**Weekly Timesheet**

**PLEASE USE CAPITALS**

Temporary/Contractor name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Department Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Cost centre code (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Reporting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week ending date

\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Start Time** | **Finish Time** | **Less Break** | **Total Standard Hours** | | **Overtime** | **Shift/Days** |
| **Monday** |  |  |  |  | |  |  |
| **Tuesday** |  |  |  |  | |  |  |
| **Wednesday** |  |  |  |  | |  |  |
| **Thursday** |  |  |  |  | |  |  |
| **Friday** |  |  |  |  | |  |  |
| **Saturday** |  |  |  |  | |  |  |
| **Sunday** |  |  |  |  | |  |  |
| **Total Number of hours/days** |  |  | |  |

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| --- |
| **TIMESHEET AUTHORISATION** |
| Only worked hours and totals should be included on this timesheet. Please **DO NOT** include any holiday hours. If you are a PAYE candidate and require paid holiday for time off, then you should download and complete the holiday request form on our website: advantageresourcing.co.uk  **Clients declaration**  I certify that the total number of hours has been satisfactorily worked and is approved for payment and billing purposes. This is an accordance to the terms and conditions of the business which I have received and accept as the basis of this transaction. |
| **Temporary/Contractor signature**: **Date:** |
| **\*Authorised Client signature: Date:**    **Department:**  \*Please remember to take a copy for your records |
| **Client Signatory Name: (Please Print Name in BLOCK CAPITALS)**  **Department:** |
| **Submitting timesheets**   * Email payroll at [timesheets@rgfstaffing.co.uk](mailto:timesheets@rgfstaffing.co.uk) * Deadline for submitting timesheets is 5pm on the Monday following the week worked.   If you have a payroll query, please call RGF Staffing payroll directly on 0800 917 7358. Payments will appear on your bank statement as RGF Staffing UK Ltd.  **WARNING:** The accurate completion of this timesheet is your responsibility. Fraudulent submission may result in legal action being taken against you. |