

DETAILS

Your Name	_____	Today's date	_____ / _____ / 200_____
Signature*	_____	Week ending date (Friday)	_____ / _____ / 200_____
Candidate Ref.	_____	Your Consultant	_____
Company where placed	_____	Your Work Contact No.	_____

(direct line or include extension)

*The hours on my timesheet are correct and I accept the terms and conditions of my assignment, as defined by the Candidate Terms of Engagement document and further highlighted in my placement pack which I have read and understood. I am specifically aware of the terms and my responsibilities relating to taking permanent employment with a client of Active Resourcing.

TIME SHEET

All minutes should be rounded in 15 minute intervals.

	Start Time	Lunch Minutes	Finish Time	Normal Hours	Overtime*
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTALS					

<i>Example:</i>	9.00am	60	5.30pm	7.5	0
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*All hours will be paid at standard rate unless a specific overtime rate has been previously agreed by the client.

TO BE COMPLETED BY THE CLIENT

Name	_____	Date	_____ / _____ / 200_____
Signature*	_____	Position	_____

*I certify that the hours on this timesheet are correct and the work of the above named individual has been carried out to my satisfaction. I certify that my signature confirms acceptance of the Terms and Conditions of Business of Active Resourcing Limited (which I have received and understood, and am aware that further copies are available on request). I am specifically aware of the terms governing a temporary candidate/worker becoming a permanent employee.

IMPORTANT INFORMATION

- Please ensure that ALL details on the timesheet are completed fully. Any omissions may delay your payment.
- Once complete, fax your timesheet to our Head Office Payroll Department on **01908 561 665**.
- **The strict payroll deadline is 10am Monday morning.**
- We strongly recommend that you fax your timesheet to us as you finish work on a Friday.
- Retain one copy of your timesheet yourself and issue your line manager with a copy once it has been signed.
- Keep a copy of your timesheet at work. Should it not be received you may be required to re-fax it.