

Details

Your Name _____ Today's date _____ / _____ / 200

Signature* _____ Week ending date (Friday) _____ / _____ / 200

Company where placed _____ Your Consultant _____

*The hours on my timesheet are correct and I accept the terms and conditions of my assignment, as defined by the Candidate Terms of Engagement document and further highlighted in my placement pack which I have read and understood. I am specifically aware of the terms and my responsibilities relating to taking permanent employment with a client of Negotium finance recruitment.

Time sheet

All minutes should be rounded in 15 minute intervals.

	Start Time	Lunch Minutes	Finish Time	Normal Hours or Days	Overtime**
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTALS					
Example:	9.00am	60	5.30pm	7.5	0

*All hours will be paid at standard rate unless a specific overtime rate has been previously agreed by the client.

To be completed by the client

Name _____ Date _____ / _____ / 200

Signature* _____ Position _____

* For day rate assignments, please write 1 day (or part thereof) in the normal hours log for each day worked.

**I certify that the hours on this timesheet are correct and the work of the above named individual has been carried out to my satisfaction. I certify that my signature confirms acceptance of the Terms and Conditions of Business of Negotium finance recruitment (which I have received and understood, and am aware that further copies are available on request). I am specifically aware of the terms governing a temporary candidate/worker becoming a permanent employee.

Important information

- Please ensure that ALL details on the timesheet are completed fully. Any omissions may delay your payment.
- Once complete, fax your timesheet to our Head Office Payroll Department on **0870 880 9499**
- **The strict payroll deadline is 10am Monday morning.**
- We strongly recommend that you fax your timesheet to us as you finish work on a Friday.
- Retain one copy of your timesheet yourself and issue your line manager with a copy once it has been signed.
- Keep a copy of your timesheet at work. Should it not be received you may be required to re-fax it.

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