



# Temp Worker Weekly Timesheet

Please Email to [hello@sourcetemps.co.uk](mailto:hello@sourcetemps.co.uk) before 10am each Monday, thank you.

Failure to submit an authorised timesheet by this time may result in your payment being delayed

Name	Contact No.
Company	Week ending

Week Day	Morning hours	Afternoon hours	Daily Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Weekly Total			

Signed by temp	Date
----------------	------

<b>Client Section</b>	<b>How did your temp perform this week? - Please score your temp out of 5 (5 being the highest) in the following areas.</b>								
Punctuality/ Timekeeping	<input type="radio"/>	Adaptability/ Ability to learn	<input type="radio"/>	Honesty	<input type="radio"/>	Attitude/ Reliability	<input type="radio"/>	Accuracy	<input type="radio"/>
<b>Other Comments</b> _____									
<small>The scores and comments you provide above will be used for training, temp evaluation and re-placement purposes. Should you not wish to complete this section but have a concern about an area of your temps work please call us to discuss.</small>									

<b>Authorisation</b>	<small>By signing this timesheet you accept the services provided by the Temporary Worker, the number of hours recorded above and the terms of business provided by Source Temps, a part of Source Recruitment Specialists Limited. Registered No. 50220</small>
Signed by Client	Date
Print Client Name	Position