

**TIMESHEET**

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| **TSR Nottingham Ltd – Single Timesheet** |  |

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| --- | --- |
| **Company Name** |  |
| **Site Name / Address** |  |
| **Week Ending (Sunday)** |  |
| **Purchase Order Number** |  |
| **Job Number** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CANDIDATE NAME** | **TRADE** | **MON** | **TUE** | **WED** | **THUR** | **FRI** | **SAT** | **SUN** | **TOTAL** |
|  |  |  |  |  |  |  |  |  |  |
| **COMMENTS:** |  |
|  |  |
| **All hours displayed above will be paid and charged as authorised** |  |  |
|  |  |  |
| **Any deductions for meals or breaks etc, must be made prior to recording paid hours above** |
|  |

|  |  |
| --- | --- |
| **Authorised by – Full Name** |  |
| **Position with employer** |  |
| **Authorised Signature** |  |
| **Date** |  |

I certify that I am an authorised signatory for my employer (company name listed above) and that the above-named Temporary Worker/s have completed all works to my satisfaction & all hours worked have had the necessary breaks deducted. I confirm that I am in receipt of TSR Nottingham Ltd [standard terms of business](https://www.tsrecruitment.co.uk/downloads) and that I am authorising TSR Nottingham Ltd to invoice my employer (company name listed above) and that any hours worked by the Temporary Worker/s will be paid in full.

**Email:** **payroll@tsrecruitment.co.uk**

**Telephone: 0115 837 0500**

**Please return no later than 5pm on Monday to ensure payment is received**