

**TIMESHEET**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **PO NUMBER** |  |
|  |  | **JOB TITLE** |  |
|  |  | **WEEK ENDING** |  |

**1st Floor South, Kings Wharf,**

**The Quay, Exeter, EX2 4AN**

**Tel: 01392 493347**

**Fax: 01392 493348** **timesheets@girlingjones.co****m**

**PLEASE COMPLETE AND RETURN THIS TIMESHEET**

**NO LATER THAN 10.00AM THE FOLLOWING MONDAY**

## **SIGNED BY THE CLIENTS REPRESENTATIVE**

Temporary Workers Name: Week commencing Monday:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **START** | **LUNCH** | **FINISH** | **BASIC HOURS** | **OVERTIME** |
| **MONDAY** |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |
|  |  |  |  |  |  |
| **TEMPORARY WORKER** SIGNATURE: DATE:  | **TOTAL HOURS** |  |  |

 Client Name:

 Office / Site:

NOTICE TO CLIENTS

We certify that the above-mentioned agency temporary worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of Girling Jones Ltd or any of its subsidiary, associated or holding companies.

If Girling Jones has notified us that the Temporary Worker is engaged on a self-employed basis through an Intermediary or as a Subcontractor, we confirm that the Temporary Worker has not been subject to supervision, direction or control as to the manner in which they carry out their Services at any time during the period to which this timesheet relates. We undertake to notify Girling Jones without delay if this situation changes.

 Signed: Print Name:

NOTICE TO TEMPORARY WORKER

Should the temporary worker have any queries regarding pay, please telephone the Girling Jones Ltd payroll on

**01392 493347**