

Timesheet



To be completed by the Temporary Worker in full to the nearest 15 minutes only using the 24 hour clock

Your Name _____ Client Name _____
 Job Title _____ Client Address _____
 Your Signature _____ Client Contact Name _____

Please return your completed Timesheet to our dedicated Payroll team by FAX or EMAIL by 09.00am on Monday Morning

FAX: 01322 618115

EMAIL: payroll@swanstaff.co.uk

To be completed by the Authorised Signatory
 after completion, please retain a **photocopy** for your records

Date	Start Time	Finish Time	Hours Total	Total Breaks Taken	Total Hours Worked	Sleep In Y/N	Client Signature *	Name	Date
Mon ___/___/___									
Tue ___/___/___									
Wed ___/___/___									
Thu ___/___/___									
Fri ___/___/___									
Sat ___/___/___									
Sun ___/___/___									

Total

***Declaration of Authorised Signatory:**

By signing this timesheet, I hereby certify that the details given above are a correct record of the hours, mileage and expenses of this temporary worker. I understand that an invoice will be raised from this timesheet. I also accept the Terms of Business of Swanstaff Recruitment Limited. I also confirm that I am authorised by the Client or, where applicable, the Local Authority, to sign and authorise this timesheet.

Official Use Only	
Timesheet No.	
Input By	

Example Timesheet



To be completed by the Temporary Worker in full to the nearest 15 minutes only using the 24 hour clock

Your Name Jane Smith
 Job Title Healthcare Assistant
 Your Signature J Smith

Client Name Aspen Healthcare
 Client Address 2 High St, Swanley
 Client Contact Name Roger Stephenson

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Date	Start Time	Finish Time	Hours Total	Total Breaks Taken	Total Hours Worked	Sleep In Y/N	Client Signature *	Name	Date
Mon <u>3/8/18</u>	<u>06:00</u>	<u>18:00</u>	<u>12</u>	<u>1</u>	<u>11</u>		<u>RS</u>	<u>R. Stephenson</u>	<u>7-8-18</u>
Tue <u>4/8/18</u>	<u>06:00</u>	<u>18:00</u>	<u>12</u>	<u>1</u>	<u>11</u>		<u>RS</u>	<u>R. Stephenson</u>	<u>7-8-18</u>
Wed <u>5/8/18</u>	<u>06:00</u>	<u>18:00</u>	<u>12</u>	<u>1</u>	<u>11</u>		<u>RS</u>	<u>R. Stephenson</u>	<u>7-8-18</u>
Thu <u>6/8/18</u>	<u>06:00</u>	<u>18:00</u>	<u>12</u>	<u>1</u>	<u>11</u>		<u>RS</u>	<u>R. Stephenson</u>	<u>7-8-18</u>
Fri <u>7/8/18</u>	<u>06:00</u>	<u>18:00</u>	<u>12</u>	<u>1</u>	<u>11</u>		<u>RS</u>	<u>R. Stephenson</u>	<u>7-8-18</u>
Sat <u>/ /</u>									
Sun <u>/ /</u>									
Total					<u>55</u>				

*Declaration of Authorised Signatory:

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