

Timesheet

E :

W :

T :

Please email completed timesheets to info@universerecruitment.co.uk

To be completed and returned by _____ on the following _____ to be processed for payment.

Temps Name : _____ Temps Signature : _____

Week Ending : _____ Date : _____ Agency : _____

	Start	Lunch	Finish	Hours	Overtime	Comments
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours						

Client Declaration

I certify that I am an authorised employee of the named client and that the above named Temporary Worker has attended for assignment with us at the stated times and to our satisfaction. By signing this timesheet I certify that I have read and agree to be bound by the Terms & Conditions of Recruitment Funding Solutions.

Client Name : _____ Client Signature : _____

Position : _____ Date : _____