



Omni Recruitment Limited

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

email: enquiries@omnirecruitment.com

TIMESHEET

Employees Name _____

Client's Name _____

Week Ending _____

Day	Date	Basic Hours	Overtime Hours	Breaks	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS TO BE CHARGED					

Signed by Employee _____

Authorised by Client _____

Name (CAPITALS) _____

Position _____ 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.

EMPLOYEE'S - Authorised timesheets should be emailed or submitted to the above address by 12 noon on Monday following the week's work.



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