

Weekly Timesheet



FOR THE WORKER

Please fill out this timesheet correctly. Wages will not be paid before the timesheet has been signed by both the Worker and the Client. Please send completed timesheet to timesheets@adremgroup.com by 6pm each Monday. Do not send duplicate copies which need to be verified and it will lengthen the payment process.

Your wages will be deposited into your account on the following Friday unless otherwise notified.

Give the copy of the signed timesheet to the client, keeping a copy for your records.

Worker's First Name (Block Capitals)	Worker's Surname (Block Capitals)
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Name of Limited Company if applicable (Only NON PAYE Workers)	Week Ending (Sunday's Date)
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15mins = 0.25 30mins = 0.50 45mins = 0.75 e.g. "12:45" should be entered as "12.75"

	Date	Start Time	Finish Time	Lunch	Total Daily Hours to the nearest 15 minutes
Monday	DD/MM	:	:		:
Tuesday	DD/MM	:	:		:
Wednesday	DD/MM	:	:		:
Thursday	DD/MM	:	:		:
Friday	DD/MM	:	:		:
Saturday	DD/MM	:	:		:
Sunday	DD/MM	:	:		:
(Contractors on day rates must give both hours and days worked to the nearest half day) Total Weekly hours / Days Worked					

Worker's Signature

FOR THE CLIENT

Your signature gives Adrem Group authorisation to invoice your Company for the total number of hours worked above, as stated in our Terms and Conditions. It also confirms your approval of the invoice payment terms and penalties, also stated on our Terms and Conditions.

Client Name (Name of company at which placement is located) (BLOCK CAPITALS)
Authorised Client Signature
Signatory Name & Position (BLOCK CAPITALS)
Date Signed
PO Number (If applicable)