Adkins&Cheurfi
RECRUITMENT

TIMESHEET

ADKINS & CHEURFI RECRUITMENT LTD | Email:timesheets@adkinscheurfi.co.uk | Tel no. 0191 516 6118

EMPLOYEE NAME:	**CLIENT NAME:**
START DATE:	**SITE/ADDRESS:**
WEEK ENDING:	**CLIENT CONTACT:**

DAY	DATE	START TIME	FINISH TIME	TOTAL HOURS WORKED	BREAKS TO BE DEDUCTED	**TOTAL HOURS TO BE PAID**
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Hours Worked		

I/WE CONFIRM THE HOURS GIVEN ARE CORRECT. THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT A CHARGE FOR THESE HOURS. I/WE AGREE TO PAY ADKINS & CHEURFI IN RESPECT OF THE HOURS GIVEN WITHIN AGREED PAYMENT TERMS BASED ON DATE OF INVOICE. I/WE CONFIRM THAT ADKINS & CHEURFI RECRUITMENT LTD TERMS AND CONDITIONS ARE THE SOLE TERMS OF THE CONTRACT.

CLIENT AUTHORISED NAME:	**POSITION:**
CLIENT AUTHORISED SIGNATURE:	**DATE:**
EMPLOYEE SIGNATURE:	**JOB TITLE:**
EMPLOYEE NAME:	**DATE:**

IMPORTANT NOTICE TO TEMPORARY WORKERS – PLEASE RETURN THIS TIMESHEET SIGNED NO LATER THEN MONDAY 10AM OTHERWISE PAYMENT OF WAGES MAY BE DELAYED

1. IN THE EVENT OF THE ENGAGEMENT BY THE CLIENT OF A TEMPORARY WORKER SUPPLIED BY THE EMPLOYMENT BUSINESS EITHER (1) DIRECTLY OR (2) PURSUANT TO BEING SUPPLIED BY ANOTHER EMPLOYMENT BUSINESS, WITHIN EITHER: - THE DURATION OF THE ASSIGNMENT; OR 26 WEEKS FROM THE END OF THE FIRST ASSIGNMENT (THE FIRST ASSIGNMENT BEING EACH NEW ASSIGNMENT WHERE THERE HAS BEEN A BREAK OF MORE THAN 42 DAYS (6 WEEKS) SINCE THE END OF PREVIOUS ASSIGNMENT); OR 26 WEEKS FROM THE DAY AFTER THE LAST DAY THE TEMPORARY WORKER WORKED ON THE ASSIGNMENT THE CLIENT SHALL BE LIABLE, TO EITHER AN EXTENDED PERIOD OF HIRE OR A TRANSFER FEE THE LENGTH OR AMOUNT OF WHICH IS TO BE AGREED BETWEEN THE EMPLOYMENT BUSINESS AND THE CLIENT. FOR FURTHER INFORMATION, PLEASE REFER TO CLAUSES 1.1.5OF THE CONTRACT AND CONFIRMATION OF TERMS OF BUSINESS.