



Note to Temps: Please note that it is **YOUR** responsibility as the temp to ensure your timesheet has been completed in **FULL** including all hours and totals of hours, signed by the client & received by Recruitment South East by 10AM every Monday following the week worked (or on a Tuesday where a Bank Holiday falls on a Monday). *Please complete all sections.*

Registered address: Archer House, Britland Estate, Northbourne Road, Eastbourne, East Sussex BN22 9PW
 Tel: 01580 234800
www.recruitmentsoutheast.co.uk

Scan/copy & email your completed timesheet to accounts@recruitmentsoutheast.co.uk

Title	Forename	Surname	Week Commencing (date)

Company Name	Address	Department	Job Title	Please report to:

IMPORTANT NOTICE - please do not include any unpaid lunch breaks within your hours. Failure to ensure that the hours detailed below are completed correctly in full and clearly - including Totals – and failure to get your time sheet signed by the client and sent to us on time – will result in non-payment of your wages.

Day	Please use the 24 hour clock when entering your hours worked – eg 07:00 – 13:00 / 19:00 – 07:00				Total Number of Hours & Minutes for DAY worked		Client's Initials
	From	To	From	To	HOURS	MINUTES	
Mon							
Tue							
Wed							
Thur							
Fri							
Sat							
Sun							
Total Number of Hours and Minutes for Week Worked					Hrs	Mins	

DECLARATION of Temp
 I certify that I have read, understood and agree to the conditions stated and that the hours worked are correctly listed.

Signature of Temporary Worker

Date

DECLARATION OF COMPANY
 I certify that the hours listed above are correct and that the work of the Temporary Worker has been satisfactory and no claim or claims will be made against Recruitment South East arising out of any act or omission on the part of the Temporary Worker during the course of his or her service.

Signature..... **Name (please print)**..... **Position**.....