



nes recruitment
expect the best

Timesheet

W/E (DATE) FRIDAY

YOUR NAME:	
COMPANY NAME:	

	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
HOURS AM WORKED														
LUNCH TAKEN														
HOURS PM WORKED														
TOTAL BASIC HOURS WORKED														
TOTAL O/TIME 1 WORKED														
TOTAL O/TIME 2 WORKED														

HOURS WORKED	
TOTAL BASIC HOURS	
Hrs.	Min.
OVERTIME 1	
Hrs.	Min.
OVERTIME 2	
Hrs.	Min.

CLIENT AUTHORISATION

I hereby confirm that I have checked the number of hours worked and that they are correct. The temporary workers performance has been satisfactory and I accept the Terms of Business of NES Recruitment.

Print Name.....DATE.....

Signature.....

Position.....

TEMP SIGNATURE:

I hereby confirm that I have worked the above hours

PLEASE NOTE: Timesheets must be received by 10.00am Monday for payment the same week.

If we do not have your Bank Account details and National Insurance number we cannot process your timesheet.

NB: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR TIMESHEET ARRIVES AT NES RECRUITMENT ON TIME.

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