

Time Sheet



Agency Worker Name (please print): _____

Hirer: _____

Weekending Date: _____ **Hirer Order No:** _____

PLEASE LIST IN EACH DAILY TOTAL BOX, THE HOURS (to the nearest quarter hour) THAT WILL BE PAYABLE AFTER ALL BREAKS HAVE BEEN DEDUCTED.

Hours	MON	TUE	WED	THU	FRI	SAT	SUN	H = HOLIDAY S = SICK				
Start Time								Number of Hours worked at:			TOTAL	Bonus/ Expenses
End Time								Basic Rate	O/Time Rate 1	O/Time Rate 2		£
Breaks												
DAILY TOTAL (minus breaks)												

Conditions

- 1 Time sheets **MUST** be returned to Vibe Recruit no later than 10.00am Monday morning. This may be done via hand delivery, post or email. Time sheets will be accepted via email on the understanding it has been sent from an authorised email account.
- 2 Please use **SUNDAY** as the **LAST** day of each working week, and enter the relevant date in the space provided above.
- 3 Please enter **ALL** order numbers that may apply to this job.
- 4 The conditions of the contract you have entered into are fully covered by the terms and conditions already supplied to yourself.

working. together.

I confirm that the work has been carried out to our satisfaction and confirm that the above Agency Worker has worked the total hours as stated. Total hours are NET hours after deduction of breaks and that Vibe Recruit terms and conditions of business are acceptable as a basis of this contract.

Contact's Name: _____ Signature: _____ Date: _____

Agency Worker's Name: _____ Signature: _____ Date: _____

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Hours	SAT	SUN	MON	TUE	WED	THU	FRI	H = HOLIDAY S = SICK				
Start Time								Number of Hours worked at:			TOTAL	Bonus/ Expenses
End Time								Basic Rate	O/Time Rate 1	O/Time Rate 2		£
Breaks												
DAILY TOTAL (minus breaks)												

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Start Time								Number of Hours worked at:			TOTAL	Bonus/ Expenses
End Time								Basic Rate	O/Time Rate 1	O/Time Rate 2		£
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