

FLEXIBLE EMPLOYEE TIMESHEET



NAME OF FLEXIBLE EMPLOYEE: _____

Nature of work _____

Client Name: _____

Client Address: _____

Ordered By: _____

WEEK COMMENCING: _____

The flexible employee should complete this record of hours to be paid and present it to the Client for signature and verification. This timesheet must be returned to the Easyrecruituk.com Supervisor or local office no later than 10am on the Monday following the week worked.

Example	Start		Finish		Lunch	Total Hours to be paid
Day	08	30	17	30	30	
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						

To be checked and Authorised by Client	Total number of hours to be paid	
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I am an authorised representative of the client and have read and accept the Terms and Conditions of Business issued prior to commencement of this assignment

Client's Signature **Date**

Print Name _____ Position _____

NOTICE TO FLEXIBLE EMPLOYEE:

This assignment is covered by the Terms & Conditions of Employment presented to the flexible employee prior to the commencement of this assignment. Loss, failure to receive or misplacement of the terms must be reported to the Easyrecruituk.com supervisor within 7 days of this assignment.