



Please fax to Jigsol on 0208 9062462  
 Phone 0208 9594180  
 Email payroll@jigsol.com

Your salary payment **CANNOT** be processed unless your timesheet has arrived with us no later than 5.00pm on Friday by fax or post.

|                                 |                         |
|---------------------------------|-------------------------|
| <b>Name of Temporary worker</b> |                         |
| <b>Client Company</b>           |                         |
| <b>Address</b>                  |                         |
| <b>Week Ending Date</b>         |                         |
| <b>Job Title</b>                | <b>Responsibilities</b> |
| <b>Department</b>               | <b>Report to</b>        |
| <b>Telephone Number</b>         |                         |

|                    | <b>Start</b> | <b>Finish</b> | <b>Lunch</b> | <b>Total hours</b> | <b>Total Overtime</b> |
|--------------------|--------------|---------------|--------------|--------------------|-----------------------|
| <b>Monday</b>      |              |               |              |                    |                       |
| <b>Tuesday</b>     |              |               |              |                    |                       |
| <b>Wednesday</b>   |              |               |              |                    |                       |
| <b>Thursday</b>    |              |               |              |                    |                       |
| <b>Friday</b>      |              |               |              |                    |                       |
| <b>Saturday</b>    |              |               |              |                    |                       |
| <b>Sunday</b>      |              |               |              |                    |                       |
| <b>Total Hours</b> |              |               |              |                    |                       |

- Please calculate your work hours to the nearest ¼ hour
- Any overtime undertaken must be approved by your Line Manager or Personnel Department
- In compliance with the Working Time Regulations 1998 please ensure that you take a rest break of 20 minutes for every 6 hours work

| <b>To be read by client</b>                                                                                                                                                                                                                                         | <b>To be signed by client</b>                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| I certify that the number of hours recorded have been satisfactorily worked and the payment in respect of these (including any overtime which may be due) will be made according to the terms & conditions which have been agreed as the basis of this transaction. | <b>Print name</b><br><br><b>Sign name</b><br><br><b>Date</b> |