#

# TIMESHEET

|  |  |  |
| --- | --- | --- |
| Client Name | Order Number |  |
| Address:  | Report to: |  |
|  | Temp’s Name |  |
|  | Temp’s Number |  |
| Tel No: | Category of Work |  |

Please complete this timesheet carefully. This document is used to calculate worker’s pay and your invoice. Enter all start and finish times and break time to be deducted. Please note that any break time not entered will be invoiced in line with the Terms of Business.

|  |  |
| --- | --- |
| Week commencing Date | Week Number |
|  |  |

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| **Working Time Hours not through Newstaff** | **POA = Period of Availability****WT Hours = Working Time Hours** | **Pay and Charge Hours** |
| Last Week | This Week |  | Shift | Start Time | Finish Time | Hours | Breaks | POA | WT Hours | Normal | O/T |
|  |  | Mon |  |  |  |  |  |  |  |  |  |
|  |  | Tues |  |  |  |  |  |  |  |  |  |
|  |  | Wed |  |  |  |  |  |  |  |  |  |
|  |  | Thurs |  |  |  |  |  |  |  |  |  |
|  |  | Fri |  |  |  |  |  |  |  |  |  |
|  |  | Sat |  |  |  |  |  |  |  |  |  |
|  |  | Sun |  |  |  |  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |  |

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| CLIENT’S DECLARATIONI am authorised to sign agreement to the above hours. I declare that the Working Time and Pay and Charge Hours are correct and accurate, other than those not through Newstaff. I understand that Newstaff will invoice for these hours in line with the Terms of Business.Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| DRIVER’S DECLARATION1. I declare that the Periods of Availability (POA) and Working Time (WT) Hours are correct.
2. I confirm that I have entered the Working Time Hours for This Week for paid work not done through Newstaff.
3. I confirm that I have entered the Working Time Hours for Last Week, for paid work not done through Newstaff, and that this is the only non-Newstaff work I have done.
4. I confirm that I will notify Newstaff if I undertake paid work other than through Newstaff.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| NEWSTAFF USE ONLY |
| H | P | C |
|  |  |  |
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Please e-mail by 11am Monday.

e-mail: luton@newstaffemployment.co.uk