

CPD RECRUITMENT

TEMPORARY WORKER - TIMESHEET

Client:	
Address:	
Reporting to:	
Position:	
Telephone No.	

INTRODUCING	
Name:	Position:
Start Date:	Hours Required:
Duration of Employment:	Date of Termination:

DATE	TIME COMMENCED	TIME FINISHED	LESS LUNCH TAKEN	HOURS WORKED
TOTAL HOURS WORKED				

Date: ___ / ___ / ___

I hereby certify that the signatures below, appended hereto, represent the true and accurate record of the period of employment undertaken by the Temporary Worker for the Client on behalf of and at the instance of Payroll Elite and subject to its Terms and Conditions of Business receipt of which the Client acknowledges.

Temporary Worker

For and on behalf of the Employer

Please tick the box provided if you require further timesheets.

ALL TIMESHEETS MUST BE RECEIVED BY FAX **0208 492 3998** NO LATER THEN 1PM ON MONDAYS, IF NOT BEFORE. THE REASON FOR THIS IS THAT IN ORDER TO PAY YOUR GOODSSELVES EFICIENTLY AND CORRECTLY. IT IS ESSENTIAL THE CORRECT IMFORMATION IS PROVIDED BY THIS POINT . FAILURE TO DO SO WILL DELAY PAYMENT BY ONE WEEK AS STATED IN YOUR CONTRACT.