

Temporary Worker Timesheet

Candidate name:

Week ending date:

Candidate job title:

Payroll number:

Client name:

Site name:

PO number:

Ask about using our online timesheet for a paper-free, hassle-free way to get paid

	Start Time	Finish Time	Breaks <small>To be deducted</small>	Total Hours/Days
Saturday	<input type="text"/>			
Sunday	<input type="text"/>			
Monday	<input type="text"/>			
Tuesday	<input type="text"/>			
Wednesday	<input type="text"/>			
Thursday	<input type="text"/>			
Friday	<input type="text"/>			

Total Hours/Days to pay

Candidate Use Only

I understand that I must submit a signed timesheet no later than 1pm every Tuesday in order to get paid. 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 timesheets submitted without an authorised signature will not be paid under any circumstance. I understand my work Assignment is not transferrable to any other business or third party, and any subsequent re-engagement with this Client will be treated as a continuation of the current Terms of Assignment.

Candidate Signature:

Timesheets are to be completed in full, authorised and submitted to Sphere Payroll Department no later than 1pm each Tuesday. Failure to adhere to this will result in the timesheet not being processed until the next available Payroll.

Client Use Only

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 the payment will be made according to your terms and conditions which I accept. I understand this worker and their current Assignment is not transferrable to any other business or third party, and any subsequent re-engagement of this Worker will be treated as a continuation of the current Terms of Assignment.

Client Signature:

Name:

Position:

Date signed:



Email your timesheet to:
timesheets@spheresolutions.co.uk



Payroll Enquiries - Sphere Solutions
02920 820930



Website
www.spheresolutions.co.uk