



GSA Recruitment
 20, Station Road, West Drayton
 Middlesex, UB7 7BY
 email:timesheets@g sarecruitment.co.uk
 www.gsarecruitment.co.uk

TIME SHEET

PLEASE RETAIN A COPY OF THIS TIMESHEET AS YOU WILL NEED IT IN THE EVENT OF ANY PAY QUERIES.

IT IS THE RESPONSIBILITY OF THE TEMP TO MAKE ANY ADDITIONAL COPIES OF THIS TIMESHEET.

Tel: 01895) 443181
 Fax: 01895 422565

Client Company:

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Temp:

Week Ending Friday:

Job Title:

1. ALL SIGNED TIMESHEETS MUST BE RECEIVED BY GSA **NO LATER THAN 5.00pm MONDAY** TO ENSURE PROMPT PAYMENT. TIMESHEETS CAN BE SENT VIA POST, FAX OR E-MAIL.
2. LATE TIMESHEETS WILL BE PAID THE FOLLOWING WEEK.

SUMMARY OF HOURS WORKED					
	DATE	TIME STARTED	TIME FINISHED	DEDUCT MEAL BREAKS	TOTAL HOURS WORKED
SAT					
SUN					
MON					
TUES					
WED					
THUR					
FRI					
TOTAL					

The signature below certifies that the above hours have been worked satisfactorily and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.

SUPERVISORS
 SIGNATURE.....NAME.....

DATE..... REQUIRED NEXT WEEK?

YES	
NO	