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| --- |
| TEMPORARY EMPLOYEE |
| **NAME:**  | **POSITION:**  |
| **DEPARTMENT:** | **WEEK COMMENCED:** |

|  |
| --- |
| CLIENT |
| **COMPANY:**  | **REPORT TO:** |
| **ADDRESS:** | **TEL NO:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | MON | **TUE** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |
| **Start Time:** |  |  |  |  |  |  |  |
| **Start Lunch:** |  |  |  |  |  |  |  |
| **Finish Lunch:** |  |  |  |  |  |  |  |
| **Finish Time:** |  |  |  |  |  |  |  |
| **Total Hours:** |  |  |  |  |  |  |  |

Please round total hours to the nearest 15-minute interval

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL HOURS WORKED:** |  |  |  |
| **HOLIDAY PAY REQUESTED (HOURS):** |  |  |  |
|  |  |  |
| **EMPLOYEE SIGNATURE:** |  | **DATE:** |  |
| **CLIENT SIGNATURE:** |  | **DATE:** |  |

***Ensure all details above are entered correctly. Please scan timesheet and email to*** ***carolinetaggart@timerecruitment.co.uk*** ***by 5.00pm each Friday, unless you work weekends.***