

Temporary Staff Timesheet

TIMESHEETS MUST BE SUBMITTED BY **10AM** ON A **MONDAY** MORNING VIA EMAIL OR TEXT

Email: payroll@zoomrecruitment.co.uk

Text: 07809331310



RECRUITMENT SERVICES

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Week Ending Date: _____ Job Type: _____

Company: _____ Location: _____

	Date	Start Time	Finish Time	Break Taken	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Candidate Legal Disclaimer

I understand that I am responsible for my own record of hours and that if my timesheet is not authorised by the client, filled out correctly or submitted on time then this may delay my payment. I declare that the information submitted is correct and if I knowingly provide false information this may result in disciplinary action and recovery proceedings.

Please always ensure you are signing in and out on the client site so they have an accurate record of your working hours.

Please be advised that, unless authorised as paid by the client, a break will be automatically deducted from your total working hours.

Signed: _____

Name: _____ Date: _____

Client Legal Requirement

I am authorised to sign and confirm that the hours on this timesheet are true and correct and any breaks taken are noted, if breaks are authorised as paid the client must specify on the timesheet. By signing I agree to Zoom Recruitments terms of business and if any candidate is directly engaged through the client or a different agency a standard introduction fee will apply.

Signed: _____

Name: _____

Position: _____ Date: _____