

TIME SHEET

Harper Recruitment Ltd

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HARPER
RECRUITMENT GROUP

Please use a new timesheet for each assignment and a new timesheet for each week. Please note lunch breaks are unpaid. Record each day's hours (minus unpaid lunch breaks and indicating any absences with SICKNESS or HOLIDAY) and calculate the total hours worked. Ensure your Line Manager signs the timesheet as unsigned timesheets will NOT be accepted. Email the timesheet to payroll@harperhr.co.uk by **1pm on Monday at the latest**. Bank Holidays are not automatically paid as holiday unless you have requested to take holiday via email or made it clear on your timesheet. For more information on holiday entitlement, please see your New Starter Form or email payroll@harperhr.co.uk.

YOUR NAME:	
COMPANY NAME:	
LINE MANAGER:	
WEEK ENDING:	

	TIME START	TIME FINISH	LUNCH BREAK	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
			TOTAL HOURS WORKED	

NORMAL HOURS		OVERTIME HOURS	
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CLIENT USE ONLY:

I, THE UNDERSIGNED, AGREE TO THE ABOVE HOURS AS WORKED BY THE NAMED TEMPORARY WORKER. I AM IN RECEIPT OF YOUR TERMS OF BUSINESS AND ACCEPT SAME. I ALSO UNDERSTAND THAT PAYMENT OF WAGES AND INVOICING WILL BE MADE TO THE NEAREST QUARTER HOUR (ROUNDED DOWN).

AUTHORISED CLIENT SIGNATURE:	
CLIENT NAME (CAPITALS):	
CLIENT POSITION:	
DATE:	

PLEASE RETURN YOUR COMPLETED TIMESHEET TO: payroll@harperhr.co.uk