

Time Sheet
for work completed week ending Friday / /

Return to:

Thorpe Molloy McCulloch
Recruitment Ltd
38 Albyn Place, Aberdeen, AB10 1YN
VAT No. 693 922 887



If completing by hand please use black ink

To ensure that there is no delay in payment, this document must be completed in full, signed and received by Thorpe Molloy McCulloch Recruitment Ltd no later than 6pm each Monday. Retain a copy for your files and the Hirer as required.

Tick if this is the end of your assignment and a P45 is required

Agency worker's name

Hirer's name

Hirer's address

Hirer's contact phone

Hours / Days worked

exclusive of lunch & travelling time

	Standard hours / days ⁽¹⁾	Holiday hours / days	Tick if paid holiday ⁽²⁾	Authorised overtime time and a half	double time	Total hours / days	Notes
Saturday							<p>(1) If you are contracted on a day rate insert "1" for a whole day's work. Represent part days as decimal.</p> <p>If your rate is hourly, complete the number of hours worked each day. Represent part hours as a decimal (e.g. ½ hour = 0.5).</p> <p>(2) If holidays have been taken, please tick the holiday box if you wish to be paid, otherwise they will be treated as unpaid (accrual allowing).</p>
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total							

I hereby certify the above hours/days worked are a correct record of the hours/days worked by me under the terms of the assignment with Thorpe Molloy McCulloch Recruitment Ltd.

I hereby certify the above hours/days worked are a correct record of the hours/days worked by the Agency worker and I accept the terms for the introduction of Agency workers by Thorpe Molloy McCulloch Recruitment Ltd.

Agency worker's signature

Hirer's signature

Print name

Date

Print name

Date

Hirer PO no.

Job title