

Temporary Staff Timesheet

TIMESHEETS MUST BE SUBMITTED BY **09AM** ON A **MONDAY** MORNING VIA EMAIL OR TEXT

Email: payroll@taksatffingsolutions.com

Text: 442080870714



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<https://takstaffingsolutions.com>

Week Ending Date: _____ Job Type: _____

Company: _____ Location: _____

| | Date | Start Time | Finish Time | Break Taken | Total Hours |
|-----------|------|------------|-------------|-------------|-------------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |

Candidate Legal Disclaimer

By signing this timesheet for TAK Staffing Solutions, I understand that I am fully responsible for my own record of hours and that any delay in payment may occur if my timesheet is not authorized by the client, filled out correctly, or submitted on time. I declare that the information submitted is accurate and correct. Providing false information knowingly may result in disciplinary action and recovery proceedings. I am advised to always ensure that I am signing in and out on the client site to ensure accurate records of my working hours. Please be advised that, unless authorized as paid by the client, a break will be automatically deducted from my total working hours.

Signed: _____

Name: _____ Date: _____

Client Legal Requirement

I am Authorize and confirm that the hours on this timesheet for TAK Staffing Solutions are true and correct. Any breaks taken have been noted, and if any breaks are authorized as paid, the client must specify on the timesheet. By signing this timesheet, I agree to TAK Staffing Solutions' terms of business. If any candidate is directly engaged through the client or a different agency, a standard introduction fee will apply.

Signed: _____

Name: _____

Position: _____ Date: _____