

# PARKER WELLS

GLOBAL SUPPORT RECRUITMENT

## T I M E S H E E T

### Instructions

Enter Client Name & Address, Your Name and Week Commencing Date  
 Use 24hr clock and enter start and finish time  
 Calculate Basic, Overtime & Total hours worked  
 Record time to the nearest 15 minutes worked  
 Ensure you deduct any time taken for breaks/lunch

Client Name and Address

Name of Temporary Worker
Week Commencing Date

	Time Worked				Basic		Overtime		Total	
	Start	Lunch out	Lunch back	Finish	Hours	Mins	Hours	Mins	Hours	Mins
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
<b>TOTAL WEEK</b>										

### Note

Please sign and date your timesheet and ensure that it is approved by your Supervisor and that they retain a copy

To ensure prompt payment the timesheet must be received by Parker Wells no later than 5:30pm on the following Monday

Name of Supervisor	
Client Signature	
Date	

Temporary Signature	
Date	

I confirm that I have worked the total hours stated above

Please indicate here ONLY if this is your final timesheet for this assignment

We confirm that the hours specified above are correct that that we will accept your account for the total chargeable amount in accordance with your Terms of Business

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