

## WEEKLY TIMESHEET

**Please note:** Timesheets Received after 12 noon on Monday may not be included in payroll of that week. Please ensure that this timesheet is completed in full and any alterations are countersigned and faxed through to 020 8253 9399 and the original posted to our office.

Organisation:

Client Contact Name:

Address:

Name of Temporary Worker:

Week Ending:

	Date	Start	Lunch	Finish	Total	Overtime		Total hours	Total Amount per	Approved by
						Start	Finish			
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
<b>Total Standard Hours</b>						<b>Total Overtime Hours</b>				

By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.

In the event any candidates are employed on full time basis after being introduced by Simmans Medical the client will pay a fee based on the terms and conditions agreed.

CLIENT NAME:   
(Please Print)

POSITION:

SIGNATURE:

DATE:

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## **TIME SHEETS**

At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours. Failure to co-operate in the Employment Business' timesheet process may constitute a breach of this contract for which damages might be claimed. For prompt payment Timesheets are to be in by Monday 12:00pm

For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises, lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.