOCATION OF WORK _____ | DEPARTMENT _____ |

HOURS SPECIFICATION

| DAYS/PAY | | MON | TUES | WED | THURS | FRI | SAT | SUN | TOTAL |
|---|-------------------|-----|------|-----|-------|-----|-----|-----|-------|
| NORMAL PAY | START TIME | | | | | | | | |
| | END TIME | | | | | | | | |
| LUNCH BREAK (TOTAL NUMBER OF MINUTES) | | | | | | | | | |
| OVERTIME (in Hrs) | | | | | | | | | |
| EXPENSES (in £) | | | | | | | | | |

| CLIENT AUTHORISATION | TEMPORARY WORKER |
|--|---|
| <p>I hereby confirm that the hours have been worked by the Temporary Worker and that I am satisfied with the standard of work in this time.</p> <p>Name (Print): _____</p> <p>Signature: _____</p> | <p>I hereby confirm that I have worked the above hours.</p> <p>Signature: _____</p> |
| Date of Authorisation: _____ | |

F.A.Q'S

- If you are on holiday for one of the days, please put H in the box
- Please ensure you have dated this form
- Please ensure both the temporary worker and the client has signed and authorised this form
- This form must be submitted before Monday 12pm at the latest for the previous week's assignment
- If you have not submitted your timesheet on time, it may result in late payment
- Holidays will only be paid if authorised, or if it is an authorised absence
- Notice must be given for any holiday's taken, please speak to your consultant for further details on this