



SECTION 1 TO BE COMPLETED BY TEMPORARY WORKER		Week ending Sunday		2008	
YOUR NAME		HOURS WORKED - Exclusive of Lunch Hours & Travelling Time			
		PART HOURS - Please state as a decimal eg 1/2 hour =0.5)			
ADDRESS	Days	Basic Hours	Overtime Hours	Time taken for meals	Total
	Monday				
	Tuesday				
	Wednesday				
POST CODE	Thursday				
DATE OF BIRTH	Friday				
NATIONAL INSURANCE No	Saturday				
	Sunday				
TRADE	Total Hours				
	Please total all columns and STRIKE OUT empty boxes				
SECTION 2 TO BE COMPLETED BY CLIENT		Week ending Sunday		2008	
NAME OF COMPANY		<p>I hereby certify the total hours above are a correct record of the hours worked by the temporary worker and understand that these hours will be used to calculate the charge for the basic hours and overtime hours and are NET OF BREAKS. I also accept UK Recruitment GB Ltd current Terms and Conditions of Business for the supply of Temporary Workers. I am authorised by the Client to sign this timesheet</p> <p>To safeguard your organisation ensure all boxes are totalled</p>			
ASSIGNMENT LOCATION					
POST CODE	SIGNATURE _____				
SITE CONTACT	PRINTED NAME _____				
TEL.NO.	POSITION IN COMPANY _____				
PURCHASE ORDER	DATE _____				

This document must be signed and completed in full including the Client Purchase Order Number

FAX TO 01452 420051 NO LATER THAN MIDDAY MONDAY TO ENSURE THAT YOUR WAGES ARE PROCESSED

OR POST TO UK CONSTRUCTION RECRUITMENT, 10 HEMPSTED LANE, GLOUCESTER GL2 5JA

Sample Timesheet



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SECTION 1 TO BE COMPLETED BY TEMPORARY WORKER		Week ending Sunday 29/ 08/ 2007			
YOUR NAME Harry Jones		HOURS WORKED - Exclusive of Lunch Hours & Travelling Time PART HOURS - Please state as a decimal eg 1/2 hour =0.5)			
ADDRESS	Days	Basic Hours	Overtime Hours	Time taken for meals	Total
10 New Town Road	Monday	8	0	1 hr	7
Cheltenham	Tuesday	8	0	1 hr	7
Glos Post Code GL51 2AB	Wednesday	8	0	1 hr	7
Date of Birth 01/01/80	Thursday	8	0	1 hr	7
	Friday	7.5	0	.5 hr	7
	Saturday		0	0	
National Insurance No AA 12 34 56 C	Sunday		0	0	
	Total Hours	39.5	0	4.5	35
Trade Labourer	Please total all columns and STRIKE OUT empty boxes				

SECTION 2 TO BE COMPLETED BY CLIENT		Week ending Sunday 29/ 08/ 2007		
NAME OF COMPANY A G Building Contractors Ltd		I hereby certify the total hours above are a correct record of the hours worked by the temporary worker and understand that these hours will be used to calculate the charge for the basic hours and overtime hours and are NET OF BREAKS. I also accept UK Recruitment's current Terms and Conditions of Business for the supply of Temporary Workers. E&OE		
ASSIGNMENT LOCATION Gloucester Docks, Gloucester				
INVOICE ADDRESS Unit 3 Local Business Park		I am authorised by the Client to sign this timesheet To safeguard your organisation ensure all boxes are totalled		
Worcester				
Post Code WR1 1TZ	SIGNATURE	A Smith		
TELEPHONE no 01234-567890	PRINTED NAME	A Smith		
PURCHASE ORDER PO1223	POSITION IN COMPANY	project manager		
	DATE	27th August 2007		

This document must be signed and completed in full including the Client Purchase Order Number

FAX TO 01452 420051 NO LATER THAN MIDDAY MONDAY TO ENSURE THAT YOUR WAGES ARE PROCESSED

or

POST TO: UK CONSTRUCTION RECRUITMENT, 10 HEMPSTED LANE, GLOUCESTER, GL2 5JA

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Form 036/ April 2008

Instructions for completion of Timesheet

- 1 Complete all personal details in "Section 1" - Name, Address, Post Code, Date of Birth and National Insurance number
- 2 Enter the week ending date for week working
- 3 Each day complete Timesheet details - Hours worked less time taken for meal breaks = Total hours to be paid
- 4 At the end of the week (or assignment) total the number of hours worked
- 5 Pass the Timesheet onto the Authorised Person who is representing the Client, eg Project Manager, Site Manager etc for signature
- 6 Once the Timesheet has been signed, fax to **01452 420051** no later than Midday on the following Monday to ensure that your pay will be processed