



TIMESHEET

Your Name (agency staff)

Worker Job Title

	Date	Time Started	Time Finished	Break	Total Hrs	Manager daily signature	<p><b>Agency Worker declaration:</b> I declare that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p><b>Client declaration:</b> I am an authorised signatory for my Company. I am signing to confirm that the hours have been worked satisfactorily and are accurate, and that payment will be made in respect of these. I accepted that an introduction fee will be chargeable should an offer of employment be made by us.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p>Print Name: .....</p> <p>Position: .....</p> <p>Tel: .....</p>
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hrs Worked</b>							

Company Name:

Address:

  

Postcode:

Please ensure the time sheet is fully completed and emailed to [payroll@agarecruit.co.uk](mailto:payroll@agarecruit.co.uk) before Monday 10 AM to secure payment on that week. Failure to do so may result in your payment being delayed and/or amended. You may incur an admin fee for not sending your timesheet on time.



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