

Temporary Staff Timesheet

Zarak Recruitment

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| Office Use Only | |
|-----------------|--|
| T/Sheet No. | |
| Basic Hours | |
| O/T @ | |
| O/T @ | |

WEEK COMMENCING MONDAY CLIENT COMPANY

NAME OF TEMPORARY ADDRESS

REPORT TO

DEPARTMENT

YOUR STANDARD HOURS WILL BE

| DATE | START | FINISH | LUNCH | BASIC HOURS | OVERTIME HOURS |
|---------------|-------|--------|-------|-------------|----------------|
| Mon | | | | | |
| Tues | | | | | |
| Wed | | | | | |
| Thur | | | | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |
| Totals | | | | | |

Instructions to Temporary Worker

The minimum pay / charge period is a quarter of an hour and each timesheet entry must be rounded to the nearest quarter of an hour in the Clients' favour. e.g. a 9.08 start becomes 9.15, a 5.37 finish becomes 5.30. All timesheets are checked and rounded by our Payroll department if not correctly entered by you.

All sections MUST be completed and the timesheet signed by an Authorised person at the Client Company.

Leave a photocopy of the signed timesheet with the client, keep the original and then fax a copy of it to our payroll department on :-

020 7138 1087

or scan and e-mail it to us as an attachment in pdf format to : payroll@zarakrecruitment.com

I certify that the total hours worked as above are correct and we agree to pay your account in accordance with your Terms and Conditions of Business for Temporary Staff

Client Signature : Name of Signatory (BLOCK CAPITALS) :

Position : P/O No. (if required) :

If Temporary Staff introduced by us are subsequently employed by you a Transfer Fee may become payable
(see our Terms and Conditions of Business)