

WEEKLY TIMESHEET

Employee Name: _____ Position: _____

Client Company: _____

Address: _____

Telephone No: _____ Week Ending: _____

HOURS WORKED EXCLUSIVE OF LUNCH HOURS AND TRAVELLING TIME

PART HOURS – Please state as a decimal

(e.g. ½ hour = 0.50)

Days	Date	Start Time	Start Lunch Break	End Lunch Break	End Time	Total Hours	Over Time
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

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

The receipt of this CV constitutes an introduction as per our Terms & Conditions