



HR Linked Limited

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E-mail: payroll@hrlinked.co.uk | Web: www.hrlinked.co.uk

Time Sheet for Full Name: _____

Employed at (Company Name & Site): _____

Site Address: _____

_____ Week Ended (Sunday Date): _____

Day	Date	Start Time	Finish Time	Break	Hours Worked	Hours worked at Different rates		
						Standard Rate	Special Rate 1	Special Rate 2
Notes			Standard Rate Total Hours Worked			<div style="border: 1px solid black; padding: 5px;"> <p>Warning - Wages will not be paid or processed until a completed Time Sheet is signed by a responsible official.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Remember to take a clear and legible picture when sending Timesheet via phone or email.</p> </div>		
			Special Rate 1 Total Hours Worked					
			Special Rate 2 Total Hours Worked					
			Gross total Hours Worked					

I certify that the above information is correct and wages calculated at the agreed rate should be paid to the person named above and invoiced to my company in respect of this temporary employee.

I understand that invoices for temporary employees are presented weekly and the payment due immediately upon presentation.

I confirm that our dealings with HR Linked Limited Recruitment Services will be in accordance with the agreed Terms and Conditions.

TIMESHEET MUST BE RECEIVED BY MONDAY 8 AM (08:00HRS) SEND TO:- EMAIL: payroll@hrlinked.co.uk or TEXT/WHATSAPP/VIBER: 07927550900

Authorise Signature: _____ Full Name: _____ Position in Company: _____

Employee Signature: _____ Full Name: _____ Date: _____