



# **TEMPORARY WORKER TIMESHEET – DAILY RATE**

**{If you are working on an hourly rate please use the Hourly Rate timesheet}**

Acme Payroll Department: 25 North Row, London W1K 6DJ

Telephone: 020 3205 3987 Facsimile: 020 3691 6001

Email: [payroll@acme-appointments.co.uk](mailto:payroll@acme-appointments.co.uk) Website: [www.acme-appointments.co.uk](http://www.acme-appointments.co.uk)

**TEMPORARIES:** To be included in first available payroll run for the worked week your authorised Timesheet must be received by us by 2pm following Monday. Please scan & email the timesheet to [payroll@acme-appointments.co.uk](mailto:payroll@acme-appointments.co.uk) (otherwise fax your timesheet to 020 3691 6001). **Do keep the original until you have been paid for the days worked.**

NAME OF TEMPORARY:	WEEK ENDING:
CLIENT COMPANY:	TYPE OF WORK:
COMPANY CONTACT NAME:	COST CENTRE / PO NUMBER (if required):

STANDARD RATE DAYS		
Please insert a '1' in Total column where full day worked or indicate part day worked to nearest quarter day by using 0.25, 0.5 or 0.75. Leave space blank if not worked or mark 'hol' or 'sick' where appropriate.		
DAY		TOTAL
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>TOTAL DAYS WORKED</b>		

OVERTIME PERIODS	
Only complete where it has been agreed in advance that overtime will be paid otherwise use only standard days.	
DETAILS OF PERIOD	TOTAL
<b>OVERTIME PERIODS</b>	

## **CONFIRMATION OF DAYS WORKED**

To be signed by the Temporary Worker	To be signed by Client Company's Authorised Signatory
I certify my attendance for the days and overtime periods above.	We certify the attendance and work of the above named Temporary for the days and overtime periods (to be paid at overtime rates) indicated.
Signed:	Signed:
Date:	Name:
	Position:
<input type="checkbox"/> Please tick if this is final timesheet for this assignment	Date:
<input type="checkbox"/> Temporary: please tick if a P45 is required	

## **OTHER NOTES**

**Companies:** Please retain a copy once signed for your records. A further copy will be submitted with our invoice.

If temporary staff introduced by us are subsequently employed by the Client Company or a third party to whom they have been introduced a transfer fee or extended period of hire may become due in accordance with our Terms of Business.

**Temporaries:** Additional copies of our **Daily Rate** timesheet can be downloaded direct at [www.acme-appointments.co.uk](http://www.acme-appointments.co.uk)