



02381 550 012
 contact@workforceresourcing.co.uk
 www.workforceresourcing.co.uk

Workforce Resourcing - Timesheet (Thursday to Wednesday)

WHITE BOXES WITH * IN ARE FOR WORKER (CODE C) TO COMPLETE LIGHT GREY IS FOR READING DARK GREY BOX IS FOR AN AUTHORISED REPRESENTATIVE OF THE HIRING COMPANY (CODE A) TO COMPLETE

NOTICE TO WORKER (CODE C)					
Please refer to your Confirmation of Assignment & the Workforce Resourcing Contract for Employment for Codes (A, B, C, D, E, F & G). Hiring Company (Code A) is NOT Workforce Resourcing. This timesheet has NOT been issued with your Confirmation of Assignment. We do advise that you only use the timesheet given to you in your Confirmation of Assignment, as certain information is only specific to that assignment and may not be correct for any other assignments you may be offered. A minimum of all areas that have a white box with * must be filled in; if this minimum is not met, your timesheet may be rejected. For any day/s that you didn't work, please put a line or X through the columns. The timesheet deadline time is 09:00 every Monday ; if the deadline is missed, payment will be deferred to the following week. Should your timesheet submission meet the following timesheet deadline time, date, process & be approved by the Hiring Company (Code A).					
Timesheet Rules > www.workforceresourcing.co.uk/timesheet-rules					
HIRING COMPANY (CODE A)		WORKING WEEK (CODE B)		Find the dates and deadlines via the link below for the WORKING WEEK (CODE B)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)		Thursday to Wednesday		www.workforceresourcing.co.uk/working-week	
WORKER (CODE C) LEGAL FULL NAME		WORKER (CODE C) NI NUMBER		JOB TITLE (CODE D)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)	
SITE ADDRESS (CODE E)		POST CODE (CODE F)		EMPLOYER (CODE G)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*)		Workforce Resourcing Limited	
DAY OF THE WEEK	DATE	START TIME	BREAK/S / SHIFT GAP/S	END TIME	TOTAL HOURS TO BE PAID
Please do not correct the order of the days. The Thursday date should be before the Wednesday date for this Hiring Company (Code A).			All breaks are unpaid, please do not add break/s / shift gap/s to total or grand total hours.		
THURSDAY	(*)	(*)	(*)	(*)	(*)
FRIDAY	(*)	(*)	(*)	(*)	(*)
SATURDAY	(*)	(*)	(*)	(*)	(*)
SUNDAY	(*)	(*)	(*)	(*)	(*)
MONDAY	(*)	(*)	(*)	(*)	(*)
TUESDAY	(*)	(*)	(*)	(*)	(*)
WEDNESDAY	(*)	(*)	(*)	(*)	(*)
THE GRAND TOTAL HOURS WORKED MUST BE COMPLETED BY THE WORKER (CODE C) PRIOR TO SIGNATURE BY HIRING COMPANY (CODE A). FOR ANY DAY/S YOU HAVE NOT WORKED, PLEASE PUT A LINE OR X IN THE BOXES WITH *.					THE GRAND TOTAL HOURS TO BE PAID (Failure to complete the box below (Code TGTH) will automatically result in your timesheet being rejected).
PLEASE EMAIL TIMESHEET TO: timesheets@workforceresourcing.co.uk (NO OTHER METHOD WILL BE ACCEPTED)					
NOTICE TO HIRING COMPANY (CODE A)					(Code TGTH)
PLEASE NOTE: A timesheet signed by an authorised representative of the Hiring Company (Code A) will be deemed as confirmation of final hours for invoice/pay purposes, and as such, no deductions from invoices will be accepted. Do not include lunch break or travelling times. A signed timesheet by an authorised signatory is acceptance of terms & conditions.					(*)
(WORKER (CODE C) PLEASE DO NOT SIGN OR COMPLETE THIS BOX)				
Signed.....		Print Name.....			Please be aware that it is a criminal offense to falsify hours.
Position.....		Date.....			

EXAMPLE TIMESHEET BEFORE BEING SIGNED BY AN AUTHORISED REPRESENTATIVE OF THE HIRING COMPANY (CODE A)

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HIRING COMPANY (CODE A)		WORKING WEEK (CODE B)		Find the dates and deadlines via the link below for the WORKING WEEK (CODE B)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) ABC Group		Thursday to Wednesday		www.workforceresourcing.co.uk/working-week	
WORKER (CODE C) LEGAL FULL NAME		WORKER (CODE C) NI NUMBER		JOB TITLE (CODE D)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) John Smith		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) QQ 12 34 56 C		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) Catering Assistant	
SITE ADDRESS (CODE E)		POST CODE (CODE F)		EMPLOYER (CODE G)	
NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) Wembley Stadium, South Way, Wembley		NOT SURE? Please check your Confirmation of Assignment & match the Codes. (*) HA9 0WS		Workforce Resourcing Limited	
DAY OF THE WEEK	DATE	START TIME	BREAK/S / SHIFT GAP/S	END TIME	TOTAL HOURS TO BE PAID
Please do not correct the order of the days. The Thursday date should be before the Wednesday date for this Hiring Company (Code A).					
THURSDAY	(*) 02/01/2025	(*) 07:00	(*) X	(*) 11:00	(*) 4
FRIDAY	(*) 03/01/2025	(*) 07:00	(*) 1 Hour	(*) 15:00	(*) 7
SATURDAY	(*) X	(*) X	(*) X	(*) X	(*) X
SUNDAY	(*) X	(*) X	(*) X	(*) X	(*) X
MONDAY	(*) 06/01/2025	(*) 07:00	(*) 30 Minutes	(*) 15:00	(*) 7.5
TUESDAY	(*) 07/01/2025	(*) 09:00	(*) 30 Minutes	(*) 15:00	(*) 5.5
WEDNESDAY	(*) 08/01/2025	(*) 07:00	(*) 30 Minutes	(*) 15:30	(*) 8
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(WORKER (CODE C) PLEASE DO NOT SIGN OR COMPLETE THIS BOX)					
Signed.....		Print Name.....			
Position.....		Date.....			Please be aware that it is a criminal offense to falsify hours.

Workforce Resourcing Limited: 10529852 | Head Office Landline: 02381 550 012

Head Office Address:

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