



699 Warwick Road, Solihull

T 0121 705 8157

F 0121 711 7933

**WEEKLY TIME SHEET**

All details must be completed correctly and accurately. Time sheets must be signed by the employer and returned by close of business on **Friday** to ensure wages can be processed.

<b>COMPANY</b>						<b>EMPLOYEE NAME</b>					
INVOICE ADDRESS						SITE ADDRESS					
JOB TITLE						PURCHASE ORDER NO			WEEK COMMENCING/START DATE		
DATE	MORNING		AFTERNOON		OVERTIME	TOTAL (EX-LUNCH)	<b>Worker's declaration</b>  I declare that the information I have given on this form is correct and accurate.  <b>Signed</b> .....				
	FROM	TO	FROM	TO							
MON											
TUE											
WED											
THUR											
FRI											
SAT											
SUN											
TOTAL CERTIFIED HOURS											
<b>NB If you have taken holiday and wish to be paid accrued holiday pay, please show on relevant day</b>											

Total certified hours worked

Agreed additional expenses £

**Client's authorisation** I am an authorised signatory. I am signing below to confirm that the hours/days that I am authorising are accurate and I approve payment and certify that the above details of temporary work are correct. The work of the above person was satisfactory. We have received, understand and agree the Terms and Conditions of Business issued by Plum Personnel Ltd.

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

**Office use only**

RATE WES001	HOURS WORKED	PAY RATE	CHARGE RATE	HOLIDAY PAY	PAYROLL NUMBER	HOLIDAY ENTITLEMENT	
						YES	NO
Normal					ADDITIONAL INFORMATION		
OT 1							
OT 2							
OT 3							

