



WEEKLY TIMESHEET

Client _____ **Employee** _____

Employed as _____

DAY	DATE	START TIME	FINISH TIME	HOURS WORKED	MINUS BREAKS	PAYABLE HOURS	Periods of Availability <i>Mobile Workers Only</i>	OFFICE USE ONLY	
								STD HRS	O/T HRS
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Instruction to temporary drivers: This timesheet must be completed in line with the guide notes and one of the declarations below must be signed to confirm your hours

DRIVERS ONLY NB: *Fraudulent recording is 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 G-Force Logistics Ltd during this week
3. I will notify the employment business 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 G-Force Logistics Ltd can maintain an accurate records of my weekly Working Time.

SIGNATURE DATE

ALL OTHER ROLES: NB: *Fraudulent recording is criminal offence and may lead to legal action being taken against you.*

1. I declare I have accurately recorded my time in this timesheet

SIGNATURE DATE

CLIENT DECLARATION:

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction.

SIGNATURE COMPANY

PRINT NAME..... DATE.....

It is the responsibility of the temporary worker to ensure that this time sheet is fully completed and authorised by the client. This fully completed time sheet **MUST** be returned to the G-Force Logistics Ltd office by **09.00** on the Monday following the week worked.