

Name:

Weekending:

Client/site:



TIMESHEET

Global Employment Bureau

Tel: 01604 761206 Fax: 01604 877975 Mob: 07725 050012

Day	Date	Start	Finish	Working Time	Periods of Availability	Breaks	Total Shift Time	Total Hours after Breaks
Sun								
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								

Please be aware that timesheets are due in to Global Employment by 10am Monday morning.
Failure to do so will result in pay being delayed.

Total

Day	0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun																								
Mon																								
Tue																								
Wed																								
Thur																								
Fri																								
Sat																								

If you are a night worker starting between the hours of 00.00 - 4.00 please draw a line when you begin through till you finish.

Temporary Workers Declaration: (option 1) I certify that the hours I have given on my timesheet are correctly recorded and that I have only worked for Global Employment Ltd during this week. If for any reason I have worked elsewhere I will notify Global Employment at once, so that they have an exact calculation of my Working Time and Periods of Availability within this weeks work that has been carried out.

Sign: Print: Date:

Temporary Workers Declaration: (option 2) I certify that the hours I have given on my timesheet are correctly recorded. I have also undertaken work other than for Global Employment Ltd and that my Working Time has been calculated accurately.

Sign: Print: Date:

Client Declaration: I can verify that the hours stated above have been officially carried out, and that payment will be processed for total hours according to Terms of Business which the company has received and accepted.

Sign: Print:

Date:

Additional comments for Global Employment: