

TIMESHEET

*Week Ending: (Sundays date) ___/___/___

Telephone: 01202 752955

Fax: 01202 752954

*Temporary Worker Name: _____

*Establishment/Location: _____

*Temporary Worker Position: _____



*County Gates House, 300 Poole Road,
Westbourne, Poole, BH12 1AZ*

DAY	DATE	START TIME	FINISH TIME	START TIME	FINISH TIME	BREAKS DEDUCTED	*TOTAL HOURS TO BE PAID
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
*WEEKLY TOTAL							

***FOR CLIENT USE ONLY:**

I CONFIRM THAT THE HOURS SHOWN ARE CORRECT, UNPAID BREAKS HAVE BEEN DEDUCTED AND THAT WORK WAS PERFORMED TO SATISFACTION.

IF YOU HAVE ANY QUERIES REGARDING THIS TIMESHEET PLEASE CONTACT US BEFORE SIGNING AS ONCE THIS TIMESHEET IS SIGNED IT WILL FORM THE BASIS OF AN INVOICE.

*AUTHORISED SIGNATORY: _____ DATE: ___/___/___

*PRINT NAME: _____

*POSITION: _____

P.O. NUMBER (IF APPLICABLE): _____



- Please fill out the timesheet in full
- Timesheets must be sent to Towngate by **midday Tuesday** in order to be paid the following Monday
- Timesheets received after midday Tuesday will **not** be processed until the following week
- Timesheets must be signed by signatory as stated on your contract
- Timesheets run from Monday - Sunday, please do not try to amend this.
- Any missing or incorrect information on your timesheet will cause a delay in your payment
- Post, fax, email pay@towngate-personnel.co.uk or send a picture message of the completed timesheet to the office or relevant consultant
- Fill out **all** mandatory fields that are marked with a *
- Hours must be rounded down to the nearest 15 minutes. **E.g. 8hrs 50mins rounded to 8.75**
- 2nd start/finish columns for split shift use only

FOR OFFICE USE ONLY:		
P.R. _____	C.R. _____	JOB NO. _____