

one2one Recruitment Timesheet



DAY	Time to nearest quarter hour (15mins = 0.25), (30mins = 0.50) and (45mins = 0.75)			TOTAL HOURS*	DAYS WORKED*
	START	FINISH	BREAK		
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
Total Time Worked or *Days Completed					

IMPORTANT INFORMATION - PLEASE READ BEFORE COMPLETING

Please ensure your timesheet is completed fully and accurately as any errors may delay your pay.

* If you are working on a 'DAY RATE' simply complete end column, otherwise complete TOTAL HOURS column and enter all time worked to the nearest 0.25 hour (15mins) and in decimal format e.g. (15mins = 0.25), (30mins = 0.50) and (45mins = 0.75).

Your timesheet should be either faxed to **08701 918 389** or emailed to info@o2ouk.com

The deadline for submission is **12:00 noon Monday**.

If you have any queries, please contact your one2one Consultant on 01604 647100.

CANDIDATE NAME	<input type="text"/>	COMPANY NAME	<input type="text"/>
WEEK COMENCING (MONDAY)	<input type="text"/>	CLIENT SIGNATURE	<input type="text"/>
DATE SIGNED	<input type="text"/>	PRINT NAME	<input type="text"/>

If you require holiday to be paid (subject to your accrued holiday fund), please complete the holiday notification below. Please note that holidays must be booked in advance and taken as **full** days only.

Holiday Notification				
I will be away from work (dates)	FROM	<input type="text"/>	TO	<input type="text"/>
Total work days absent?	<input type="text"/>			
Authorised by line manager (signature)	<input type="text"/>			