Time Sheet

Client Name & Address:

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Week ending date: ……

Report to: ……

Candidate Name: ……..…..

	Time Started	Time Finished	Breaks	Hours Worked	Date
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS WORKED					

TEMPS PLEASE NOTE: YOUR PAYROLL WILL NOT BE RUN UNLESS ALL BASIC TOTAL BOXES ARE COMPLETED
Once completed and signed, please photocopy and leave with your Reporting Manager Timesheets to be returned to WendyB by 09.30 on Tuesday which is Payroll day

IT IS HEREBY CERTIFIED THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS PERFORMED IN ACCORDANCE WITH THE WORK SPECIFICATION.

IT IS UNDERSTOOD THAT SHOULD A MEMBER OF WENDY B TEMPORARY OR CONTRACT STAFF BE ENGAGED BY US IN ANY CAPACITY OR BE INTRODUCED BY US TO ANOTHER EMPLOYER WITH A RESULTING ENGAGEMENT WE SHALL BE RESPONSIBLE FOR PAYING THE APPROPRIATE INTRODUCTION FEE.

…… ……. ……..
Client Signature: **Position:** **Date:**

www.wenbee.co.uk

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Facsimilie 01252 324 863

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Recruitment & Employment Confederation