

Week Ending: Sunday/...../.....

TEMPORARY WORKER DETAILS

REFERENCE

Name

Job Title

Signature

Date

Day	Date	Time in		Time out		Break		Sleep in	Total	
		Hrs	Min	Hrs	Min	Hrs	Min		Hrs	Min
Monday								Yes/No		
Tuesday								Yes/No		
Wednesday								Yes/No		
Thursday								Yes/No		
Friday								Yes/No		
Saturday								Yes/No		
Sunday								Yes/No		
Total hours worked								➔		

A completed timesheet must reach the Fig Tree Care and Support LTD. office signed by the client and temporary worker no later than 9am Monday or payment will be delayed until the following week.

Fig Tree Care and Support LTD. reserves the right to withhold payment until the hours can be verified by the client.

Your timesheet can be sent via Email to: payroll@figtreecareandsupport.co.uk

Please ensure you have deducted breaks and totalled the hours to the nearest 15 mins correctly before signing. Final total should be entered in decimal e.g. 37.50 instead of 37 ½

CLIENT AUTHORISATION

I hereby certify that the hours worked are correct and the work was completed to the client's specification and standard. I understand that this timesheet, along with the confirmation of order and rates, will be used to calculate the client's invoice. I accept Fig Tree Care and Support LTD. terms of business. I confirm that I am authorised to sign on behalf of the client.

Name

Job Title

Company

Unit/Ward

Signature

Date

Any questions? Please call Fig Tree Care and Support LTD. on 07404014101

Email: info@figtreecareandsupport.co.uk Web: www.figtreecareandsupport.co.uk

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