

Week Ending (Friday)...../...../.....

TO BE COMPLETED BY TEMPORARY WORKER

Name: _____

Signature: _____

NOTICE TO TEMPORARY WORKER

To ensure you are paid on time, your fully completed timesheet must be signed by an authorised signatory for the client and returned to our office no later than 2pm on the Tuesday after the week worked. Timesheets received any later than this will be paid the following week.

HOURS WORKED

	Example	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	
Start	8.30								
Finish	5.30								
Lunch/Breaks (mins)	30								Total
Total hours per day	8.5								

Name of Company: _____

Site/Department: _____

TO BE COMPLETED BY CLIENT

CLIENT AUTHORISATION

I hereby certify that the hours worked are correct and understand that this document will be used to calculate charges. I accept the terms and conditions of introduction issued, and printed overleaf by Corepeople Recruitment Ltd and am an authorised signatory on behalf of the Client.

Signature: _____

Printed Name: _____

Position in Company: _____

White Copy to be forwarded to:
Corepeople Recruitment Limited
Allergate House, Belmont Business Park, Belmont, Durham DH1 1TW

corepeople
RECRUITMENT

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