

Weekly Timesheet

PLEASE USE CAPITALS	
Temporary/contractor name.....	
Client name.....	
Dept name.....	Week ending date/...../.....
Cost centre code if applicable.....	
Reporting to.....	

DAY	START TIME	FINISH TIME	LESS BREAK	TOTAL STANDARD HOURS	OVERTIME	SHIFT/DAYS
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						

Total number of hours/days			
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TIMESHEET AUTHORISATION	
Only worked hours and totals should be included on this timesheet. Please DO NOT include any holiday hours. If you are a PAYE candidate and require paid holiday for time off, then you should download and complete the holiday request form on our website: www.advantageresourcing.co.uk	
Clients declaration	
I certify that the total number of hours has been satisfactorily worked and is approved for payment and billing purposes. This is in accordance to the terms and conditions of the business which I have received and accept as the basis of this transaction.	
Temporary/contractor signature.....	
Authorised client signature*.....	Department.....
*Please remember to take a copy for your records	
Client signatory name.....	Date.....

Submitting timesheets

- Email payroll ittimesheets@advantageresourcing.com OR Fax payroll **01256 365718**.
- Deadline for submitting timesheets is 5pm on the Monday following the week worked.

If you have a payroll query please call Advantage Resourcing payroll directly on **0800 917 7358**.

Payments will appear on your bank statement as Advantage Resourcing.

WARNING The accurate completion of this timesheet is your responsibility. Fraudulent submission may result in legal action being taken against you.