

ABC RECRUITMENT STAFF TIME SHEET

(TO BE RETURNED (SIGNED BY TEMPORARY WORKER AND THE CLIENT) TO ABC RECRUITMENT NO LATER THAN 4.00PM EACH MONDAY)

TEMPORARY WORKER _____
 CLIENT NAME _____
 DEPARTMENT _____
 WK COMMENCE _____

Return to: ABC Recruitment
4 & 5 Anderson Chambers
34 Great King Street
Dumfries DG1 1BD
Tel/Fax: 01387 270718

DAY	START TIME	FINISH TIME	MINUS BREAK TIME	TOTAL HOURS PAYABLE	EMPLOYEE SIGNATURE
MONDAY	-----	-----	-----	-----	
TUESDAY	-----	-----	-----	-----	
WEDNESDAY	-----	-----	-----	-----	
THURSDAY	-----	-----	-----	-----	
FRIDAY	-----	-----	-----	-----	
SATURDAY	-----	-----	-----	-----	
SUNDAY	-----	-----	-----	-----	
TOTAL PAYABLE HOURS					

CLIENT SIGNATURE _____
 (AUTHORISED PERSON IN CHARGE)

DATE _____

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EMPLOYEE _____

EMPLOYEE NUMBER _____

DEPARTMENT _____

WK COMMENCE _____

DAY	TIME IN	TIME OUT	TOTAL HOURS	EMPLOYEE SIGNATURE
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HOURS				

CLIENT SIGNATURE _____

DATE _____

(AUTHORISED PERSON IN CHARGE)

ABC RECRUITMENT STAFF TIME SHEET

(CLIENT COPY - PLEASE DETACH AND RETAIN FOR YOUR RECORDS)

EMPLOYEE _____

EMPLOYEE NUMBER _____

DEPARTMENT _____

WK COMMENCE _____

DAY	TIME IN	TIME OUT	TOTAL HOURS	EMPLOYEE SIGNATURE
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TOTAL HOURS				

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