

Weekly Timesheet

Tel: 01932 355000

Email: bethany@amber-employment.co.uk

Agency Worker		PO Number			
Week Commencing					
Client Name					
Department					
Report to					
Address					
Company Tel. No.					
Days	No. of hours worked AM	No. of hours worked PM	Daily Total (at standard rate)	Overtime* (see below)	Holiday Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked During Week (excluding lunch breaks)					

Client Information

Please ensure the hours recorded above are correct as they are used to calculate our charge to you. You will need to ensure that any breaks are excluded from the total hours worked. Any overtime, which it has been agreed should be paid and charged at a premium rate, should be recorded separately in the column provided.

Agency Workers Information

This timesheet must be returned to Amber Employment Services **no later than 10.00am on the Monday following the week you have worked.** *Overtime with any change in the agreed pay rate must be authorised by the client in advance and notified to Amber Employment Services Limited. Hours taken as holiday need to be logged separately in the column provided and will be paid accordingly if accrued.

The Client hereby certifies that the Agency Worker named above has worked the total hours recorded, including any premium rate hours shown, and payment for these hours will be made in accordance with Amber Employment Services Limited Terms of Business, a copy of which has been received and accepted as the basis of this transaction. It is acknowledged that should any temporary worker introduced by Amber Employment Services Limited be engaged by us during or after completing a temporary assignment within the period specified in our Terms of Business, a non-rebatable fee calculated as set out in the said Terms of Business will be payable or the hire period be extended.	
Client Signature	Position
Name of signatory (capitals)	Date

Please supply a copy of this timesheet to the Agency Worker to be emailed to Amber Employment Services Limited. Please also retain a copy for your own records.