

# Timesheet

## K2 Recruitment Ltd

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**Accounts Office:**  
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Clients Name & Address	Your Ref:	Our Ref:
		Account No:
	W/E Date:	Assignment Start Date:
Name of Temporary Worker	Reg No:	Category:
		Reporting to:

### TO EMPLOYEE - use nearest Quarter Hour

Date Worked	Time Started	Time Finished	Less Breaks	Total Hours Worked	FOR OFFICE USE ONLY	
Mon. / /						Standard Hours (Basic Rate)
Tues. / /						OT (Basic Rate)
Wed. / /						Time + Half
Thurs. / /						Double
Fri. / /						Other
Sat. / /						
Sun. / /						
Total Hours worked this week						

FOR TEMPORARY STAFF: I hereby certify that the above is a correct record of the hours I have worked and that I accept the conditions of work supplied to me.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

FOR CLIENT: I hereby certify that the total hours worked as shown above are a correct record of hours worked by the temporary worker and I accept the terms and conditions for the introduction of temporary staff (printed overleaf).

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_