

Suite 309 Third Floor,  
Danestrete,  
Swingate House  
Stevenage  
Hertfordshire  
SG1 1XB



**Willshine Recruitment Ltd Weekly Employee Time Sheet.**

Staff Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Job Title: \_\_\_\_\_

Payroll No: \_\_\_\_\_

<b>Client Name and Address</b>
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Day of the week	Date	Start	Finish	Break	Total Hrs	NIC Signature
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
<b>TOTAL HOURS</b>						

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that this time sheet is correct and agree to comply with Terms and Conditions of the contract agreed previously.

NIC Name: \_\_\_\_\_ NIC Signature: \_\_\_\_\_

NIC Position: \_\_\_\_\_

I certify that the temporary worker has satisfactory completed the total hours worked after any breaks taken and is due to any expenses other costs indicated above. I also agree to comply with the Willshine Recruitment Ltd terms and conditions of business and confirm that I am authorised to approve the timesheet for payment.

**Cut off for timesheets are Monday by 5PM**

Mob:07563721533