

TI MESHEET



Randstad Financial & Professional Limited
Turnberry House
175 West George Street
Glasgow G2 2LB
T: 0141 202 2812
F: 0141 202 2813
payroll@randstadfp.com

TEMPORARY WORKER NAME:

COMPANY NAME & ADDRESS:

REPORTING TO:

WEEK ENDING DATE:

HOURS (TO BE COMPLETED BY TEMPORARY WORKER)

Details	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time							
Finish Time							
Deduct Lunch Time							
Hours Worked							

Total Hours	Basic	Overtime

It is confirmed that:

- We have received and accepted the Randstad Financial & Professional Limited terms of business
- This timesheet will form the basis of an invoice, which will be paid on receipt

TOTAL HOURS IN WORDS _____

AUTHORISING SIGNATURE _____ DATE _____

PRINT NAME _____ POSITION _____

PLEASE ENSURE THIS TI MESHEET IS COMPLETED AND RETURNED TO THE PAYROLL DEPARTMENT BY 10.00AM ON A MONDAY MORNING. TI MESHEETS RECEIVED LATER THAN THIS DEADLINE MAY RESULT IN DELAYED PAYMENT.