

WEEKLY TIMESHEET



EQUATION
RECRUITMENT

PAYROLL DETAILS

Equation Recruitment
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Oxfordshire
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The deadline for timesheet submission is 10am Monday following the week you have worked. Failure to submit will delay payment until the next process date.

We recommend that fax confirmation slips should be retained for your personal records. Timesheets received after the Monday 10am deadline will not be processed until the following week.

CANDIDATE/CLIENT NAME

Candidate Name	
Client Name	
Client Address	

ASSIGNMENT DETAILS

Week Ending	
Reporting To	
Assignment	
Assign No	

Note: The working week ends on Sunday

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DAY/DATE	START TIME		FINISH TIME		BREAKS (HRS/MINS)		STANDARD HOURS		OVERTIME START		OVERTIME FINISH		TOTAL HOURS	
MON														
TUE														
WED														
THU														
FRI														
SAT														
SUN														
TOTALS=														
TOTALS=														

Please ensure that the total boxes are completed before signing and the hours are recorded accurately and totalled to the nearest 15 mins. All total figures should be added in decimal e.g. 37.50 = 37 hours and 30 minutes.

Signature of Temporary Worker **Date**

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I hereby certify that the above is a correct record of the hours I have worked for the dates stated above and that I understand that any incorrect hours will be deducted from future payments and that I have received my contract with temporary workers and agree to these details.

Reclaimable Expenses £ .

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IF YOU ARE CLAIMING EXPENSES, PLEASE ATTACH RECEIPTS TO THE ORIGINAL TIMESHEET AND SUBMIT.

Signature of Client **Date**

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Name (please print) **Position**

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I confirm that the above temporary worker has satisfactorily worked the hours stated and agree that payment will be made at the rates stated in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction and understand a minimum of 4 hours in any one day will be charged. I agree to reimburse **Equation Recruitment** for the expenses claimed on receipt of the relevant invoice.