

Waves Personnel (South) Ltd

Timesheet

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Logistics-Industrial-Commercial-Construction-Technical-Permanent recruitment

"Resourcing on demand"

IT IS YOUR RESPONSIBILITY TO ENSURE THIS TIMESHEET IS FULLY COMPLETED AND SIGNED BY YOUR SUPERVISOR. IT MUST BE FAXED TO OUR PAYROLL OFFICES NO LATER THAN 10.00AM MONDAY TO AVOID PAYROLL DELAYS. 01202 486686/ 02380 630583

Temp Employees Name: Client Name:

Day	Date	Start Time	Duty Drivers Only	POA Drivers only	Breaks / Rest	Finish Time	Deducted Breaks	Total Hours (to be paid)
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Standard Hrs	
Overtime Hrs	
Total Hours	

DRIVERS AREA ONLY

Misc Expenses (Parking,Calls,Tolls,Nights Out)

Driver Declaration (drivers must complete):

I here-by declare that i have not exceeded my driving hours.

I have undertaken this work and have abided by the Legal

regulations as stipulated in the Working Time Directive

Signed

Tacho Attached Y/N

Client Authorisation

Authorised Name:

Signature:

Date:

I am authorised to sign this timesheet. I agree that the above named person has worked the hours stated and i agree to abide by Waves Personnel terms and conditions of business