

Timesheet Number:

Timesheet



Employment Details

Assignment Details

NAME: _____

CLIENT: _____

POSITION: _____

ADDRESS/UNIT: _____

GRAFTON CONTACT: _____

PO NUMBER: _____

COST CODE/CENTRE: _____

Timesheet deadline 12 noon Monday. Please send timesheets to hscnitimesheets@graftonrecruitment.com

Timesheet logged on system: (Please tick)

DAY	DATE	FROM AM/PM	TO AM/PM	LESS BREAKS	BASIC M-F 6am – 8pm	UNSOCIAL M-F 8PM – 6AM/ SAT	UNSOCIAL SUN/ PUBLIC HOL (24h)	OVERTIME MON-SUN	OVERTIME BANK/ PUBLIC HOL
SATURDAY									
SUNDAY									
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
TOTAL HOURS WORKED					A	B	C	D	E

BASIC HOURS WORKED SHOULD BE NET AFTER ALL BREAKS HAVE BEEN DEDUCTED.

We certify that the Total Hours above are TRUE and CORRECT and we agree to be invoiced accordingly by Grafton Recruitment Ltd. If he/she should at any time be taken on to your staff, we acknowledge that an Introduction Fee will be payable, based on the scale of fees in force at that time.

DEADLINE FOR RECEIPT OF TIMESHEETS IS 12 NOON MONDAY

AUTHORISING SIGNATURE

PRINT NAME

POSITION: _____

DATE: _____