

Weekly Timesheet



Client Name:

Week Ending:

Workers Name:

It is the workers responsibility to ensure their time sheet is signed by the shift supervisor at the end of every shift. Failure to complete this request could delay any payroll submissions

	Start Time	Finish Time	Total Hours	POA Hours	Break	Paid Hours	Registration (if driving)	Start Mileage (if driving)	Finish Mileage (if driving)	Total Mileage (if driving)	Notes / Delays / Comments	Supervisor Signature
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

Worker Declaration 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.
 1. I declare I have accurately recorded my time in this timesheet.
 2. I declare I have not been engaged in any work other than for XP Recruitment Ltd during this week.
 3. I will notify XP Recruitment Ltd immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that XP Recruitment Ltd can maintain an accurate record of my weekly working time.

Signature Name Date

Worker Declaration 2: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.
 1. I declare I have accurately recorded my time in this timesheet.
 2. I declare I have been engaged in work in addition to work for XP Recruitment Ltd set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet so that XP Recruitment Ltd can maintain an accurate record of my weekly working time.

Signature Name Date