

## Temporary and Contract Assignments Timesheet

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Name of temp: \_\_\_\_\_

Company name & address: \_\_\_\_\_  
\_\_\_\_\_

Nature of assignment: \_\_\_\_\_

Week ending date: \_\_\_\_\_

**TIMESHEET DEADLINE 5PM MONDAY**

**Please fax or email a scanned copy of this timesheet to:  
0207 569 9388 or payroll@handle.co.uk**

If you miss this deadline you will not be included in that  
weeks payroll.

Timesheets can be downloaded from the Candidate  
Section of our website.

Please calculate hours to the nearest 1/4 hr worked excluding breaks

	Time started	Time finished	Time taken for breaks	Total hours worked
Mon				
Tue				
Wed				
Thu				
Fri				
Sat/Sun				

**Total hours this week**

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**Client:**

I confirm that the above hours have been satisfactorily worked  
and that payment in respect thereof will be made according to  
your terms of business, which I have received from you and  
accept as the basis of this transaction.

Company Name: \_\_\_\_\_

Your Name and Title (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Temporary worker:**

Ensure that all your hours are approved and the timesheet is  
signed by an authorised signatory of the client.

Please complete the timesheet in full.

Keep a copy for your records and hand one to the client.

Please advise your Temporary Consultant of any changes to your  
assignment.