

Temporary Workers Timesheet

Please note: Timesheets Received after 12 noon on Monday may not be included in payroll that week. Please ensure that this timesheet is completed in full and any alterations are countersigned, then scan and email back to us at the following address: temps@branchrecruitment.com

Candidate Name _____ **Week Ending:** _____

Client _____ **Contact** _____

Address Worked _____

	Date	Start	Lunch	Finish	Total Hours Worked	Overtime		Total
						Start	Finish	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Standard Hours						Total Overtime Hours		

<p>By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.</p> <p>In the event any candidates are employed on a permanent basis after being introduced by Branchrecruitment.com the client will pay a fee based on the terms and conditions agreed.</p>	Client Name (Please Print)
	Position
	Signature: