

Temporary Staffing Timesheet

Week Commencing:

Name of Temporary Worker:

Name of Client:

Role:

	Monday (excl. lunch)	Tuesday (excl. lunch)	Wednesday (excl. lunch)	Thursday (excl. lunch)	Friday (excl. lunch)	Saturday (excl. lunch)	Sunday (excl. lunch)	Total
Number of Standard Hours worked								

ADDITIONAL OVERTIME HOURS WORKED

At Normal Pay Rate								
At Time and Half Pay Rate								
At Double Time Pay Rate								

Timesheet to be returned by fax, email (payroll@hamblin.co.im) or hand to Hamblin by 09:30 on Monday following your week of working. Remember to take a copy for your own records. Time should be recorded to the nearest 15 minutes and in decimal format i.e. 15 minutes = 0.25, 30 minutes = 0.50 and 1 hour = 1.00

Total Hours

We the client certify:

1. The above details of the temporary assignment are correct
2. Our satisfaction with the work
3. That we received and accepted your Terms of Business and agree to pay your invoice in accordance with such Terms.

Authorisation by Client:

Signature:

Authorised By:

Date: