



LARBHEY EVANS

TIMESHEET

Please complete a separate timesheet for each booking worked in every week and arrange for it to be signed by an authorised person. Fill in the starting and finishing times for each day and the time taken for lunch break, in the 1st, 2nd and 3rd columns. In the 4th column, show the total number of standard hours worked for that day, this can only be a maximum of the total contracted number of standard hours in the day, including a, but less the lunch break, and then round it down to the nearest 15 minutes. In the 5th and 6th columns, please complete the totals of any authorised overtime. Overtime can only be claimed Monday to Friday post the contracted number of standard hours having been worked. Should you request holiday pay for any of the days Monday to Friday please mark as 'holiday' and this will be paid to you should you have accrued available holiday funds. Should you take a half-day, overtime will be applicable Monday to Friday after having worked half of the total contracted number of standard hours in the day.

* Our overtime rates will be superseded should there be any existing overtime policy in place at the organisation you are temporarily employed with.

PLEASE ENSURE THE COMPLETED TIME SHEET IS EMAILED / POSTED TO OUR OFFICES TO ARRIVE NO LATER THAN 9AM OF THE FOLLOWING MONDAY FROM THE BOOKING TO QUALIFY FOR PAYMENT ON THE FOLLOWING FRIDAY (N.B. WE PAY 1 WEEK IN ARREARS).

TEMPORARY BOOKING DETAILS

Week Commencing:		Firm:		Name:		
DAY	START TIME	FINISH TIME	LUNCH BREAK	TOTAL STANDARD HOURS WORKED (less lunch)	OVERTIME HOURS WORKED* (x 1.5)	OVERTIME HOURS WORKED* (x 2)
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL NUMBER OF HOURS WORKED FOR THE WEEK:						

NOTES:

TIMESHEET AUTHORISATION

I AGREE THAT THE ABOVE HOURS WERE WORKED SATISFACTORILY BY THE NAMED TEMPORARY WORKER

Signature on behalf of the Firm:

Name and Position of Firm Contact:

Date: