



Recruitment Services

October 2017

Time Sheet

Fax to Payroll Department on +44 (0)1580 212685 or Email to accounts@arxconsultancy.com before 10:00Hrs on Monday for PAYE Employees or 10:00Hrs on Tuesday for Limited Company Contractors

Contractor Name	
Job Title	
Reports To	
Client Name	
Client Address	
Purchase Order No.	
Notice Period	
Week Commencing	

Ensure Hours are Recorded to the Nearest 1/4 Hour and in the Following Format Example: 5.00, 5.25 (for 5¼), 5.50 (for 5½) and 5.75 (for 5¾)

Day	Start Time	Finish Time	Break(s)	Hours to be Paid
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

To be Signed by Your Line Manager

We Confirm that the Hours Detailed Above are an Accurate Record of the Hours Worked by the Candidate Specified in this Timesheet

Print Name		Sign	
Position		Date	