



## Temporary Worker Timesheet

Candidate Name:

Purchase Order Number:

Weekending Date: FRIDAY

Client Name:

Site Name:

**\*\*\*\*\*The signed timesheet must be received by payroll at Sphere Solutions by 1pm on a Tuesday or it will NOT be processed\*\*\*\*\***

DAY:	HOURS/DAYS:	
Saturday:		<b>CANDIDATE USE ONLY</b> I understand that I must submit a signed timesheet no later than 1pm every Tuesday in order to get paid. I confirm I will total the hours correctly and deduct breaks. I must obtain a signature confirming the hours worked from an authorised signatory/representative of the client on every timesheet. I am aware that a timesheet submitted without an authorised signature will not be paid under any circumstance.
Sunday:		
Monday:		<b>CLIENT USE ONLY</b> I certify that I am authorised to sign this timesheet and that the hours shown as worked are accurate with the correct breaks deducted, and that the work has been carried out to a satisfactory standard. I confirm that payment will be made according to your terms and conditions which I accept.
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
<b>TOTAL PAYABLE HOURS/DAYS:</b>		<b>Candidate Signature:</b> <input type="text"/> <b>Name of Signatory:</b> <input type="text"/> <b>Client Signature:</b> <input type="text"/> <b>Date Signed:</b> <input type="text"/>

