

## **Omni Recruitment Limited**

Lesser Kings Hall, Hartington Street Barrow in Furness Cumbria LA14 5SR

should be paid to your temp. A copy will be emailed for your records.

address by 12 noon on Monday following the week's work.

EMPLOYEE'S - Authorised timesheets should be emailed or submitted to the above

email: enquiries@omnirecruitment.com



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## TIMESHEET

Employees	Name					<b>Employees Name</b>							
Client's Na	me						t's Name						
Week Ending					Week Ending								
	Day	Date	Basic Hours	Overtime Hours	Breaks	Total	Day	Date	Basic Hours	Overtime Hours	Breaks	Total	
	Monday						Monday						
	Tuesday						Tuesday						
	Wednesday						Wednesday						
	Thursday						Thursday						
	Friday						Friday						
	Saturday						Saturday						
	Sunday						Sunday						
		TOTAL HOURS TO BE CHARGED							TOTAL HOURS TO BE CHARGED				
Signed by	Employee						ed by Employee						
Authorised	thorised by Client							Authorised by Client					
Name (CAI	me (CAPITALS)												
Position	sition		Email						Email				

In authorising this timesheet you are confirming that the total hours are correct and should be paid to your temp. A copy will be emailed for your records.

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