

TIME SHEET

Company Name	Temporary Worker's Name
Client Contact Name	Temporary D.O.B
Client Telephone Number	Week Ending Date (the Sunday)

	Example	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly Hours
Start Time	10am								
Finish Time	6.45pm								
Lunch Break	-1hr								
TOTAL HOURS WORKED	7.45								

Return timesheets before Monday at 5pm for payment the same week
The Temporary's notice is drawn to the "Contract for Services" provided at registration
please be aware of timesheet procedures available on the website

CLIENT AUTHORISATION

I confirm hours above are correct and that I have read and agreed to Howard James Ltd Terms of Business previously supplied

COMPANY AUTHORISED SIGNATURE _____ **PO No:** _____

Name _____ **DATE** _____

TEMPORARY'S AGREEMENT

I the undersigned confirm that I have worked the the above hours, have read, understood and agree to the "Contract for Services for Temporary Workers Terms of Engagement" and Timesheets procedures supplied at registration and available via the "downloads" section of the company website www.howardjames.co.uk

SIGNATURE _____ **DATE** _____

Name _____

Please ensure we receive your timesheet, failure to do so could result in non payment of wages

PAYROLL INFORMATION

Type		Hours		Pay		Charge		Authorised By: _____ Date Paid: _____
Type		Hours		Pay		Charge		
Type		Hours		Pay		Charge		
Type		Hours		Pay		Charge		