

Weekly Timesheet

Equation Recruitment Limited, 12 Deans Court, Bicester, Oxfordshire OX26 6RD

Telephone 01869 323 444 Email payroll@equationrecruitment.com



EQUATION
RECRUITMENT

Timesheets must be received by 10am Monday

Company Name	Reporting to
Company Address	Job Title
	Assignment Start Date
Temp Worker Name	Week Ending Date (Sunday)

Date Worked	Time Started	Time Finished	Less Breaks	Standard Hours	Overtime Hours	FOR OFFICE USE	
For Example	09:00	17:00	0:30	7:30	0:00		
Mon / /	:	:	:	:	:		Standard
Tue / /	:	:	:	:	:		OT (standard rate)
Wed / /	:	:	:	:	:		OT x1.5
Thu / /	:	:	:	:	:		OT x2
Fri / /	:	:	:	:	:		OT Other
Sat / /	:	:	:	:	:		
Sun / /	:	:	:	:	:		
Total Hours worked this week				:	:		

For Temporary worker completion: 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: _____ If you are claiming expenses please attach receipts to the original timesheet.

Signed

Date

For Company completion: 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.

Signed

Job Title

Print Name

Date