

# TAYLOR ROOT

GLOBAL LEGAL RECRUITMENT

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## T I M E S H E E T

### Instructions

Enter Client Name, your name and Week Commencing Date  
 Record file number/project and a Description of Work performed each day  
 Use 24hr clock and enter start and finish time and total hours worked  
 Record time to the nearest 15 minutes worked  
 Ensure you deduct any time taken for breaks/lunch

<b>Client Name</b>

<b>Name of Temporary Worker</b>
<b>Week Commencing Date</b>

	File No./Project	Description of Work	Start	Finish	Hours	Mins		
<b>Monday</b>								
			<b>Monday</b>	<b>Total</b>				
<b>Tuesday</b>								
			<b>Tuesday</b>	<b>Total</b>				
<b>Wednesday</b>								
			<b>Wednesday</b>	<b>Total</b>				
<b>Thursday</b>								
			<b>Thursday</b>	<b>Total</b>				
<b>Friday</b>								
			<b>Friday</b>	<b>Total</b>				
<b>Sat</b>								
				<b>Saturday</b>	<b>Total</b>			
<b>Sun</b>								
				<b>Sunday</b>	<b>Total</b>			
<b>TOTAL</b>					<b>Week</b>	<b>Total</b>		

### Note

Please sign and date your timesheet and ensure that it is approved by your Supervisor and that they retain a copy  
 To ensure prompt payment the timesheet must be received by Taylor Root no later than 5:30pm on the following Monday

<b>Name of Supervisor</b>	
<b>Client Signature</b>	
<b>Date</b>	

We confirm that the hours specified above are correct that that we will accept your account for the total chargeable amount in accordance with your Terms of Business

<b>Basic Hours</b> (agency to complete)		
<b>Overtime Hours</b> (agency to complete)		
<b>Premium Overtime</b> (agency to complete)		

I confirm that I have worked the total hours stated above

<b>Temporary Signature</b>	
<b>Date</b>	

Please indicate here if this is your final timesheet for this assignment