

Timesheet

J M Associates
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jmassociates
Solutions for Recruitment

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| |
|-----------------------------------|
| Clients Name & Address |
|-----------------------------------|

| | | | |
|---------------------------------|---|------------------------------|---|
| Name of Temporary Worker | | Reporting To | |
| Category of Assignment | Hours of Work <small>To be completed by JMA</small> | Assignment Start Date | Week Ending Date <small>JMA week ends on a Sunday</small> |

PLEASE NOTE: Use nearest Quarter Hour

| Date Worked | Time Started | Time Finished | Less Breaks | Normal Hours | O/T Hours |
|-------------------------------------|--------------|---------------|-------------|--------------|-----------|
| Mon / / | | | | | |
| Tue / / | | | | | |
| Wed / / | | | | | |
| Thu / / | | | | | |
| Fri / / | | | | | |
| Sat / / | | | | | |
| Sun / / | | | | | |
| Total Hours Worked This Week | | | | | |

Notice to Temporary: It is most important that all details are inserted on the timesheet UPON COMPLETION of the week's work and that it is checked and signed by you. It must then be signed where indicated by an authorised person on behalf of the client. The signed timesheet must be returned to J M Associates by 6.00pm on Sunday.

FOR TEMPORARY STAFF: I hereby certify that the above is the correct record of the hours I have worked and I accept the condition of work supplied to me as defined in my Temporary Workers Handbook and the Terms of Engagement that I have acknowledged and signed.

Signature

Name

Date

FOR CLIENT: I hereby certify that the total hours worked as shown above are a correct record of hours worked by the temporary worker and I accept the Terms and Conditions for the introduction of temporary staff as outlined in the Terms of Business for the Supply of Temporary Staffing Solutions received from J M Associates.

Signature

Name

Date

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www.jmrec.co.uk