

TEMPORARY EMPLOYEE TIMESHEET

PLEASE COMPLETE IN FULL, SCAN AND EMAIL FULLY AUTHORISED TO
timesheets@radleygreen.co.uk

FIRST NAME:	SURNAME:
LIMITED COMPANY NAME: (IF APPLICABLE)	CONTACT NUMBER:
CLIENT COMPANY NAME:	WEEK ENDING (SUNDAY):
PO NUMBER:	

PLEASE COMPLETE YOUR HOURS WORKED (IF YOU ARE PAID AN HOURLY RATE) OR DAYS WORKED (IF YOU ARE PAID A DAILY RATE). NOTE OVERTIME IS ONLY TO BE COMPLETED IF EXPRESSLY AGREED AND SIGNED OFF BY CLIENT.

DAY	AM		PM		AUTHORISED HOURS (HOURLY RATE ONLY)		AUTHORISED DAYS (DAILY RATE ONLY)
	START	FINISH	START	FINISH	REGULAR	AUTHORISED OVERTIME	
SAT							
SUN							
MON							
TUES							
WEDS							
THURS							
FRI							
TOTAL NUMBER OF HOURS WORKED E.G. 40 OR DAYS WORKED E.G. 5							

PLEASE ONLY COMPLETE THE FOLLOWING IF THIS IS YOUR LAST DAY ON ASSIGNMENT:

THIS IS MY FINAL TIMESHEET		PLEASE ISSUE MY P45	
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CLIENT: PLEASE NOTE THAT BY COMPLETING THIS SECTION YOU ARE ACKNOWLEDGING THE TERMS OF BUSINESS AGREED AT THE OUTSET OF THIS ASSIGNMENT AND CONFIRMING THAT THE TEMPORARY WORKER HAS COMPLETED THE HOURS INDICATED ABOVE.

TEMP SIGNATURE:		DATE:	
CLIENT SIGNATURE:		DATE:	
CLIENT NAME:		POSITION	

CANDIDATE: PLEASE NOTE THAT THE PAYROLL DEADLINE IS 5PM ON MONDAY. TIMESHEETS SUBMITTED AFTER THIS TIME WILL NOT BE PAID. IF YOUR LIMITED COMPANY IS NOT SET-UP PRIOR TO SUBMISSION OF YOUR FIRST TIMESHEET PAYMENT WILL BE DELAYED UNTIL THE FOLLOWING PAYROLL DEADLINE. IF WE ARE NOT IN RECEIPT OF A SIGNED COPY OF YOUR CONTRACT PAYMENT WILL BE DELAYED UNTIL THE FOLLOWING PAYROLL DEADLINE.