

## WEEKLY TIMESHEET

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Client Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Week Ending: \_\_\_\_\_

<b>HOURS WORKED</b> <b>EXCLUSIVE OF LUNCH HOURS AND TRAVELLING TIME</b> <b>PART HOURS – Please state as a decimal</b> <b>(e.g. ½ hour = 0.50)</b>			
Days	Standard Hours	Overtime Hours	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
<b>TOTAL</b>			

I hereby certify the above hours worked are a correct record of the hours worked by me under my term of assignment with Regency Recruitment, acting as principal, as stated in my assignment letter.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify the above hours worked are a correct record of the hours worked by the Temporary worker and I accept the terms and conditions for the introduction of Temporary workers by Regency Recruitment acting as principal.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PHOTOCOPIES TO BE RETAINED BY CLIENT AND TEMPORARY**