

N O R M A S K E M P

RECRUITMENT

326 Linen Hall, 162-168 Regent Street, London W1B 5TF
Tel: 020 7038 3797

TIMESHEET

Client name & address:	ACCOUNT No	TIMESHEET No	WEEK ENDING DATE

Instructions for completion: At the end of each week (end of Friday afternoon) or at the end of your booking (whichever comes first), fill in the number of hours worked to the nearest ¼ hr. deducting the time you have taken for lunch and get your line manager to sign and date the bottom of the timesheet. Thank you!

Name of temp:

Reporting to:

DETAILS	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun	
START TIME								
FINISH TIME								
DEDUCT LUNCH TIME								TOTAL HOURS
HOURS WORKED								
Additional Information: in accordance with the Working Time Regulation 1998, you are entitled to a 20 minute rest break every 6 hours and a minimum daily rest period of 11 consecutive hours in each 24 hour period.								4 Hours minimum per day

CLIENT AUTHORISATION

We hereby certify the hours shown above are correct and that the work has been carried out to our satisfaction and that we should be invoiced accordingly. We understand that should we wish to make an offer of permanent employment to the temporary worker named above, following the completion of this assignment or at any time within six months from now, we will first make formal application to Norma Skemp Recruitment and their current terms & conditions for permanent appointments will apply.

Authorised signatory:

Position:

Date approved:
