

Workforce Resourcing - Timesheet (Monday to Sunday)

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). For more timesheet rules, please visit Timesheet Rules on our website - www.workforceresourcing.co.uk/timesheet-rules					
HIRING COMPANY (Code A)			WORKING WEEK (Code B)		
(*)			(*) Monday to Sunday		
WORKER FULL LEGAL NAME (Code C)			JOB TITLE (Code D)		
(*)			(*)		
SITE ADDRESS (Code E)			POST CODE (Code F)		
(*)			(*)		
DAY OF THE WEEK	DATE	START TIME	BREAK/S / SHIFT GAP/S (All breaks are unpaid, please do not add break/s / shift gap/s to total or grand total hours).	END TIME	TOTAL HOURS TO BE PAID
MONDAY	(*)	(*)	(*)	(*)	(*)
TUESDAY	(*)	(*)	(*)	(*)	(*)
WEDNESDAY	(*)	(*)	(*)	(*)	(*)
THURSDAY	(*)	(*)	(*)	(*)	(*)
FRIDAY	(*)	(*)	(*)	(*)	(*)
SATURDAY	(*)	(*)	(*)	(*)	(*)
SUNDAY	(*)	(*)	(*)	(*)	(*)
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 *. PLEASE EMAIL TIMESHEET TO: timesheets@workforceresourcing.co.uk (NO OTHER METHOD WILL BE ACCEPTED)					THE GRAND TOTAL HOURS TO BE PAID (Failure to complete the box below (Code TGTH) will automatically result in your timesheet being rejected).
NOTICE TO HIRING COMPANY (CODE A) 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. Signed timesheet by authorised signatory is acceptance of terms & conditions. Signed..... Print Name..... Position..... Date..... (WORKER (CODE C) PLEASE DO NOT SIGN OR COMPLETE THIS BOX)					(Code TGTH) (*) Please be aware that it is a criminal offense to falsify hours.

(EXAMPLE TIMESHEET PRIOR TO BEING SIGNED)

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For more timesheet rules, please visit Timesheet Rules on our website - www.workforceresourcing.co.uk/timesheet-rules

HIRING COMPANY (Code A)		WORKING WEEK (Code B)			
(*) ABC Group		(*) Monday to Sunday			
WORKER FULL LEGAL NAME (Code C)		JOB TITLE (Code D)			
(*) John Smith		(*) Catering Assistant			
SITE ADDRESS (Code E)		POST CODE (Code F)			
(*) Wembley Stadium, South Way, Wembley		(*) HA9 0WS			
DAY OF THE WEEK Please do not correct the order of the days. (Example) The Monday date should be before the Sunday date.	DATE	START TIME	BREAK/S / SHIFT GAP/S (All breaks are unpaid, please do not add break/s / shift gap/s to total or grand total hours).	END TIME	TOTAL HOURS TO BE PAID
MONDAY	(*) 06/01/2025	(*) 07:00	(*) X	(*) 11:00	(*) 4
TUESDAY	(*) 07/01/2025	(*) 07:00	(*) 1 Hour	(*) 15:00	(*) 7
WEDNESDAY	(*) X	(*) X	(*) X	(*) X	(*) X
THURSDAY	(*) X	(*) X	(*) X	(*) X	(*) X
FRIDAY	(*) 10/01/2025	(*) 07:00	(*) 30 Minutes	(*) 15:00	(*) 7.5
SATURDAY	(*) 11/01/2025	(*) 09:00	(*) 30 Minutes	(*) 15:00	(*) 5.5
SUNDAY	(*) 12/01/2025	(*) 07:00	(*) 30 Minutes	(*) 15:30	(*) 8
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Signed.....

Print Name.....

Position.....

Date.....

(WORKER (CODE C) PLEASE DO NOT SIGN OR COMPLETE THIS BOX)

(Code TGTH)

(*) **32**

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