



**Timesheet**

Please email to S4 offices by 09.30 Monday following the week worked.

Important: Keep a copy of this timesheet for your records.

<b>Booking Number:</b>		<b>Weekending:</b>	dd/mm/yy
<b>Surname:</b>			
<b>First Name:</b>			
<b>Temporary Position</b>			
<b>Reporting To:</b>		<b>Job Title:</b>	
<b>Company Name:</b>			
<b>Address of Booking:</b>			

<b>Start Date:</b>	dd/mm/yy	<b>End Date:</b>	
<b>Hours of Work:</b>	hh.mm - hh.mm		
<b>Variations on Hours of Work:</b>			

<b>Hours of Work:</b>	<b>Start Time</b>	<b>Lunch Start</b>	<b>Lunch Finish</b>	<b>Finish Time</b>	<b>Total Hours Worked in Day</b>	<b>Please Write "Holiday" "Sickness" etc here for any days absent from Assignment</b>
<b>Monday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Tuesday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Wednesday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Thursday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Friday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Saturday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Sunday</b>	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
<b>Total Hours Worked:</b>					hh.mm	

You will be paid to the nearest 15 minutes , please total each day to the nearest 15 minutes.

**Signature of Temporary**

**Date:**

Notes to Temporary: The timesheet must be in the office my Monday 09.30 at the latest to ensure you are paid on time, late timesheets may result in payment being made one week late. The client must have signed this timesheet in order to authorise/confirm the hours to be paid. In submitting this timesheet, you are employed under the S4 Terms of Engagement for Agency Workers (contract for services), you should have received a copy of this prior to starting the booking but a copy for your reference is on our website [www.s4ltd.co.uk](http://www.s4ltd.co.uk)

**Name of Client Signatory (Printed):**

**Job Title:**

**Signature to Authorise Above Hours:**

**Date of Signature:**

Notes to Client: In signing and authorising these hours you accept the S4 Personnel Terms of Business with a Hirer for the supply of Agency Workers, a copy of which should have been sent to you or the hirer. For your reference a copy is available on our website [www.s4ltd.co.uk](http://www.s4ltd.co.uk)

**Guarantees:**

**S4 Personnel Client:**

If the services of a Temporary initially proves to be unsatisfactory, no charge will be made up to a maximum of 4 hours, or 2 hours if the booking is of 1 day or less.

**S4 Personnel Candidate:**

Proving reliable and hard-working in this booking will result in you getting priority on future temporary bookings.