

TIMESHEET

CANDIDATE'S NAME:	REPORTING TO:
COMPANY NAME:	WEEK ENDING:

DAY	DATE	MORNING		LUNCH (in hrs)	AFTERNOON		TOTAL HOURS
		FROM	TO		FROM	TO	
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
						TOTAL HOURS	

The client company is responsible for checking and approving the hours worked, including totals. By signing this timesheet you are accepting Appoint Personnel Ltd's Terms & Conditions	
Temporary Worker's signature:	Authorised company signature:
	Position: Date:

HOW TO COMPLETE:

- * Please note: lunch hours are unpaid
- * Please round all 'from' & 'to' times to the nearest 15 mins worked.

E.g. five past nine is rounded down to nine o'clock, but ten past nine is rounded up to quarter past.

- * All hours and their totals should be shown in decimal values, as follows:

15 mins = 0.25 hours

30 mins = 0.5 hours

45 mins = 0.75 hours

E.g. a total of 7 hours 15 mins should be shown as 7.25 hrs, not 7.15 hrs!

- * **"HOLIDAY" & "SICKNESS"** absence should simply be written across the relevant day. **No value should appear in the total hours column.** Please notify Appoint of any such absence at the soonest possibility.

Please note: timesheets are due by 10 am Mondays at the latest. Late receipt will delay pay.

TIMESHEETS CAN BE FAXED OR SCANNED/EMAILED:

tempdivision@appoint.co.uk

t: 01225 313130

f: 01225 313155