



SELECTION MATTERS

Please Return To: Selection Matters (Banbury) Ltd, Suite 10, Borough House, Marlborough Road, Banbury, OX16 5TH
Email: info@selectionmatters.co.uk | Fax: 0845 269 6416 | Telephone: 01295 477170

TIMESHEET

Employer Name:			
Address:			
Employer Ref. or PO:		Week Ending:	
Name of Temp Worker:		Assignment Start Date:	

SUMMARY OF HOURS WORKED					
	Time Started	Time Finished	Unpaid Breaks	Hours Worked	Other
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked:					

OFFICE USE ONLY		
Hours	Pay Rate	Charge Rate

I certify that the above hours have been satisfactorily worked, and that payment will be made in respect of these according to your terms and conditions which I have received and accepted as the basis of this transaction.

Line Manager Name & Signature:

Position:

Date: