

## Timesheet

PLEASE NOTE: Timesheets received after 12 noon on Monday may not be included in payroll that week. Please ensure that this form is completed in full and that any alterations are countersigned. Please email this form to [payroll@temps-online.co.uk](mailto:payroll@temps-online.co.uk) or fax it to us on **020 7499 9002**. For all payroll enquiries, please email [payroll@temps-online.co.uk](mailto:payroll@temps-online.co.uk)

Temp name ..... Week ending .....

Client .....

Contact ..... Department .....

Address .....

	Date	Start	Lunch		Finish	Total	Overtime		
			Start	Finish			Start	Finish	Total
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total standard hours							Total overtime hours		

### Client please note:

1. By signing this declaration, you are confirming that the total number of hours entered in the normal total and overtime total boxes are correct and that work was carried out satisfactorily. On behalf of your company, you are authorising payment to the Temporary Worker and payment of our invoice. Therefore, please ensure that the totals are correct, as it may not be possible to rectify errors at a later date. Please also countersign any alterations.
2. Overtime hours stated will be charged at normal time, unless we are notified to the contrary.
3. In the event that any Temporary Worker introduced through temps-online be employed by the client on a permanent basis, the client will pay temps-online a fee based upon its Terms and Conditions.

Client name

Position

Signature

Date

### Temporary Worker please note:

1. By signing this declaration, you are confirming that all the information on this timesheet is correct. Lunch breaks are not paid and should therefore be deducted from your total daily hours. If a timesheet is found to be incorrect, all necessary steps will be taken by temps-online to retrieve any monies owed.
2. In order for temps-online to process your timesheet, it is vital that you enter the sum of the hours you have worked in the weekly total boxes, rounding to the nearest quarter of an hour. If these boxes are left blank, your timesheet will be returned to you and this may result in delayed payment.
3. It is your responsibility to ensure that your timesheet has been received by temps-online.
4. Timesheets submitted over 4 weeks from week worked will be investigated and possibly cause a delay in payment. Timesheets over 4 weeks old will incur an admin fee of £30 per timesheet.
5. For queries regarding your timesheet please email: [payroll@temps-online.co.uk](mailto:payroll@temps-online.co.uk)

### Confirmation

I confirm that the information on this timesheet is correct. If it is later found to be incorrect, I acknowledge and accept that all necessary steps will be taken by temps-online to retrieve any monies I owe.

Temporary name

Signature

Date