



Client Name : _____
 Week ending Sunday: _____
 Temporary Employee Name : _____

Oak Tree Recruitment
 One Lyric Square
 London
 W6 0NB
 Tel: 020 3008 8636
 Fax: 020 3008 8637

Instructions:
 Only use the 24-hour clock to fill in the timesheet and times should be rounded to the nearest quarter of an hour.

Please ensure that your completed and authorised time sheet reaches us by 9am on Monday.

For all queries relating to your payroll, please contact the Oak Tree Recruitment Payroll Department on payroll@oaktreerecruitment.com

Late time sheets may result in delayed payment.

Weekly Time Sheet

Day	START TIME	BREAK TIME	BREAK END	END TIME	TOTAL HOURS	OVERTIME HOURS	TOTAL HOURS
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Grand Total							

 Employee Signature Date

 Manager Signature Date

(Clients' Authorised Signature)
 Wages cannot be paid without time sheet signed by client

 Manager Name (BLOCK CAPITALS)

**WE CERTIFY THAT THE ATTENDANCE AND WORK AS STATED OF THE ABOVE NAMED HAVE BEEN SATISFACTORY AND THAT NO CLAIM WILL BE MADE AGAINST THE AGENCY'S INVOICE.
 WE ACKNOWLEDGE HAVING RECEIVED YOUR TERMS OF BUSINESS.**