

# Aarologix Employment Services



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## TIMESHEET

WEEK BEGINNING \_\_\_\_\_

Your Full Name \_\_\_\_\_ Project Name \_\_\_\_\_

Signature \_\_\_\_\_ Full Project Address \_\_\_\_\_

If booked out of hours (Tick)

### NOTICE TO WORKERS

*It is important that all details are completed on this timesheet and that it is duly signed by an authorised person upon completion of each Day/week worked before payment of wages can be made. The top copy of your timesheet must reach our offices **no later than 5pm on the Monday** of the processing week. For Bank Holiday weeks, timesheets must reach our offices no later than **10am on the Tuesday of the processing week**. Failure to follow the above instructions may result to a delay in payment.*

Post Code \_\_\_\_\_

Job Title \_\_\_\_\_

	Date	Shift Starts	Shift Finishes	Day Hrs	Night Hrs	BREAKS (Total time taken off during shift)	Sleep In (Tick Box)	Sleep In (Hrs Slept)	Signature of person in charge
Mon		am	am						
		pm	pm						
Tue		am	am						
		pm	pm						
Wed		am	am						
		pm	pm						
Thurs		am	am						
		pm	pm						
Fri		am	am						
		pm	pm						
Sat		am	am						
		pm	pm						
Sun		am	am						
		pm	pm						

**Total Hours Worked In Words** (exclusive of breaks)

### CLIENT USE ONLY

*I certify that I am authorised to sign this timesheet and I agree that the above worker who is under contract to Aarologix Employment Services Ltd worked the total hours indicated..*

*I agree to an invoice being raised by Aarologix Employment Services based on the number of hours contained on this time sheet. No adjustment to hours worked can be made after receipt of this timesheet by Aarologix. I also confirm that I have read and agreed your terms and conditions of business.*

Authorised by \_\_\_\_\_ (Block Capitals) Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_