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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***](mailto:carolinetaggart@timerecruitment.co.uk) ***by 5.00pm each Friday, unless you work weekends.***