

# TIMESHEET

**PLEASE EMAIL to:** temps@excel-recruitment.com or **FAX to:** 0845 299 2998

<b>W/E Friday:</b>	<b>Client:</b>	<b>Name of Temp:</b>	<b>Standard Weekly Hours</b>
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	MORNING		AFTERNOON		TOTAL DAILY HOURS (to nearest ¼ hour)	BREAKDOWN OF ADDITIONAL HOURS			
	FROM	TO	FROM	TO		FLAT RATE	1¼ TIME	1½ TIME	DOUBLE TIME
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SAT / SUN									
<b>TOTAL HOURS WORKED</b>									

**NOTES FOR TEMPORARY WORKERS:**

All Details on your timesheet must be completed fully and accurately and an authorised employee of the client company must sign (below) and initial any alterations before you submit it. **Timesheets must be received by 10am on each Monday to ensure payment.** Payment will be made by BACS and no payment will be made until an authorised timesheet has been received by the due date / time. Your Social Security card, ITIS effective rate notice must be held at the offices of Excel Recruitment at the time the assignment commences and before payment is made. In the absence of this, Excel Recruitment will deduct the statutory default tax rate from your pay. Excel Recruitment does not accept responsibility for any injury, loss or expense incurred by the temporary worker whilst on assignment, howsoever caused.

**IF YOU ARE DELAYED OR UNABLE TO COMPLETE YOUR ASSIGNMENT, PLEASE CONTACT EXCEL RECRUITMENT IMMEDIATELY ON 707800**

**Authorisation:**

**Temp**

I certify that the above hours have been worked and are correct as claimed.

**Client**

We certify that the total hours are correct as claimed and will accept your account for the chargeable hours shown above. We agree to your Terms and Conditions of Business and accept that your normal fee will be payable should the above named temporary worker enter our employment within six months of the end of this assignment.

**Signed:**

**Date:**

**Client (authorised signatory):**

**Name:**

**Position:**

**Date:**

**To download a timesheet visit: [www.excel-recruitment.com](http://www.excel-recruitment.com).**

**Please ensure that you have initialled any changes made to this timesheet.**