

On every timesheet

- Your name MUST be printed in full
- The correct week ending date of the week you worked
- The client/company name MUST be on here
- The address or site/dept is the address you worked

Name (please print)			
W/E Date	Sunday		
Pay No			
Client Name			
Address			
Site/Dept			

For every day worked you need to enter:

- The date
- The time you started
- The time you finished
- If you had any break
- Total hours worked (for that day and total for week)

If there are any overtime rules, you'll need to put the relevant hours in the correct column.
(Pay and any overtime rates will be on your placement letter/email)

Don't forget to sign and date here to confirm you worked those hours.

Return to your Search Issuing Office by 9.00 am Monday to ensure payment this week. Please exclude any break times when calculating your Total Hours worked.														
DAY	DATE	Basic					Overtime 1			Overtime 2			Total Hours	
		Start Time	Lunch Out	Lunch In	Finish Time	Total Hours	Start Time	Finish Time	Total Hours	Start Time	Finish Time	Total Hours		
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														
Total Hours excluding break times														
I confirm that I have worked the hours as stated above Temporary Worker's signature													Date	

This last section is important

- The client MUST sign and date your timesheet to confirm you worked the hours stated (unless we have advised you to hand it in without a signature)
- If for any reason you are unable to get this signed you need to ensure your timesheet is with us by 9am Monday morning so we can contact them for authorisation

TO BE COMPLETED AND AUTHORISED BY CLIENT

IT IS HEREBY CERTIFIED THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS PERFORMED SATISFACTORILY AND IN ACCORDANCE WITH THE WORK SPECIFICATION, WHICH INCORPORATES THE TERMS AND CONDITIONS OF BUSINESS OF SEARCH CONSULTANCY LIMITED. THE PURCHASE ORDER NOTED BELOW IS THE VALID NUMBER FOR THIS ASSIGNMENT.

Purchase Order No

Print name

Title

Signed

Date

SEARCH