

Temporary Staff TimesheetWeek Commencing **Monday** _____

Candidate Name _____ Assignment details: _____

Reporting to _____

Department _____ Standard Hours _____

Company _____

Address _____

Day/Date	Start	Finish	Lunch	Basic Hours	Overtime Hours
Monday ____/____/____					
Tuesday ____/____/____					
Wednesday ____/____/____					
Thursday ____/____/____					
Friday ____/____/____					
Saturday ____/____/____					
Sunday ____/____/____					
			Totals		

Notes for Temporary Worker

The minimum pay/charge period is a quarter of an hour and each timesheet entry must be rounded to the nearest quarter of an hour in the client's favour e.g. a 9.06 start becomes 9.15 and a 5.42 finish becomes a 5.30 finish. All timesheets are checked by our payroll department and rounded to the nearest quarter of an hour by our payroll department if it is not correctly entered by you.

All sections must be completed and the timesheet signed by an authorised person at the client company.

A photocopy of the completed, signed timesheet must be left with the client company.

A copy of the timesheet must be scanned via e-mail to our payroll department:

e-mail:
angela.crowe@charallelegal.co.uk

The original must be posted to
**Accounts Office : 46 London Road,
Ewell, Epsom, KT17 2BB**

Your timesheet must be e-mailed and posted immediately following your assignment or delay in

I certify that the total hours worked as above are correct and we agree to pay your account in accordance with your Terms and Conditions of Business for Temporary Staff

Authorised Client Signature _____

Print Name _____

Position _____

Important Note

If temporary staff introduced by us are subsequently employed by the Client on a permanent basis a transfer fee may become payable in accordance with our Terms and Conditions of Business.