



# Advantage Recruitment Consultants Ltd

Head Office: Wellingborough Innovation Centre, Church Street, Wellingborough, Northamptonshire, NN8 4PD  
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## Timesheet

Employee Name:	<input type="text"/>	Employee Number:	<input type="text"/>
Client:	<input type="text"/>	Week Ending (Fri):	<input type="text"/>

	Start Time (hh:mm)	Finish Time (hh:mm)	Unpaid Break (hh:mm)	Total Hours/Days (hh:mm)
Example (hourly rate)	09:00	05:30	01:00	07:30
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total for week:	

Authoriser's Name:	<input type="text"/>
Authoriser's Signature:	<input type="text"/>
Temporary Worker's Signature:	<input type="text"/>

- 1 Timesheets must be faxed or received by post by **9.30am** on the **Monday** following the week worked, **Every week.**
- 2 It is the responsibility of the Temporary Worker to get their timesheet to us on time. Late timesheets may mean late payment.
- 3 Timesheets with incorrect or incomplete details may cause a delay in payment.
- 4 Both the contractor and the line manager must sign timesheets. Unsigned timesheets will mean a delay in payment.
- 5 If you are paid hourly we will pay for all hours that have been signed for to the nearest quarter hour (rounded down).
- 6 If timesheets are received correct and on time, payment will be made into the appropriate bank account the following week and will be made Net of PAYE and National Insurance Contributions where applicable.

Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 7 days upon presentation of the invoice.