

# Timesheet

This timesheet should be completed by temporary or contract employees and returned to Adrem by 12pm each Wednesday. Your wage will be deposited into your account on the following Friday unless otherwise notified. Wages will not be paid before the timesheet has been signed by both the employee and client. Timesheets can be sent by fax to **020 7562 8283** or email **timesheets@adrem.uk.com**.

Name	
Ltd company name if applicable	Week ending date Sunday date

## Hours Worked

	Date e.g. 15/11/2007	Start e.g. 9am	Finish e.g. 5pm	Lunch e.g. 1hr	Total Hours e.g. 7
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
				<b>Total Hours to the nearest 15mins</b>	

0.25/15mins, 0.50/30mins, 0.75/45mins

Your signature Employee
Client name In block capitals
Authorised client signature
Please print name of signature
Date

Your signature gives authorisation to Adrem Recruitment to invoice your company for the total number of hours above, as stated in our terms and conditions.

### Timesheet Checklist

Ensure the timesheet fields are completed correctly to prevent errors and payment delays.  
 Give the copy of the signed timesheet to the client, keeping a copy for your records.  
 Ensure your timesheet/invoice has the correct week ending date (Sunday).  
 Ensure the client has completed their details in full.  
 Please do not send additional copies in the post as duplicates need to be verified and will lengthen the payment process.

All timesheet/payment queries: **020 7562 8282**. If you need extra timesheets please log onto **www.adrem.uk.com** or send an email to **timesheets@adrem.uk.com**