


# 14 Steps to completing your Timesheet

**Timesheet Checkpoints before sending:**

1. Check week commencing date matches with week worked.
2. The overtime section should ONLY be completed if a special rate has been agreed beforehand. Please check with your consultant before using this section.
3. If your personal details change, i.e. address, bank details, marital status, please inform your consultant immediately. DO NOT write details on timesheet.
4. Requests for Holiday must NOT be made on the timesheet.

**Incorrect or incomplete timesheets could result in late payment.**



Temp's Name:       Week Commencing:

Company:       Report to:

Consultant:

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Activity	Start Time	Time Taken for Lunch	Finish Time	Total hours LESS Lunch/Overtime	Agreed Overtime ONLY (Tick box to Add Times)
Please use the 24 Hour Clock to complete this form e.g. 4.30pm = 16.30					
Mon	Working	09 00	01 00	17 30	07 30
Tues	Not Working				
Wed	Sick				
Thurs	Working	08 30	01 30	18 00	06 30
Fri	Holiday				
Sat	Working	10 00	01 00	16 00	05 00
Sun	Working	10 00	01 00	16 00	05 00

Total weekly Hrs excluding overtime:

Total, Overtime if applicable:

Total Hours:

Office Use Only:

10.00

26.00

Temp: I have worked in accordance with my contract set out by Adept Recruitment Ltd and received the rest breaks as required by law. I have fully worked the hours shown above. (Please note it is fraudulent to misrepresent your hours).

Client: I agree the hours above have been checked and totalled correctly and that the week commencing date correlates with the week worked. I also agree the work completed by the Temp has been satisfactory and have ensured that the rest breaks given are in accordance with the Working Time Regulations 1996.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Your fully signed Timesheet should be faxed to 01707 656533 OR posted to the office - but must be received before 11.00am Monday. Timesheets received after this time will be processed in the following weeks payroll.

Company Name

3

1 Your Name

1

2 Week Commencing (Monday of the week hours worked)

2

4 Assignment Supervisor

4

Use dropdown to select consultant

4

Use Dropdown to select:  
Not working  
Working  
Holiday

5

9 Click 'Update' & the Timesheet will calculate your hours automatically. Once updated the

9

10 Edit button will appear which enables you to amend your hours.

10

Add Start Time using 24 hr clock

6

Input time you had for lunch (Example shows 1hr)

7

11 IF you have agreed Overtime tick this box and input overtime hrs. Only input hrs that are to be paid overtime. (In the example, the whole day was paid overtime)

11

Add leave time Using 24 hr clock

8

12 You sign the Timesheet here

12

Your Supervisor or somebody in authority must sign here to approve the hours you have worked.

13

14 Fax your Timesheet to this number 01707 656533 by 11.00am on the Monday following the week worked:  
or Post to: 25 Catherine Street, Covent Garden, London, WC2B 5JS

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