

Workforce Resourcing - Timesheet

(*) Company Name:	(*) Week Ending:
(*) Agency Worker Name:	(*) Position:
(*) Site Address:	PLEASE NOTE: A time sheet signed by an authorised representative of the Client will be deemed as confirmation of final hours for invoice/pay purposes and as such no deductions from invoices will be accepted. Do not include lunch break or travelling times.

(*) DAY	(*) DATE	(*) START TIME	(*) BREAK/S /SHIFT GAP/S	(*) END TIME	(*) TOTAL HOURS TO BE PAID
THE GRAND TOTAL HOURS WORK MUST BE COMPLETED PRIOR TO SIGNATURE BY CLIENT.					(*)

NOTICE TO CLIENTS

Signed timesheet by authorised signatory is acceptance of terms & conditions.

(*) Signed..... (*) Print Name.....

(*) Position..... (*) Date.....

Head Office Number: 02381 550 012

Please email timesheet to: timesheets@workforceresourcing.co.uk
(NO OTHER METHOD WILL BE ACCEPTED)

A minimum of all areas with * must be filled in, if this minimum is not met your timesheet may be rejected.

Timesheet deadline time is **09.00am** every Monday, if the deadline is missed payment will be deferred to the following week should your timesheet submission meet the following timesheet deadline time, date & process.

For more timesheets processes please visit - <https://workforceresourcing.co.uk/forms>

Workforce Resourcing Limited : 10529852 **Head Office Address:** Workforce Resourcing, Royal Mail House, Terminus Terrace, Southampton, Hampshire, SO14 3FD

Head Office Landline: 02381 550 012

Email: contact@workforceresourcing.co.uk **Website:** www.workforceresourcing.co.uk