

On every timesheet

- Your name **MUST** be printed in full
- The correct week ending date of the week you worked
- The client/company name **MUST** be on here
- The address or site/dept is the address you worked

Name (please print)			
W/E Date	Sunday		
Pay No			
Client Name			
Address			
Site/Dept			

For every day worked you need to enter:

- The date
- The time you started
- The time you finished
- If you had any break
- Total hours worked (for that day and total for week)

If there are any overtime rules, you'll need to put the relevant hours in the correct column.
(Pay and any overtime rates will be on your placement letter/email)

Don't forget to sign and date here to confirm you worked those hours.

TIMESHEET – HOURS WORKED													
Return to your Search Issuing Office by 9.00 am Monday to ensure payment this week. Please exclude any break times when calculating your Total Hours worked.													
DAY	DATE	Basic					Overtime 1			Overtime 2			Total Hours
		Start Time	Lunch Out	Lunch In	Finish Time	Total Hours	Start Time	Finish Time	Total Hours	Start Time	Finish Time	Total Hours	
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Total Hours excluding break times													

I confirm that I have worked the hours as stated

above Associate's signature Date

This last section is important


- The client MUST sign and date your timesheet to confirm you worked the hours stated (unless we have advised you to hand it in without a signature)
- If for any reason you are unable to get this signed you need to ensure your timesheet is with us by 9am Monday morning so we can contact them for authorisation

Before you hand it in

The pink copy is yours to keep

The yellow copy must be left with the client

The white copy comes back to our office for us to process!

TO BE COMPLETED AND AUTHORISED BY CLIENT	
IT IS HEREBY CERTIFIED THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS PERFORMED SATISFACTORILY AND IN ACCORDANCE WITH THE WORK SPECIFICATION, WHICH INCORPORATES THE TERMS AND CONDITIONS OF BUSINESS OF SEARCH CONSULTANCY LIMITED. THE PURCHASE ORDER NOTED BELOW IS THE VALID NUMBER FOR THIS ASSIGNMENT.	
Purchase Order No	
Print name	Signed 
Title	Date