



HARPER
RESOURCING

Timesheet

Please use a new timesheet for each assignment and a new timesheet for each week. We will forward these to you, alternatively, you can download a copy from the website www.harperhr.co.uk. Record each day's hours and calculate the total hours worked in the box, to the nearest quarter hour expressed as a decimal i.e. 15 mins = 0.25, 30 mins = 0.50 and 45 mins = 0.75. After completion, **ask the client to sign the timesheet (unsigned timesheets will NOT be accepted)**. Send the timesheet to the Nottingham Office only, either by email, hand, post or fax to reach us no later than **MONDAY 1pm**. Please note lunch breaks are unpaid.

Send to timesheets@harperhr.co.uk

Please complete the following

YOUR NAME:

COMPANY NAME:

CLIENT CONTACT:

WEEK ENDING:

	TIME START	TIME FINISH	LUNCH BREAK (IN DECIMAL HOURS)	TOTAL DECIMAL HOURS (MINUS LUNCH)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HOURS WORKED TO BE INVOICED				

NORMAL HOURS

OVERTIME HOURS

I, THE UNDERSIGNED, AGREE TO THE ABOVE HOURS AS WORKED BY THE NAMED TEMPORARY. I AM IN RECEIPT OF YOUR TERMS OF BUSINESS AND ACCEPT SAME. I ALSO UNDERSTAND THE PAYMENT OF WAGES AND INVOICING WILL BE MADE TO THE NEAREST QUARTER HOUR.

AUTHORISED CLIENT SIGNATURE:

NAME (CAPITALS):

POSITION:

DATE:

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www.harperhr.co.uk