

Outstaff
 20-22 Wenlock Road
 London
 England, N1 7GU

TIME SHEET

PLEASE NOTE: Time Sheets must be submitted on Monday of every week for any work completed the previous week. Payroll is complete on the 18th of every month for any work completed the previous month. Please ensure that this form is completed in full and that any alterations are countersigned by the client. Please email this form to manager@outstaff.co.uk

Your name: _____ Site Name: _____
 Week End Date: _____ Site Address: _____

| Date | Start Time | Lunch | | Finish Time | Total Hours | Overtime | | |
|--------------|------------|-------|--------|-------------|-------------|----------------|--------|-------|
| | | Start | Finish | | | Start | Finish | Total |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |
| Weekly Total | | | | | | Overtime Total | | |

Client please note:

- By signing this declaration, you are confirming that the total number of hours entered in the normal total and overtime total boxes are correct, and that work was carried out satisfactorily. On behalf of your company, you are authorizing payment to the Temporary Worker and payment of our invoice. Therefore, please ensure that the totals are correct, as it may not be possible to rectify errors later. Please also countersign any alterations.
- Overtime hours stated will be charged at normal time, unless we are notified to the contrary.
- If any Temporary Worker introduced through Outstaff is employed by the client on a permanent basis, the client will pay Outstaff a fee based upon its Terms and Conditions.

- For Outstaff to process your timesheet, it is vital that you enter the sum of the hours you have worked in the weekly total boxes, rounding to the nearest quarter of an hour. If these boxes are left blank, your timesheet will be returned to you and this may result in delayed payment.
- It is your responsibility to ensure that your timesheet has been received by Outstaff.
- Timesheets submitted over 4 weeks from week worked will be investigated and possibly cause a delay in payment. Timesheets over 4 weeks old will incur an admin fee of £30 per timesheet.
- For queries regarding your timesheet please email: manager@outstaff.co.uk
- Payroll is completed on the 18th of every month for any work completed the previous month.

Temporary Worker please note:

- By signing this declaration, you are confirming that all the information on this timesheet is correct. Lunch breaks are not paid and should therefore be deducted from your total daily hours. If a timesheet is found to be incorrect, all necessary steps will be taken by Outstaff to retrieve any monies owed.

Confirmation

I confirm that the information on this timesheet is correct. If it is later found to be incorrect, I acknowledge and accept that all necessary steps will be taken by Outstaff to retrieve any monies I owe.

Temp worker signature: _____ Date: _____

Client signature: _____ Date: _____