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Recruitment Alba

TIME SHEET

PLEASE ENSURE TIMESHEET IS COMPLETE AND SENT IN BY 10AM MONDAY WEEKLY

NAME: _____ WEEK ENDING SUNDAY: _____

	Client	Skill	Start Time	Breaks	Finish Time	Total Hrs	Admin		Vehicle Reg	POA	Working Time	Non RS working hours	Client Signature
Mon													
Tue													
Wed													
Thu													
Fri													
Sat													
Sun													
					Total Hours				Non Agency Hours				

Employee signature: _____ Date: _____

Assignee declaration – this is a legal requirement, so please sign and date each week. I understand I am obliged to provide all working time regardless of whether I work for recruitment solutions or another employer. I can confirm that the information set out in this time sheet is accurate. I understand that falsification of the information contained in this time sheet may result in prosecution under the road transport working time regulations 2005 and/or the termination of my engagement with recruitment solutions. I also understand that if I have provided services or been asked to provide services to a client other than as recorded on this or any other recruitment solutions timesheet, I agree to inform recruitment solutions at the earliest opportunity and, in any event, no later than when I submit this time sheet.