



Temporary Workers Timesheet

Please note: Timesheets received **after 9am** on Monday may not be included in payroll that week. Please ensure that this timesheet is completed in full (with all hours being totalled up excluding lunch breaks and rounded to the nearest quarter of an hour i.e. .25 .5 .75) and any alterations are countersigned and scanned and emailed **every Friday afternoon** through to rebecca.hall@libertyresourcing.co.uk

Name _____ **Week Ending** _____

Client _____ **Contact** _____

Address Worked _____

	Date	Start	Lunch	Finish	Total	Overtime Start	Finish	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Standard Hours						Total Overtime Hours		

<p>By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.</p> <p>In the event any candidates are employed on full time basis after being introduced by Liberty Resourcing the client will pay a fee based on the terms and conditions agreed.</p>	<p>Client Name (Please Print):</p> <p>Position:</p> <p>Signature:</p>
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