



TEMPORARY WORKERS TIMESHEET

Timesheet Number.....

Fax: 01202 479998 Email: christchurch@rlmjobs.com

WEEK ENDING DATE:	PURCHASE ORDER NO:
CLIENT:	SITE ADDRESS:
ADDRESS:	
ORDERED BY:	REPORT TO:
NAME OF WORKER:	NATURE OF WORK:

IMPORTANT: This timesheet must be completed in full and the appropriate declarations completed below.
Please complete clearly and using a 24 hour clock i.e. start time 06 00 finish time 15 00

DAY	START	FINISH	TOTAL BREAKS	WORKING TIME	PERIODS OF AVAILABILITY	TOTAL SHIFT TIME
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
Total WT + Total POA = Total Shift Time						

Client Declaration: I am an authorised representative of the Client and the above total number of shift hours have been undertaken satisfactorily and payment will be made according to the Terms and Conditions of Business I have received.

Signature Name Date.....

If you have worked nights you are also required to complete the chart below.

Time Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
M																								
T																								
W																								
T																								
F																								
S																								
S																								

Worker Declaration 1: *NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.*

- I declare I have accurately recorded my time in this timesheet.
- I declare I have not been engaged in any work other than for RLM JOBS during this week.
- I will notify RLM JOBS 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 of employment businesses so that RLM JOBS can maintain an accurate record of my weekly Working Time.

Signature Name Date.....

Worker Declaration 2: *NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you*

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for RLM JOBS set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet so that RLM JOBS can maintain an accurate record of my weekly working Time.

Signature Name Date.....



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FOR ADDITIONAL WORK VIA ANY OTHER EMPLOYER AND/OR EMPLOYMENT BUSINESS

PLEASE RECORD BELOW THE NAME OF ANY OTHER EMPLOYER AND/OR EMPLOYMENT BUSINESS YOU HAVE WORKED FOR DURING THE CURRENT WEEK ENDING DATE:

1.	2.
3.	4.
5.	6.
NAME OF WORKER:	NATURE OF WORK:

IMPORTANT: This timesheet must be completed in full and the appropriate declarations completed below. Please complete clearly and using a 24 hour clock i.e. start time 06 00 finish time 15 00

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Total WT + Total POA = Total Shift Time						

If you have worked nights you are also required to complete the chart below.

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Worker Declaration 2: NB: *Fraudulent recording is a criminal offence and may lead to legal action being taken against you*

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for RLM JOBS set out in a timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time in a further timesheet as detailed above so that RLM JOBS can maintain an accurate record of my weekly working Time.

Signature Name..... Date.....