

## Weekly Timesheet

Temporary/Contractor name _____	
Client name _____	
Department name _____	Week ending date _____
Cost centre code (if applicable) _____	_____/_____/_____

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						

<b>TIMESHEET AUTHORISATION</b>	
Only worked hours and totals should be included on this timesheet. Please <b>DO NOT</b> 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: <a href="http://cronecorkill.co.uk">cronecorkill.co.uk</a>	
Temporary/Contractor signature: _____	Date: _____
<b>Client declaration</b> 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.	
*Authorised Client signature: _____	Date: _____
*Please remember to take a copy for your records	
<b>Client Signatory Name:</b> _____	
<b>Department:</b> _____	<b>Job Title:</b> _____
<b>Submitting timesheets</b> <ul style="list-style-type: none"> <li>Email to Payroll at <a href="mailto:Timesheets@tattonrecruitmentgroup.com">Timesheets@tattonrecruitmentgroup.com</a></li> <li>Deadline for submitting timesheets is <b>5pm on the Monday</b> following the week worked.</li> </ul>	
If you have a payroll query, please call our Payroll Department directly on 0800 917 7358.	
Payments will appear on your bank statement as Tatton Recruitment Group Limited (our parent company).	
<b>WARNING:</b> The accurate completion of this timesheet is your responsibility. Fraudulent submission may result in legal action being taken against you.	