

## Weekly Timesheet

PLEASE USE CAPITALS	
Temporary/contractor name.....	
Client name.....	
Dept name.....	
Cost centre code if applicable.....	Week ending date ...../...../.....
Reporting to.....	

DAY	START TIME	FINISH TIME	LESS BREAK	TOTAL STANDARD HOURS	OVERTIME
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					

Total number of hours to the nearest ¼ hour		
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<b>TIMESHEET AUTHORISATION</b>	
Only worked hours and totals should be included on this timesheet. Please <b>DO NOT</b> include any holiday hours. If you are a PAYE candidate and require paid holiday for time off, then you should download and complete the holiday request form on our website: <a href="http://www.advantageresourcing.co.uk">www.advantageresourcing.co.uk</a>	
<b>Clients declaration</b>	
I certify that the total number of hours has been satisfactorily worked and is approved for payment and billing purposes. This is in accordance to the terms and conditions of the business which I have received and accept as the basis of this transaction.	
Temporary/contractor signature.....	
Authorised client signature*.....	Department.....
<small>*Please remember to take a copy for your records</small>	
Client signatory name.....	Date.....

**Submitting timesheets**

- Email payroll **aptimesheets@advantageresourcing.com** OR Fax payroll **0845 351 1702**
- Deadline for submitting timesheets is 5pm on the Monday following the week worked.

If you have a payroll query please call Crone Corkill payroll directly on **0800 917 7358**.  
Payments will appear on your bank statement as Advantage Resourcing.

**WARNING** The accurate completion of this timesheet is your responsibility. Fraudulent submission may result in legal action being taken against you.