



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.

Name of Temporary worker	
Client Company	
Address	
Week Ending Date	
Job Title	Responsibilities
Department	Report to
Telephone Number	

	Start	Finish	Lunch	Total hours	Total Overtime
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

- **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

To be read by client	To be signed by client
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.	Print name Sign name Date

